

# City of Groveport

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



## Meeting Minutes

**Monday, November 19, 2018**

**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 & Chad Grashel*

**I. Call to Order**

by Committee Chair Cleary at 5:30 p.m.

Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Stephen Moore - Chief Building Official, Tom Walker - Director of Golf, Kyle Lund - Recreation Center Director, Tom Byrne - Director of Parks & Facilities Management, Steve Farst - Engineer, Bob Dowler - Director of Transportation, Sue Wadley - Personnel Director, 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. Recently we have had losses that have touched our Groveport family, please keep the families in your thoughts and prayers.*

**III. Pledge of Allegiance**

Chief Portier led the Pledge of Allegiance.

**IV. Roll Call**

**Absent:** 1 - Dildine

**Present:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**V. Approval of Minutes - October 15, 2018**

Approved as submitted.

[#269-2018](#) COTW Minutes 10.15.18

**Attachments:** [COTW Minutes 10.15.18.pdf](#)

**VI. Business of Guests****a. Madison Township Fire Chief Fasone**

*Madison Township Fire Chief Fasone commented that the Halloween event went off well. He thanked everyone for their thoughts and prayers for his family and offered his thoughts and prayers to those in the Groveport family.*

[#270-2018](#) MTFD Monthly Report

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

**VII. New Business**

*None.*

**VIII. Unfinished Business**

*None.*

**IX. Ordinances and Resolutions**

**A. 3rd Readings**

[ORD. 18-047](#)

AN ORDINANCE INCREASING THE WATER USAGE RATES

Sponsors: Hutson

*Council Member Hilbert commented that she had read in one of the reports that the City was good going into 2019. Administrator Marsha Hall explained that looking at where the City is now going into 2019, there was no water rate increase for 2018. Expenses were quite a bit lower this year than they were in 2017. While the City is currently holding its own for its projected balance (contingency) in the Water Fund for operations of the water plant, projected expenses for 2019 are also less than 2018 expenses, so any unforeseen large expense would result in a much lower balance going into 2020. In addition, the Ohio legislature adopted Senate Bill 2 which requires that all water systems develop an Asset Management Program that includes a long-term (five year) funding strategy that determines the estimated cost per year to adequately fund, repair and replace its water assets. The EPA is requiring every agency to show that it has the revenue coming in for any expenses there would be for the foreseeable future. There is a list of expenses for an additional water tower, maintenance on expiring warranty contracts, etc. City Engineer, Steve Farst, added the City adopts a five-year CIP (Capital Improvement Plan). The EPA's Asset Management Plan now requires municipalities in Ohio to also develop a long-range financial plan. This takes the planning out to ten years. This program looks at retiring water main lines, replacing aging lines and/or 4" water lines, replacing pumps, motors, pressure vessels, etc. Ms. Hall added with the cost of living increases, the cost of everything continues to go up.*

Committee Chair Cleary read by title Ordinance No. 18-047. A motion was made by Council Member Hutson, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

**Yes:** 4 - Cleary, Grashel, Hutson, and Lockett

**No:** 1 - Hilbert

#### [ORD. 18-048](#)

AN ORDINANCE SETTING THE ANNUAL COST OF LIVING ADJUSTMENT FOR THE COMPENSATION OF THE EMPLOYEES OF THE CITY OF GROVEPORT

**Sponsors:** Hilbert

**Attachments:** [ORD. 18-048 Exhibit A.pdf](#)

*The City's Compensation Plan is on a three-year calendar basis. The first year the City does a salary survey, which was done in 2017. The other two years the City determines whether there is a cost-of-living adjustment based on any number of factors. 2018 included a 2% cost-of-living increase. Social Security, one of our factors used, has announced that there is a 2.8% cost-of-living increase for 2019. For that reason we are recommending a 2.8% increase to our pay scale for 2019.*

Committee Chair Cleary read by title Ordinance No. 18-048. 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:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

