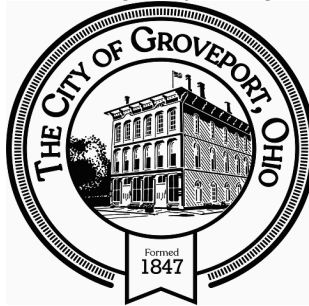


City of Groveport

655 Blacklick St.
Groveport, OH 43125
614.830.2052
www.groveport.org



Meeting Minutes

Monday, March 18, 2019

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 5:31 p.m.

Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Dennis Moore - Public Works Superintendent, Stephen Moore - Chief Building Official, Tom Walker - Director of Golf, Kyle Lund - Recreation Center Director, Patty Storts - Community Affairs Director, Tom Byrne - Director of Parks & Facilities Management, Steve Farst - Engineer, 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

DiAnn Cole led the Pledge of Allegiance.

IV. Roll Call

Absent: 1 - Hilbert

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

V. Approval of Minutes - January 22, 2019

Approved as submitted.

[#048-2019](#)

COTW Minutes 1.22.19

Attachments: [COTW Minutes 1.22.19.pdf](#)

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

Madison Township Fire Chief Fasone commended Recreation Director, Kyle Lund, and his staff on their handling of an electrical fire caused by an over-heated pump discovered shortly after a power outage. Chief Fasone reported that the Centers for Medicare and Medicaid Services have allowed for an ambulance inflation rate increase for department billing. The increase affects mileage rates and

allowable billing rates for the Advanced Life Support Level 1 and Level 2, as well as the Basic Life Support, by 2.13%. The last increase was in 2015. This increase would not be visible to Township residents as it is billed straight to their insurance company.

[#049-2019](#)

MTFD Monthly Report

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

b. Franklin County Board of Elections - D Kris Morrison and DiAnn Cole

Franklin County Board of Elections representatives, Kris Morrison and DiAnn Cole, gave a demonstration of the new voting machines. The Franklin County Board of Elections spent the last two years diligently vetting certified voting systems on the market, visited other counties in the state to compare machines, hosted on-site demonstrations with all five certified vendors in the State of Ohio and held mock elections with public demonstrations and obtained voter feedback. The hybrid voting system accommodates voter preference (i.e. touch screen or paper). People can use electronic voting, but people who want to use paper can do that, too.

Other benefits to the new machines are:

- reduces lines*
- eliminates increased risk of errors associated with paper-only system*
- system is easy for all voters to use*
- offers more accessibility to serve all voter needs*
- system preferred by BOE staff, voters, and focus groups including disability advocacy groups, senior groups and the League of Women Voters as it provides a consistent voter experience*

The new machines provide secure voting during elections:

- not connected to the internet*
- not connected to each other*
- always stored in secured and monitored locations*
- securely encrypted and equipped with secure, tamper-proof seals*
- secure with USB sticks located behind locked and sealed doors*
- Certified and complies with all standards set by the Help Americans Vote Act of 2002, the National Institute of Standards and Technology, and the United States Election Assistance Commission*

The hybrid voting system machines were purchased for use in all of the 355 polling locations throughout Franklin County and will be used for the first time in the upcoming Primary Election on Tuesday, May 7, 2019.

VII. New Business

a. Department Heads' Attendance at Committee of the Whole Meetings

Last week, Council Member Cleary and Administrator Marsha Hall had discussed the matter of the presence of all the Department Heads at the Committee of the Whole meetings. If the City moves forward with the classification amendments in Ordinance 19-010 by separating the Assistant Administrator/Development Director and the Finance Director positions, there will have to be a re-arrangement of City officials on the dais and designated tables. There was a discussion of whether or not all Department Heads needed to attend the Committee of the Whole meetings. Mr. Cleary had contacted Council Member Jean Ann Hilbert and she was adamant that all Department Heads needed to attend the Committee of the Whole meetings. Council had already changed the meeting start time to 5:30 p.m. to accommodate the staff. After considering the matter Council wanted to continue having all Department Heads at the Committee of the Whole meetings. Mayor Westcamp weighed in with his opinion that the Department Heads used to attend every Council meeting and he was in agreement with Mrs. Hilbert that they should continue to attend the meetings.

VIII. Unfinished Business

None

IX. Ordinances and Resolutions**A. 3rd Readings****[ORD. 19-004](#)**

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF GROVEPORT - ***PART THREE - TRAFFIC CODE, TITLE SEVEN, CHAPTER 351, SECTION 351.17, TRUCK PARKING IN RESIDENTIAL AREAS*** AND THE DECLARATION OF AN EMERGENCY

Sponsors: Hutson

Attachments: [ORD. 19-004 Exhibit A.pdf](#)

Council Member Cleary opened the discussion with wanting more time to study the information provided by Captain Kurt Blevins. Captain Blevins provided example ordinances of truck parking in residential areas from other communities and information on truck classifications. Law Director, Kevin Shannon, commended Captain Blevins on providing great information in regard to truck classifications and how

the matter is dealt with in other communities. The information is very helpful. Council wants more time to consider this legislation. Some newer pickup trucks weigh more than 10,000 pounds but are in the Class 2 truck Classification. It was hoped that residents in the areas this ordinance will have an impact on would address Council with any questions and/or concerns. The community's input is an important resource to City Council in making the best decisions for the residents of Groveport.

