

City of Groveport

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Meeting Minutes

Monday, October 17, 2022

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 & Jack Rupp

I. Call to Order

Vice Chair Hutson called the Committee of the Whole meeting to order at 5:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Finance Director, Jeff Green - Development Director, Casey Adams - Chief of Police, Public Service Director - Brian Strayer, Stephen Moore - Chief Building Official, Tom Walker - Director of Golf, Seth Bowers - Recreation Center Director, Steve Farst - City Engineer, Bob Dowler - Director of Transportation, - Personnel Director, Trevor Swackhamer - Director of Technology, Ruthanne Sargus Ross - Clerk of Council, Mindy Kay - Assistant Clerk of Council

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

II. Moment of Silence

Vice Chair Hutson asked everyone to join her in a moment of silence.

III. Pledge of Allegiance

Chief Adams led the Pledge of Allegiance.

IV. Roll Call

Let the record show that Council Member Dildine arrived at 5:43 p.m.

Absent: 1 - Hilbert

Present: 5 - Cleary, Dildine, Hutson, Lockett, and Rupp

V. Approval of Minutes - August 15, 2022

The August 15, 2022 Committee of the Whole Minutes stand approved as submitted.

COTW Minutes

Attachments: [COTW Minutes 8.15.2022.pdf](#)

VI. Business of Guests

None.

VII. New Business

None.

VIII. Unfinished Business

None.

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

AN ORDINANCE AMENDING THE PAY GRADE FOR THE GROUP SWIM INSTRUCTOR CLASSIFICATION IN THE RECREATION DEPARTMENT AND ESTABLISHING COMPENSATION FOR THE STATED CLASSIFICATION

Attachments: [Ord. 2022-034 Exhibit A.pdf](#)

Finance Director Jason Carr stated this legislation is to reclassify the independent contractors who were providing private swim instruction to employees of the City of Groveport. This Ordinance will also change the pay scale and grade while adding a fee to those with a water safety instructor certification. The City did make changes to the independent contractor process for fitness and other instructors in the contract itself which will require background checks and providing evidence of liability insurance. The golf course and Town Hall have had private instructors, but the City's primary risk is at the Recreation Center. A significant portion of private instruction services provided at the golf course and Town Hall were conducted by City employees. Per Ohio Ethics Commission guidelines, no employee of the City would have permission to be paid as both a City employee and independent contractor conducting private lessons.

Vice Chair Hutson read by title Ordinance No. 2022-034 .A motion was made by Council Member Lockett, seconded by Council Member Rupp, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 4 - Cleary,Hutson,Lockett, and Rupp

B. 2nd Readings

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

CALENDAR YEAR 2023

Attachments: [2023 Budget_EXHIBIT A 22-035.pdf](#)

Administrator BJ King noted that Department Directors were present to answer any budget questions Council may have on any item. Operations costs are up due to wages and health insurance rates.

The Capital budget is 1% higher in 2023 than in 2022. The City's information technology is a brand-new infrastructure that needs upgrading to meet the specific criteria of the City's liability insurance company. New certifications need to be made for employees to log in, and the City's current equipment cannot support some security measures. Upgrading is an investment in the City's cyber infrastructure.

The Capital budget is the continued update of equipment. Public Works requested a new mower to replace a 1986 mower with parts that are hard to find. The City needs to upgrade security at the police facility. The budget includes investing in new equipment at the City's Recreation Center to replace 20-year-old equipment. Staff did an internal evaluation of the current equipment to determine what needed an upgrade or replacement.

The proposed 2023 budget reflects continued investment in upgrading aging public infrastructure and equipment, updates to our dated IT infrastructure, anticipated increases to health insurance costs, and security for public facilities. The proposed 2023 CIP budget reflects a nominal 1% increase (includes \$1,100,000 for the second-floor build-outs of the two new buildings and \$500,000 to demolish KidSpace and build a new public parking lot) when compared to 2022. Wages, health insurance costs, and increased costs for operating supplies is the most significant factor for the budget increase.

Finance Director Jason Carr noted that the only capital items the City is financing through Debt Service (capital leases) are the purchases of police vehicles and Tasers. Bond anticipation notes issued in 2022 will re-issued less the pay down of \$300,000. This will be done on an annual basis until the bond anticipation notes are retired. The budget shows a decrease of 2.3 million dollars in the City's debt. The City is paying most of its capital projects out of its 401 Fund (Capital Projects Fund) based on the carryover fund balance the City has built up over time. The Administration has elected to spend down carryover fund balance in the Capital Projects Fund totaling \$1,672,215 instead of issuing additional debt for the projects listed in the 2023 budget.

The City will need to consider options for utilizing the second floors of the Rarey's Port and Wert's Grove buildings.

Vice Chair Hutson read by title Ordinance No. 2022-035. A motion was made by Council Member Rupp, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 5 - Cleary, Dildine, Hutson, Lockett, and Rupp

2023 Budget Original Memo

Attachments: [2023 Budget_Original Memo_Finance.pdf](#)

AN ORDINANCE ACCEPTING AND DEDICATING AS PUBLIC IMPROVEMENTS THE WATER MAIN AND SANITARY SEWER MAIN CONSTRUCTED IN CONJUNCTION WITH THE PAUL HEMMER COMPANY'S GROVEPORT LOGISTICS CENTER DEVELOPMENT

This ordinance is standard legislation; once a project finishes, the City accepts public improvements as public infrastructure.