#### [ORD. 18-049](#)

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

**Sponsors:** Dildine

*This is the City's annual health department contract, including plumbing inspection services, for 2019. The cost to the City will be \$49,877.73, which is a 6.8% increase from 2018.*

Committee Chair Cleary read by title Ordinance No. 18-049. A motion was made by Council Member Hutson, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**B. 2nd Readings**[ORD. 18-050](#)

AN ORDINANCE AMENDING ORDINANCE NO. 18-008 (ADOPTED 3/12/2018) WHICH ESTABLISHED IN SEASON GOLF RATES FOR THE LINKS AT GROVEPORT GOLF COURSE

**Sponsors:** Grashel

**Attachments:** [ORD. 18-050 Exhibit A.pdf](#)

Committee Chair Cleary read by title Ordinance No. 18-050. A motion was made by Council Member Grashel, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

[ORD. 18-051](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ACCEPT THE GRANT OF A SANITARY SEWER EASEMENT FROM BIXFORD GREEN ASSOCIATION, INC., PARCEL NUMBER 185-002050

**Sponsors:** Cleary

*This easement from the Bixford Green Homeowners Association is needed for one of the City's 2019 Capital Improvements Projects. The Bixford Green Sanitary Pump Station Stand-by Generator Project (see Ord. 18-062).*

Committee Chair Cleary read by title Ordinance No. 18-051. A motion was made by Council Member Lockett, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

[ORD. 18-053](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ADD THE POSITION OF ASSISTANT GOLF SUPERINTENDENT IN THE DEPARTMENT OF GOLF

**Sponsors:** Lockett

Committee Chair Cleary read by title Ordinance No. 18-053. A motion was made by Council Member Lockett, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

[ORD. 18-054](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF TWO (2) POLICE CRUISERS, INCLUDING ANCILLARY EQUIPMENT FOR THE POLICE DEPARTMENT

**Sponsors:** Hilbert

**Committee Chair Cleary read by title Ordinance No. 18-054. 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:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-055**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A LEAF VACUUM FOR THE PUBLIC WORKS DEPARTMENT

**Sponsors:** Dildine

*The City had its only leaf vacuum truck out-of-service. Leaf pick-up will continue for as long as needed.*

**Committee Chair Cleary read by title Ordinance No. 18-055. 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:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-056**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A SCAG MOWER FOR THE PARKS AND FACILITIES MANAGEMENT DEPARTMENT

**Sponsors:** Grashel

**Committee Chair Cleary read by title Ordinance No. 18-056. A motion was made by Council Member Grashel, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-057**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A UTILITY VEHICLE

## FOR THE PARKS AND FACILITIES MANAGEMENT DEPARTMENT

**Sponsors:** Hilbert

*Council Member Cleary implored that all employees of the Parks Department are properly trained on this type of equipment.*

**Committee Chair Cleary read by title Ordinance No. 18-057. 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:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-058**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A PICK-UP TRUCK FOR THE PARKS AND FACILITIES MANAGEMENT DEPARTMENT

**Sponsors:** Hutson

**Committee Chair Cleary read by title Ordinance No. 18-058. A motion was made by Council Member Hutson, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-059**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A STARCRAFT ALLSTAR 12 + 2 SHUTTLE FOR THE TRANSPORTATION DEPARTMENT

**Sponsors:** Lockett

**Committee Chair Cleary read by title Ordinance No. 18-059. A motion was made by Council Member Lockett, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-060**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE 2019 STREET MAINTENANCE PROGRAM

**Sponsors:** Cleary

**Committee Chair Cleary read by title Ordinance No. 18-060. A motion was made by Council Member Hilbert, seconded by Council Member Grashel, to**

**recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-061**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE EAST BIXBY ROAD PAVEMENT REHABILITATION PROJECT

