

# City of Groveport

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## Meeting Minutes

Monday, July 21, 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, Tom Byrne - Director of Facilities Management, Ralph Portier - Chief of Police*

*Staff Not Present: Kyle Lund - Parks and Recreation Director, Tom Walker - Director of Golf*

*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**

**Absent:** 1 - Council Member Hilbert

**Present:** 5 - Council Member Cleary, Council Member Dildine, Council Member Drury, Council Member Hutson, and Council Member Rarey

**V. Approval of Minutes - June 16, 2014**

*Approved as submitted.*

[#155-2014](#)

COTW Meeting Minutes 06-16-2014

**Attachments:** [COTW Meeting Minutes 06-16-2014.pdf](#)

**VI. Business of Guests**

**1. Madison Township Chief Bates - Update**

*Madison Township Chief Bates updated Council on the June Madison Township Fire Department report. The end of June report hit at the half-way point for the number of days in the year. The number of alarms are up from this time last year. At the last Trustee meeting the Five-Year Plan for the fire department was approved and will be shared with Groveport and Canal Winchester. It is to be decided if full copies will be printed off or an abbreviated version will be presented. Chief Bates will be working with Clerk Ruthanne Ross to present the information to Council. The department will be joining the Central Ohio Firefighter Testing Consortium; which is made up of four fire departments: Madison Township, West Licking, Heath and the City of Newark. All four departments use the same hiring process, examinations, both written and the physical ability test. This will allow an applicant to sign up for any or all of the four fire departments at the same time. Each department will be supplied a list of the qualified candidates and their individual scores. Council Member Cleary inquired if the fire department was fully staffed. Chief Bates responded the department is short a few part-time positions but once the new entrance exam list is put in place those can be filled. All full-time positions are fully staffed.*

[#156-2014](#)

MTFD June 2014 Monthly Report

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

**VII. New Business**

*None*

**VIII. Unfinished Business**

*None*

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

[ORD. 14-025](#)

AN ORDINANCE AMENDING PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE, TITLE FIVE - OTHER PUBLIC SERVICES, CHAPTER 941 PARKS, OF THE CODIFIED ORDINANCES OF THE CITY OF GROVEPORT

**Sponsors:** Rarey

**Attachments:** [ORD. 14-025 Exhibit A .pdf](#)

*Administrator Marsha Hall informed Council this Ordinance came about when it was discussed if the City's pond rules were the same as those of Ohio Department of Natural Resources (ODNR). Ms. Hall found that all rules are the same except for the five fish limit. She is asking for this rule to be added to the City's pond rules; currently the City has no limit of fish that can be taken from the ponds. The five fish limit rule will apply to all types of fish.*

**Chair Dildine read by title Ordinance No.14-025. A motion was made by Council Member Cleary, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Dildine, Drury, Hutson and Rarey

**B. 2nd Readings**

[ORD. 14-027](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ADD THE POSITION OF PROGRAM COORDINATOR IN THE DEPARTMENT OF COMMUNITY AFFAIRS

**Sponsors:** Hilbert

*Administrator Hall explained currently under the City's Organization Chart, Community Affairs' full-time positions are listed as one Director, one Program Coordinator and one Administrative Assistant and a number of part-time staff. The part-time staff is un-numbered on the Organization Chart. Former Community Affairs Director Linda Haley was having trouble with filling the part-time position, as well as, keeping part-time staff coming to work and doing the work they needed to do. Ms. Hall spoke with the new Community Affairs Director, Patty Storts, about creating another full-time Program Coordinator position and getting rid of some of the part-time positions. There would be no difference in cost. A full-time person can work various assigned hours, have more responsibilities and can be easily managed. The Town Hall is a beautiful, restored building and for several hours a week it is overseen by a part-time minimum wage employee. Council Member Rarey asked if the position will be open for the current*

