

# City of Groveport

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## Meeting Minutes

**Monday, September 19, 2016**

**6:30 PM**

**Council Chambers**

## **Committee of the Whole**

*Mayor Lance Westcamp*

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

**I. Call to Order**

by Committee Chair Cleary at 6:30 p.m.

Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Stephen Moore - Chief Building Official, Steve Farst - Engineer, Dennis Moore - Public Works Superintendent, Kyle Lund - Recreation Center Director, Tom Walker - Director of Golf, Bob Dowler - Director of Transportation, Ralph Portier - Chief of Police

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

**II. Moment of Silence**

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

**III. Pledge of Allegiance**

Bob Garvin led the Pledge of Allegiance.

**IV. Roll Call**

**Present:** 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

**V. Approval of Minutes - August 15, 2016**

Approved as submitted.

[#209-2016](#)

COTW Minutes 8-15-16

**Attachments:** [COTW Minutes 8-15-16.pdf](#)

**VI. Proclamation**

*Mayor Lance Westcamp read the proclamation for Constitution Week. The proclamation was presented to Patricia Badgerow, a representative of the Elizabeth Sherman Reese Chapter of Daughters of the American Revolution (DAR).*

[#210-2016](#)

Constitution Week Proclamation 2016

**Attachments:** [Constitution Week Proclamation 2016.pdf](#)

**VII. Business of Guests**

**a. Greater Groveport Food Pantry**

*Bob Garvin, on behalf of the 4th of July Committee, presented Greater Groveport Food Pantry Director Becky Soles with a check in the amount of \$750. The money was fees collected from vendors who participated in the 4th of July celebration. Director Soles thanked everyone for all their support.*

*Administrator Hall suggested a contest for City employees to donate food items to the GGFP for a three week period. Employees were divided in five groups: Public Works & Parks; Transportation, Golf and Town Hall; Municipal Building; Police Department and Recreation Center. The group collecting the highest number of food items would be provided lunch by the Administrator. City employees collected over 1500 items with the Public Works & Parks employees donating 695 items. The City will be looking to make this contest an annual event. One employee, Lisa Zurbriggen, reached out to Michelle Gehrt of the Crossroads Church in Lithopolis for support of the food collection for the Greater Groveport Food Pantry. Michelle Gehrt and Larry Beal represented Crossroads Church to present a \$2000 donation to the GGFP. The church would like to create a partnership with the food pantry to continue to provide for those in need in our community.*

**b. Madison Township Fire Chief Bates - Monthly Update**

*Madison Township Fire Chief Bates reported Station 182 will be holding their annual open house for National Fire Prevention Week on a Sunday in October from 1:00 p.m. to 3:00 pm. The department is expecting delivery of the new medic and new engine in October and looks to order the second engine that was already in the 2016 budget. The engine being delivered in October is replacing the engine that was totaled in a traffic crash. The department is getting ready to enter into an agreement with the design firm for the new station 183. Once the first agreement is signed, things will move forward to finalize plans for the new station. Current and new employees will be stationed at the new facility. Chief Bates wants to rotate assignments every couple of years because of the apparatus assignments. The plan is to order another new medic and have it delivered at the same time the new facility is completed. The new Station 183 is to be a medic house but is being built to house a full operational facility to accommodate future needs; for now the extra space will be used for storage.*

[#211-2016](#)

MTFD August 2016 Monthly Report

Attachments: [MTFD August 2016 Monthly Report.pdf](#)

**c. Susan Brobst - Madison Township Electric Aggregation**

Madison Township Administrator Susan Brobst updated Council on the electric aggregation. The current contract will end in February 2017. The township consultant had put together a package that went out with five other townships to gather quotes. A review committee met last Thursday to review all the information. The review committee includes Council Member Becky Hutson representing Groveport City Council, unincorporated Madison Township residents and Groveport residents. The committee will make a recommendation to the Board of Trustees on Wednesday, September 21. The best bid overall was from IGS Energy Electric, the company the township is in contract with now. There would be no change for those currently in the program. The company came back with the same rate as in the current contract, as well as the same terms; no early termination fees, budget plans and opt out options. The process will remain the same. The township will send opt out information sometime in January 2017. A second letter will address options for the residents who are under contract with other companies. Mrs. Brobst noted that as of June 2016 the Township overall has 44% participation in the electric aggregation program. Although this number is very good it also means there are quite a few people using other companies. Madison Township's program rate will remain at .0561 per kilowatt.

#### **VIII. New Business**

*None.*

#### **IX. Unfinished Business**

*None.*

#### **X. Ordinances and Resolutions**

##### **A. 3rd Readings**

##### [RES. 16-002](#)

##### A RESOLUTION AMENDING THE RULES OF COUNCIL

**Sponsors:** Lockett

**Attachments:** [Rules of Council 2016 FINAL with amendments.pdf](#)

*Discussion on amending the Rules of Council included changing the date on the cover sheet to the actual date of adoption and revising Article IV by removing all powers of Council and replace as follows:*

##### ARTICLE IV - POWERS

Section A: Powers of Council.