**Sponsors:** Dildine

**Committee Chair Cleary read by title Ordinance No. 18-061. A motion was made by Council Member Hutson, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-062**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE BIXFORD GREEN SANITARY PUMP STATION STAND-BY GENERATOR PROJECT

**Sponsors:** Grashel

**Committee Chair Cleary read by title Ordinance No. 18-062. A motion was made by Council Member Grashel, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-063**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE ELMONT PLACE FORCE MAIN REPLACEMENT PROJECT

**Sponsors:** Hilbert

**Committee Chair Cleary read by title Ordinance No. 18-063. A motion was made by Council Member Hilbert, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

**ORD. 18-064**

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO AN EASEMENT AGREEMENT WITH ZELLER-401 FC TIC, LLC



AND TO ACCEPT THE GRANT OF A SANITARY SEWER EASEMENT FOR A SANITARY SEWER LOCATED AT 6840 PONTIUS ROAD, PARCEL NUMBER 185-002951

**Sponsors:** Hutson

**Committee Chair Cleary read by title Ordinance No. 18-064. A motion was made by Council Member Hutson, seconded by Council Member Grashel, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

#### ORD. 18-065

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO WAIVE COMPETITIVE BIDDING AND ENTER INTO A CONTRACT WITH AXON ENTERPRISE, INC. FOR THE PURCHASE OF A BODY CAMERA SYSTEM FOR THE POLICE DEPARTMENT

**Sponsors:** Lockett

*The policy and procedures of the Police Department will state that it will be mandatory that the officers wear the body camera. There will be a learning curve for the officers to train themselves to turn the camera on and off. When a situation arises the cameras are to be employed.*

**Committee Chair Cleary read by title Ordinance No. 18-065. A motion was made by Council Member Lockett, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

#### ORD. 18-066

AN ORDINANCE AMENDING THE PAY SCALE

**Sponsors:** Dildine

*The City was unsuccessful in hiring certain seasonal employees due to its pay. The Human Resources Director performed an analysis of area pay for these positions. This recommendation is a result of that analysis. Aquatics employees were reviewed and are comparable with other entities after COLA. Staff is asking for some pay grade changes to put the City right where it should be in regards to seasonal positions compensation.*

**Committee Chair Cleary read by title Ordinance No. 18-066. A motion was made by Council Member Hutson, seconded by Council Member Grashel, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

ORD. 18-067

AN ORDINANCE WAIVING COMPETITIVE BIDDING FOR THE FRONT ENTRANCE BARN PROJECT AT THE LINKS OF GROVEPORT AND AUTHORIZING DESIGN-BUILD DELIVERY METHOD AND DESIGN-BUILDER SELECTION

**Sponsors:** Grashel

**Committee Chair Cleary read by title Ordinance No. 18-067. A motion was made by Council Member Grashel, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

ORD. 18-068

AN ORDINANCE ACCEPTING AND DEDICATING AS A PUBLIC IMPROVEMENT, A SANITARY SEWER LINE CONSTRUCTED IN THE AIR EAST DEVELOPMENT, AT 6766 PONTIUS ROAD AND 6840 PONTIUS RD, PARCEL NUMBERS 185-002951 and 185-002791

**Sponsors:** Hilbert

*This new sewer is an extension to a sewer line the City of Groveport is already responsible for maintaining. Its completion allows the City to dismantle and take out-of-service a sanitary pump station, which saves the City costs. That chamber is now a manhole.*

**Committee Chair Cleary read by title Ordinance No. 18-068. A motion was made by Council Member Hilbert, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

RES. 18-009

A RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE A MASTER LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION

**Sponsors:** Cleary

**Committee Chair Cleary read by title Resolution No. 18-009. 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:** 5 - Cleary, Grashel, Hilbert, Hutson, and Lockett

## X. Financial Report

*Finance Director Jeff Green reported income tax collection is up by 3%*

*for the year. Hopefully, the trend will hold steady for the rest of the year.*

*The Finance Department is working on amendments for appropriations that are done every year, to bring back to Council. There will be transfers from the General Fund to the Rec Fund, Golf Fund and the Street Fund.*