*two part-time staff. Ms. Hall stated the position will be posted as the City's current policy requires, so any part-time, as well as full-time staff, can apply for the position. There will still be a need for some part-time positions, currently there are eight approved part-time positions, seven which are filled. The part-time positions will assist the full-time staff with programs and keeping the building open. Part-time positions are compensated as they are part of the City's Comprehension Program. Council Member Cleary inquired if the seven part-time employees knew that some of the positions will be reduced. Ms. Hall responded they will be informed of part-time staff being reduced down to three. One of the part-time employees who deals with the very successful children's programs will remain with those hours.*

**Chair Dildine read by title Ordinance No.14-027. A motion was made by Council Member Rarey, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Dildine, Drury, Hutson and Rarey

## **X. Financial Report**

*Director of Finance Jeff Green referred Council to the Finance Report for June 2014. Income tax is still up 5% for the year. The City will be higher in its net than it was last year for this month. The Finance Department plans to have numbers for the mid-year forecast to amend appropriations before Council at the next regular Council meeting.*

[#157-2014](#)

Finance Report June 2014

**Attachments:** [Finance Report June 2014.pdf](#)

## **XI. Other Business**

[#166-2014](#)

shred-it flyer 2014

**Attachments:** [shred-it flyer 2014 2pg.pdf](#)

*Chair Dildine referred everyone to the Shred-It flyer. Shred-It will be held with Touch-a-Truck on Saturday, August 2, 2014 from 10:00 a.m. to noon at Groveport Park. The flyer lists items one might want to shred to preserve their privacy.*

## **XII. Reports**

**A. Mayor - Lance Westcamp**

*Mayor Westcamp reported a 4th of July Committee follow-up meeting has been scheduled for August 5, 2014.*

**B. Administrator - Marsha Hall**

*Administrator Marsha Hall reported she is to be a speaker at the MORPC Regional Education Forum on July 30th. MORPC has asked that she speak on "We Are Changing How We Are Doing Business in Groveport". The City has hired an Executive Assistant. Jessica Reeves will start on Monday, August 4th. Jessica comes with more than 10 years experience with Fairfield County Utilities and Building Department. As Administrative Assistant she dealt with water bills, purchase orders and administrative assistant items. Jessica will be a great fit for Administration and the City.*

[#158-2014](#)

Adm Report to Council - July 21

**Attachments:** [Adm Report to Council - July 21.pdf](#)

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

*Nothing to report.*

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

*Nothing further to report.*

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

*Chief Ralph Portier joked the police department may want to sponsor an award at this year's car show titled "The Car We Will Most Likely Want To Pull Over".*

*Council Member Dildine relayed thanks from the Madison Township Police Department to the Chief and his department for their help on the day of the funeral of Madison Township Police Chief Mike Ratliff.*

[#159-2014](#)

PD June 2014

**Attachments:** [PD June 2014.pdf](#)

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

*Nothing further to report.*

[#167-2014](#)

PW June 2014 Council Report

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

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

*Nothing further to report.*

[#160-2014](#)

B & Z July 2014

**Attachments:** [B & Z July 2014.pdf](#)  
[B & Z 2014 Mowing.pdf](#)

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

*Not Present*

[#161-2014](#)

Golf Report to Mayor and Council 7-16-14

**Attachments:** [Golf Report to Mayor and Council 7-16-14.pdf](#)

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

*Not Present*

[#162-2014](#)

RC July 2014 Council Report

**Attachments:** [RC July 2014 Council Report.pdf](#)  
[Rec Center Aug. 2014 NewsBlast.pdf](#)

**J. Community Affairs Director - Patty Storts**

*Nothing further to report.*

[#163-2014](#)

CA July 18, 2014

**Attachments:** [CA July 18, 2014.pdf](#)  
[CA July Aug 2014 Reporter.pdf](#)  
[CA Car Show.pdf](#)  
[CA July - August calendar.pdf](#)