1. For powers of Council refer to Groveport Charter Section 3.01 (A).

**Chair Cleary read by title Resolution No. 16-002. A motion was made by Council Member Hilbert, seconded by Council Member Lockett, to recommend approval with amendments to the City Council. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[RES. 16-003](#)

A RESOLUTION ACCEPTING THE RECOMMENDATIONS OF THE GROVEPORT TAX INCENTIVE REVIEW COUNCIL RELATING TO VARIOUS CITY OF GROVEPORT TAX INCENTIVES

**Sponsors:** Hutson

**Attachments:** [RES. 16-003 TIRC Meeting Minutes 8-10-2016.pdf](#)

**Chair Cleary read by title Resolution No. 16-003. 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 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

**B. 2nd Readings**[ORD. 16-041](#)

AN ORDINANCE CLARIFYING AND/OR DESIGNATING EXEMPT AND NON-EXEMPT POSITIONS IN THE CITY OF GROVEPORT

**Sponsors:** Cleary

**Attachments:** [ORD. 16-041 Exempt Employees 2016 Exhibit A.pdf](#)

*Administrator Hall explained this Ordinance is to update the list to 1) include any exempt positions added since 2005; 2) remove those positions that will be affected by the new December 1, 2016 FSLA rules that require any exempt position with a salary of less than \$47,476 to be paid overtime; and 3) remove the Senior Center Coordinator position from the exempt list because that position does not meet the qualifications to be considered an exempt employee.*

**Chair Cleary read by title Ordinance No. 16-041. A motion was made by Council Member Dildine, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-042](#)

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

## OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT

**Sponsors:** Rarey

*Administrator Hall clarified this contract entails a 5% increase to \$44,215.56. This annual contract includes any health services provided with the exception of the mosquito program.*

**Chair Cleary read by title Ordinance No. 16-042. 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 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

**ORD. 16-043**

AN ORDINANCE ESTABLISHING THE PAY GRADE OF THE PART-TIME RECEPTIONIST POSITION IN THE POLICE DEPARTMENT

**Sponsors:** Dildine

*Administrator Hall explained this legislation is to clean up paperwork in regards to the part-time receptionist position in the police department. When Council approved the creation of the position, the position title was approved and the City's organization chart was revised to include the position. However, the position was not added to the City's pay scale.*

**Chair Cleary read by title Ordinance No. 16-043. A motion was made by Council Member Dildine, seconded by Council Member Rarey, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

**XI. Financial Report**

**#212-2016** Finance Report August 2016

**Attachments:** [Finance Report August 2016.pdf](#)

**XII. Other Business**

*None.*

**XIII. Reports**

**A. Mayor - Lance Westcamp**

*Mayor Lance Westcamp reported he had the opportunity to speak at the Groveport-Madison School Board meeting regarding the 4th of July parade. He thanked Superintendent Bruce Hoover, Jeff Warner and Principal Aric Thomas and the school for their involvement.*

*Everyone plans to be back next year to help with the 4th of July celebration. Mayor Westcamp noted the number of participants for the Car Show was down but everything was well planned, as expected, with the Southeastern Franklin County Chamber of Commerce organizing the event.*

**B. Administrator - Marsha Hall**

*Administrator Marsha Hall announced Trick or Treat Night in the City of Groveport will be Monday, October 31, 2016 from 5:30 p.m. to 7:00 p.m. Administration is doing something a little different this year. Last year Main Street was very congested with children running back and forth to get the police and fire departments' goodies. This year Front Street will be closed off from Main Street to Elm Street to deflect pedestrian traffic away from Main Street.*

[#213-2016](#)

Adm Report to Council - Sept 19

Attachments: [Adm Report to Council - Sept 19.pdf](#)

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

*Nothing further to report.*

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

*Nothing further to report.*

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

*Chief Portier reported he will be out of state at the time of the next meeting; Captain Blevins will be attending in his place.*

[#214-2016](#)

PD Council Report 0816

Attachments: [PD Council Report 0816.pdf](#)

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

*Public Works Superintendent Dennis Moore reported the City has an adequate supply of salt. The City saved about \$13 a ton buying salt from Grove City.*

[#215-2016](#)

PW September 2016 Council Report

Attachments: [PW September 2016 Council Report.pdf](#)

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

*Nothing further to report.*

[#216-2016](#) B & Z Council Report September 2016

Attachments: [B & Z Council Report September 2016.pdf](#)

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

*Nothing further to report.*

[#217-2016](#) Golf Report to Mayor and Council 9-19-16

Attachments: [Golf Report to Mayor and Council 9-19-16.pdf](#)

**I. Recreation Director - Kyle Lund**

*Nothing further to report.*

[#218-2016](#) Rec Center Council Report 9-2016

Attachments: [Rec Center Council Report 9-2016.pdf](#)

[The Connection Oct 2016.pdf](#)

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

*Not present.*

[#219-2016](#) CA Council Report Sept. 2016

Attachments: [CA Council Report Sept. 2016.pdf](#)

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

*Not present.*

[#220-2016](#) P & FM Council Report

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

**L. City Engineer - Steve Farst**



*City Engineer Steve Farst reported the only thing left to be completed with the Street Maintenance Program is the crack sealing. Staff wanted to wait until the pavement was cooler to finish the crack sealing for better results. Information will be sent out to neighborhoods as the contractor moves towards their areas.*

[#221-2016](#)

Engineers Council Report 9-16

Attachments: [Engineers Council Report 9-16.pdf](#)

**M. Director of Transportation - Bob Dowler**

*Director of Transportation Bob Dowler added to his report that the transportation department will be providing shuttle service between the Recreation Center and the Walnut Street / Canal Street area for the Apple Butter Day event.*

[#222-2016](#)

Transportation Council Report for 091916

Attachments: [Transportation Council Report for 091916.pdf](#)

**N. Clerk of Council - Ruthanne Sargus Ross**

*Nothing to report.*

**O. Council Members - Ed Rarey, Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson and Scott Lockett**

*Nothing to report.*

**XIV. Adjournment**

**A motion was made by Council Member Hilbert, seconded by Council Member Dildine, to adjourn at 7:11 p.m. Motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

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**Shawn M. Cleary, 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.**