CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

June 25, 2018

ADMINISTRATION – *Marsha Hall*

Legislation

Ord. 18-029 Licensing Agreement with Orchard Grove Apartment Complex LLC (3rd Reading)

The sign for this apartment complex was damaged and had to be removed during the Hendron Road project. At that point it was determined that the sign sat partially in the right-of-way. They would like for the new sign to be installed in the same location as the previous sign.

Res. 18-002 Resolution to Accept the Gateway Corridor Plan (3rd Reading)

Per Council's recommendation at your May 22 Committee of the Whole meeting.

Ord. 18-030 Removing One of the PT Receptionist Positions and Creating the Position of Receptionist/Clerk (3rd Reading)

The municipal offices currently have two part-time Receptionists. One of the positions has been performing additional clerical duties for several of the building staff.

In addition, there are several other clerical duties that can be assigned to the Receptionist that are outside her current job duties. These include 1) assisting the Finance Department by entering vouchers, doing check runs, closing POs, entering new vendors, creating pay-in worksheets, and entering and filing pay-ins; 2) assisting the Clerk of Courts by scanning court files, setting up case folders, and creating a tracking system for voided tickets; 3) assisting the Clerk of Council by proofreading minutes and assisting with records retentions, and 4) assisting with researching vacant warehouses and entering them into Zoom Prospector, an economic development database for potential buyers.

The current Pay Scale includes PT Receptionist position as a Grade 1 and the PT Police Receptionist, FT Receptionist and Clerk positions as Grade 5. I am recommending that, if allowed, the PT Receptionist/Clerk position be upgraded to a Grade 3.

Ord. 18-031 Easement Agreement with Bob Ward Family LP for Private Force Main (2nd Reading)

This is an easement request for a private force main running along the perimeter of our Parcel #185-002483 originating from the Ward Property on Hendron Road. The on-site system is at capacity and additional buildings cannot be added to the private system.

Miscellaneous

4th of July Parade

Please plan on meeting at Groveport Park at the float no later than 10:00am. The float will already be in line. You can park at Glendening School off Hendron Road and ride the shuttle to the recreation center if you wish. Since the parade will end at the school, you would be able to pick up your vehicle there. You can also drive to the rec center and park inside the gate of the Public Works complex; I'm sure we can help anyone get a ride back to your car after the parade.

Verizon Cell Tower Update

Until very recently, the cell tower Verizon requested in 2016 that we approved on the water treatment plant site had been put on hold by Verizon. They have contacted me to let me know that they have determined that they want to move forward with the tower, however they need a site more to the east. They have requested that we consider the site of our Public Works facility. I will be meeting internally with staff to determine if that site is physically possible.

Out of Office

I will be out of the office June 29.

Meetings; Events

Meetings/Events Attended

06/18 Small cell infrastructure guidelines training
06/21 Drug Free Workplace Training
06/22 Personnel Policy meeting
06/25 Speed deterrents for Hanstein Addition meeting
06/25 Meeting re. Verizon cell tower
06/26 FOP Negotiations
06/26 Opiate Forum
06/28 Kick-off meeting for Water Asset Management Plan project