Vice Chair Hutson read by title Ordinance No. 2022-037. A motion was made by Council Member Hutson, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 5 - Cleary, Dildine, Hutson, Lockett, and Rupp

X. Financial Report

Finance Director Jason Carr stated that the general fund balance is still \$2.2 million higher than last year. The Recreation & Aquatic Fund balance was negative by \$65,717 and the City will need to transfer additional money to that Recreation & Aquatic Fund from the General Fund. The City has collected 89% of its income tax budget. The other significant activity pertains to the Drug Education & Enforcement Fund whereas the City deposited \$50,740 from non-federal related forfeitures associated with the investigative work performed by Officer Gilbert and the Police Department.

Financial Report

Attachments: [Financial Report.pdf](#)

XI. Other Business

None.

XII. Reports

A. Mayor - Lance Westcamp

Mayor Westcamp reported that City staff are conducting the second round of interviews with six candidates for the police officer positions. The Mayor personally thanked Personnel Director Joyce Myers, Chief Casey Adams, and Administrator BJ King for their parts in the interview process. They make the Mayor's job easy, doing all the leg work and compiling the six candidates.

Mayor Westcamp thanked Public Service Director Brian Strayer. He asked that he pass along his thanks to Bruce Smith for another great event in the City of Groveport; the Blacklick Haunted Park event was a

big success.

B. Administrator - BJ King

Administrator BJ King thanked Council for their support of the 2023 budget. City staff is confident that the City has a good process, especially in establishing each department's needs.

C. Director of Law - Kevin Shannon

Law Director Kevin Shannon had nothing further to report.

D. Director of Finance - Jason Carr

Finance Director Jason Carr had nothing further to report.

E. Chief of Police - Casey Adams

Chief Casey Adams reported that the Department filed criminal aggravated robbery charges on two adults over the weekend. Detective Gilbert identified a suspect in last month's breaking and entering incident at the golf course. Just before tonight's meeting, an individual stole a COTA bus with passengers on board in the City of Columbus. Groveport Police safely stopped the bus, took the suspect into custody, and turned the individual over to Columbus Police.

PD Council Report

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

F. Development Director - Jeff Green

Development Director Jeff Green had nothing further to report.

DEV Council Report

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

G. Public Service Director - Brian Strayer

Public Service Director Brian Strayer informed the Council of two people retiring at the end of the year. John Detty, who has been with the City for 26 years, will retire on December 31, 2022. John Detty has been a good employee, especially the last two years that Mr. Strayer

has been with Groveport. Mike Stebelton, who has been with Groveport for 18 years, will retire on January 13, 2023. The Department and Human Resources are in the process of filling both positions. The goal is to have Mr. Detty and Mr. Stebelton train the new hires before they leave.

PW Council Report

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

H. Chief Building Official - Stephen Moore

Chief Building Official Stephen Moore reported that the Planning & Zoning Commission has two use variance applications coming before Council. The veterinary office on Groveport Road across from Kroger wants to build on a Hendron Road site and apply for a use variance. Another applicant has filed for a use variance and applicable area variances for the School Transportation Center on Bixby Road and Hendron Road.

Pizzuti might have tenants for the building recently finished on South Hamilton Road. Staff and the developer have discussed the changes needed for office expansions and items inside the spec warehouse. The two buildings on Global Court have four tenants which occupies all available spaces. CA Ventures on Hayes Road has a potential tenant. The dentist's office project on Main Street is about to start. Homeowners are doing work on their homes as well.

Mr. Rupp commented on residential plan reviews; some homeowners feel they are put on the back burner because of the commercial projects. He requested that Building & Zoning could add to its report the average a residential plan review takes vs. commercial. Mr. Moore answered that it depends on the complexity of the project. A smaller project is reviewed in-house and takes seven to ten days to process. The more extensive project plans are sent out to the plan reviewers and could take three weeks at the most. Mr. Moore assured Mr. Rupp that Building & Zoning process project plans in the order applications are received. No application gets put on the back burner; if anyone has questions, they should contact Mr. Moore.

B&Z Council Report

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

I. Director of Golf - Tom Walker

Director of Golf Tom Walker confirmed that work started on the cart path project at the golf course. The plan is to complete everything north of Little Walnut Creek by the end of next week.

Mr. Rupp asked if the City could clean up the area around the old pool buildings. Pipes and pallets are lying around the back. It detracts as soon as one drives into the golf course. Administrator King will see that the debris and the area get cleaned. Mr. King raised the matter of the price of golf balls. The City replaces about 12,000 balls each year. The cost of new golf balls has risen, but the price the City charges for buckets of golf balls has stayed the same price. Council has passed legislation to set all the fees related to the golf course except for range balls. Staff feels it would be appropriate to have all fees charged by this municipality be adopted by City Council and not at the discretion of somebody on staff. At next Monday's City Council meeting, legislation will be on the agenda for Council to look at the cost of range balls. When the City sets charges for green fees and such, Groveport consistently benchmarks the costs according to other similar Central Ohio golf course rates and fees. Mr. King would like to codify the price of range balls with all the rates and fees at the Groveport Municipal Golf Course.