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

*Director of Facilities Management Tom Byrne thanked Clerk Ruthanne Ross for attaching the AEP Energy Cost Savings Report to Council's packets.*

*Council Member Cleary wanted to know the percentages of work completed regarding the new energy program the City has purchased. Mr. Byrne reported the physical aspect of the project is approximately 75% completed. During the next couple of weeks work at the Recreation Center will be done, which entails the majority of the work needed to complete the project. In regards to the new software, a few items need taken care of, such as, upgrading Mr. Byrne's computer system and designing the building management systems. The project is scheduled for completion by the end of August once everyone is incorporated into the system. When the system is up and running in full force, Mr. Byrne invited everyone to his office to see how the new system works and what Council has done for the City of Groveport by implementing this program.*

[#164-2014](#)

FM 7-15-14 status

**Attachments:** [FM 7-15-14 status.pdf](#)  
[FM AEP Reports May & June 2014.pdf](#)

**L. City Engineer - Steve Farst**

*City Engineer Steve Farst added to his report the City is getting close to the time of year to apply for funding with the Ohio Public Works Commission (OPWC). Next month information on what projects the City is looking into will be brought to Council for discussion.*

*Council Member Rarey asked for an update on the issue of Palm's Pond and the road running adjacent to the cemetery. Mr. Farst went to Palm's Pond last week to have a look at the issues regarding the water level. The matter is to be discussed at the Capital Improvement Program meeting. Mr. Farst is looking into possible solutions to stabilize the water level of the pond. In regards to the road in front of the cemetery, Mr. Farst arranged for a survey on Wirt Road from College Street to Main Street and back a few hundred feet on College Street. He is looking at the data from the survey in terms of laying out a*

*pedestrian alignment. The project would consist of two phases; Phase I would be from College Street to the entrance drive into Heritage Park. Phase II would be from that point to Main Street. The City is working to get the design work for Phase I completed this year and bid it out so construction can start first thing next year. Phase II would be designed next year and built in 2016. It has been phased this way due to the right-of-way being somewhat complicated involving the 200 year old canal land records. The department is aiming to get the specifications and bid documents completed to get the project bid by the end of this year to build Phase I next season. The alignment being considered entails positioning the path in the canal lands the City owns on the north side of the road starting west of the log cabin. Once the path reaches College Street the sidewalk would extend a couple of doors to the north to tie in with the existing sidewalk. Then crossing to the south side of Wirt Road in front of the log cabin, a conventional sidewalk would extend all the way to Main Street. The impact a sidewalk will have on the five or six homes west of Cron Drive will have to be carefully addressed in regards to the post office and residential mailboxes. Council Member Dildine asked if the City had given up on the Safe Route to Schools. Ms. Hall responded the City has already given up on the Safe Route to Schools for the Wirt Road project because the City would most likely not score high enough to qualify for the grant. The City is still properly suited for the Safe Route to Schools grant for the Hendron Road project.*

[#165-2014](#)

Engineers Report 7-16-14

**Attachments:** [Engineers Report 7-16-14.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**

**Executive Session**

*Law Director Shannon requested Council to consider making a motion to go into executive session pursuant to ORC Section 121.22 (G) (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees*

*concerning their compensation or other terms and conditions of their employment, to include all members of Council, Mayor, Administrator, Finance Director, Chief of Police and himself.*

**A motion was made by Council Member Cleary, seconded by Council Member Drury, to go into Executive Session pursuant to ORC Section 121.22 (G) (4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, to include all members of Council, Mayor, Administrator, Finance Director, Chief of Police and Law Director at 7:03 p.m. The motion carried by the following vote:**

**Yes: 5 - Cleary, Dildine, Drury, Hutson and Rarey**

**Chair Dildine stated let the record state Council came out of Executive Session at 7:12 p.m. with no action taken.**

### **XIII. Adjournment**

**Council Member Rarey made a motion, seconded by Council Member Drury, to adjourn at 7:12 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 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.**