[#271-2018](#)

Finance Report

Attachments: [Finance Report.pdf](#)

## **XI. Other Business**

*None.*

## **XII. Reports**

### **A. Mayor - Lance Westcamp**

*Mayor Lance Westcamp expressed his condolences to the Stoots family on the passing of Jan Stoots. Jan served on Groveport's City Council, doing an excellent job representing the City of Groveport, whether she was a Council Member, a member of any committee or board the Mayor appointed her to or when she filled in as acting Mayor during his absence in early 2007. She always stepped up to the plate to serve this community. Jan worked part-time at the recreation center where the Mayor got nothing but compliments. The Mayor and his family, as well as the City, will greatly miss Jan Stoots. He asked that everyone please keep the Stoots family in their thoughts and prayers.*

*Mayor Westcamp thanked Marsha Hall and her staff, and Jessica Reeves, for getting things together for "Giving Tuesday". He is a believer in giving back to the community, as are the Council Members, and he supports the employees going door to door to give back to the shut-ins in this community. Even though most of the employees don't live in the City, they take pride in where they work, and that means a lot to him and Council.*

### **B. Administrator - Marsha Hall**

*Administrator Marsha Hall did not submit a report for tonight's meeting.*

### **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**

*Nothing further to report. Chief Portier wished everyone a Happy Thanksgiving.*

[#272-2018](#) PD Council Report

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

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

*Not present.*

[#273-2018](#) PW Council Report

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

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

*Nothing further to report.*

[#274-2018](#) PW Council Report

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

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

*Nothing further to report.*

[#275-2018](#) GOLF Council Report

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

**I. Recreation Director - Kyle Lund**

*Nothing further to report.*

[#276-2018](#) REC Council Report

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

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

*Not present.*

[#277-2018](#) CA Council Report

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

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

*Nothing further to report.*

[#278-2018](#) P&FM Council Report

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

**L. City Engineer - Steve Farst**

*Nothing further to report.*

[#279-2018](#) ENG Council Report

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

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

*Nothing further to report.*

[#280-2018](#) DOT Council Report

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

**N. Personnel Director - Sue Wadley**

*Nothing further to report. Sue Wadley wished everyone a Happy Holidays.*

[#281-2018](#) HR Council Report

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

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

*Nothing to report.*

**P. Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett and Chad Grashel**

*Council Member Jean Ann Hilbert referred to colors used at the recreation center in regards to the City's new marketing strategy's use of reds, greens and blues. She likes the red used at the rec center, the blue and the green used for the frog. Jeff Green stated the new color schemes are in and will be presented to Council at a later date. Mrs. Hilbert stated Council is so thankful for every one of the staff. It makes their jobs easy and makes them look good. She wished everyone a Happy Thanksgiving.*

*Council Member Becky Hutson thanked everyone. Mrs. Hutson thanked Ruthanne Ross for the new Rules of Council books. She wished everyone a Happy Thanksgiving.*

*Council Member Lockett wished everyone a Happy Thanksgiving.*

*Council Member Grashel thanked Mrs. Hilbert for attending the "Red and Black Night" at Groveport Madison High School and Mr. Cleary for getting out there and stretching out up and down the floor with the young folks, twice! It was a wonderful event and a fun evening.*

*Council Member Cleary challenged Mr. Lockett and Rick Palsgrove for next year. Just bring it on! Mr. Cleary played because he was blessed enough that he could do it. It was a great night. He asked all to keep Ed Dildine in their thoughts and wished everyone a great holiday.*

**XIII. Adjournment**

Council Member Hilbert made a motion, seconded by Council Member Hutson to adjourn at 6:10 p.m. All in favor stated AYE, None Opposed. Motion passed.

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Shawn M. Cleary, President Pro Tem

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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.