Council Member Cleary would like the new rates posted a few months before the season to inform the public of the upcoming change. Mr. Walker commented that if Council approves a change in rates and fees, once the changes go into effect, they get posted immediately. Posting the changes gives patrons a notice of three or four months that prices have changed.

GOLF Council Report

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

J. Recreation Director - Seth Bowers

Recreation Director Seth Bowers spoke highly about the partnership with Groveport Youth Athletic Association. The volleyball league has 80 participants and wraps up at the end of next month. The Recreation Center's next collaboration is with Junior Cavs and GYAA to offer a youth basketball program. The kids will receive Cavalier tickets to two games in Cleveland. There will be a coaching clinic free of charge for all the volunteer coaches. They will also receive Cavalier jerseys and shorts. On Thanksgiving Day, the Rec Center will hold its first "Eye on the Pie" Thanksgiving Day 5k Turkey Trot at 9:00 a.m. Registration is

\$25, and each participant will receive a T-Shirt and a pie instead of a medal. The last day for registration is November 10, 2022.

REC Council Report

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

K. Community Affairs Director - Jessica Wyke

Community Affairs Director Jessica Wyke was not present. Administrator King remarked that plans are ongoing for Veterans Day and Heritage Holiday.

L. City Engineer - Steve Farst

City Engineer Steve Farst stated that the City had a preconstruction meeting with Dr. Carol and his contractors on September 29th on the 325 Main Street project. The contractors offered a timeline and some milestones. City staff learned it would be several weeks before workers get into the more intense construction. The supply chains have delays with fulfilling pipe and structure material orders. Once their engineer approves the shop drawings, supplies would still be eleven weeks out. Some preliminary things have started, like installing the silt fence. The developers want to close the sidewalk at the site since they are coming and going with construction equipment. City staff thought that was appropriate for safety. Next would be the water and sewer taps. It will be inconvenient because lines will cross the street to the other side by the Certified Station. Mr. Farst will follow up with the developer about installing the construction fence that the neighboring properties wanted. The projected completion of the project is early summer 2023. Tearing down the house is part of Phase II. Dr. Carol plans to continue to lease the residential structure.

ENG Council Report

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

M. Director of Transportation - Bob Dowler

Director of Transportation Bob Dowler remarked on the letter published in the Groveport Messenger by a Senior Center member, Opal Collier. Mr. Dowler wants to thank her personally. Ms. Collier mentions Mr. Dowler and Lisa Zurbriggen by name and the entire staff of the Senior Center and the Senior Transportation. She states how everyone there

always puts forward their best. She also thanks Council for funding the resources to serve the community. Mr. Dowler encouraged everyone to read that letter.

DOT Council Report

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

N. Personnel Director - Joyce Myers

Personnel Director Joyce Meyers reiterated how great of an addition Annie Short, Human Resource Generalist, is to the team. The HR Department is planning employee engagement events and continues to interview and recruit new staff. Mrs. Myers thanked Brian Strayer and Chief Adams for their help in the recruiting process.

HR Council Report

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

O. Director of Information Technology - Trevor Swackhamer

IT Director Trevor Swackhamer reported that the City would be moving forward with the new email to Office 365. Think CSC will no longer handle Groveport's Exchange email. Mr. Swackhamer will send an email with instructions to guide an employee on signing up and registering for the two-factor authentication. The two-factor authentication gives employees access to their email on their computer or mobile phone. Thursday's transition should last about an hour.

IT Council Report

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

P. Clerk of Council - Ruthanne Sargus Ross

Clerk of Council Ruthanne Sargus Ross remarked that her granddaughter went through Blacklick Haunted Park on Saturday and declared that she had two small heart attacks. The event was very, very scary.

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

Council Member Jack Rupp and Councilman Cleary attended the Police and Fire Fighters Retirement event on Saturday. Council Member Scott Lockett had nothing to report

Council Member Shawn Cleary thanked the Department Directors for their work on the budgets and the job each does for the City of Groveport and its citizens.

Council Member Ed Dildine announced that the Trees and Decorations Committee has a meeting on October 27, 2022, to make up for a canceled meeting. There is a six-meeting-per-year requirement to maintain Groveport's Tree City USA status.

Mr. Dildine remarked on his pink shirt in observance of cancer awareness. He is aware that October is Breast Cancer Awareness Month. Still, he and his fellow firefighters want to bring cancer to the forefront in October. According to the CDC/National Institute for Occupational Health and Safety (NIOSH), Firefighters have a 9% higher risk of being diagnosed with cancer and a 14% higher risk of dying from cancer than the general U.S. population.

Mr. Dildine thanked the staff for their work on their budgets.

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Dildine, to adjourn at 6:24 p.m. All in favor stated AYE, None Opposed. Motion passed.

Becky Hutson, Vice Chair

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.