Committee Chair read by title Ordinance No. 19-004. The Committee of the Whole made no recommendation.

[ORD. 19-006](#)

AN ORDINANCE AMENDING THE CITY OF GROVEPORT CODE OF PERSONNEL PRACTICES AND PROCEDURES

Sponsors: Cleary

Attachments: [ORD. 19-006 Exhibit A.pdf](#)

Administrator Marsha Hall commented the Personnel Policy was written and put into place in 2011 and hasn't been updated since. A committee of Kevin Shannon, Marsha Hall, Jeff Green, Sue Wadley and Kyle Lund went over the current policy with a fine-toothed comb.

Changes throughout the document include:

- To align the policy and procedure with our actual day to day practices - many of our practices are now completed electronically
- Change title of "supervisor" to "manager"
- Added Designee to clarify authority in Administrator's absences
- Grammatical and language revisions
- Added reference to Bargaining Unit Agreement where appropriate
- Replaced "Village" with "City"

A summary of the changes was provided to Council.

Committee Chair read by title Ordinance No. 19-006. A motion was made by Council Member Dildine, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

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

[#041-2019](#)

Summary - Code of Personnel Practices & Procedures Revisions

Attachments: [Summary of Code of Personnel Practices & Procedures Revisions.pdf](#)

[ORD. 19-008](#)

AN ORDINANCE AMENDING PART ONE - ADMINISTRATIVE CODE, CHAPTER 143, EMPLOYEES GENERALLY OF THE CODIFIED ORDINANCES OF THE CITY OF GROVEPORT, OHIO

Sponsors: Grashel

Attachments: [ORD. 19-008 Exhibit A.pdf](#)

Administrator Marsha Hall stated this relates back to the Personnel Policy and Procedures Manual. Whenever there is a change to actual leaves, holidays and benefits, it falls under Section 143 of the City of Groveport Codified Ordinances. Section 143 was updated to reflect changes in the Personnel Policy and Procedures Manual, as well as, changes to clarify definitions, policies and procedures.

Committee Chair read by title Ordinance No. 19-008. A motion was made by Council Member Grashel, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:

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

B. 2nd Readings

[ORD. 19-009](#)

AN ORDINANCE AUTHORIZING THE GROVEPORT SPECIAL OLYMPICS OHIO COLLECTION FOR CHARITABLE DONATIONS

Sponsors: Hutson

Administrator Marsha Hall stated this is an annual request with one change. The Groveport Special Olympics Ohio has asked for an additional location to collect donations, the intersection of Main and Front Streets.

Committee Chair read by title Ordinance No. 19-009. 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, Dildine, Grashel, Hutson, and Lockett

[ORD. 19-010](#)

AN ORDINANCE AMENDING THE CITY'S CLASSIFICATION PLAN

Sponsors: Hilbert

Attachments: [ORD. 19-010 Assistant Administrator Development Director.pdf](#)

Administrator Marsha Hall commented this relates to a discussion with Council regarding the City defining a Finance Director position and an Assistant Administrator / Development Director position. This Ordinance provides the job description for the Assistant Administrator / Development Director position.

Committee Chair read by title Ordinance No. 19-010. A motion was made by Council Member Dildine, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:

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

X. Financial Report

The Finance Report will be made available to City Council at a later date.

XI. Other Business

XII. Reports

A. Mayor - Lance Westcamp

Mayor Lance Westcamp thanked Administrator Marsha Hall for the Schmidts' food truck.

B. Administrator - Marsha Hall

Administrator Marsha Hall commented some Council Members asked Administration to look into possibly making the narrow, western portion of Elm Street one-sided parking only because of the difficulty of traveling on that section of the street due to its narrowness. Staff has verified that all houses along that stretch have off- street parking. The City intends to send letters to the residents explaining the matter and to bring legislation before Council.

[#050-2019](#)

Adm Report to Council - Mar 18

Attachments: [Adm Report to Council - Mar 18.pdf](#)

C. Director of Law - Kevin Shannon

Law Director Shannon commented that staff will be requesting Council consider making a motion to go into Executive Session at the appropriate time on the agenda.

D. Director of Finance - Jeff Green

Not present.

E. Chief of Police - Ralph Portier

Nothing further to report.

[#051-2019](#)

PD Council Report

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

F. Public Works Superintendent - Dennis Moore

Nothing further to report.

[#052-2019](#) PW Council Report

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

G. Chief Building Official - Stephen Moore

Nothing further to report.

[#053-2019](#) B&Z Council Report

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

H. Director of Golf - Tom Walker

Nothing further to report.

[#054-2019](#) GOLF Council Report

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

I. Recreation Director - Kyle Lund

Nothing further to report.

[#055-2019](#) REC Council Report

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

J. Community Affairs Director - Patty Storts

Nothing further to report.

[#056-2019](#) CA Council Report

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

K. Director of Parks & Facilities Management - Tom Byrne

Nothing further to report.

[#057-2019](#)

P&FM Council Report

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

L. City Engineer - Steve Farst

Nothing further to report.

[#058-2019](#)

ENG Council Report

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

M. Director of Transportation - Bob Dowler

Nothing further to report.

[#059-2019](#)

DOT Council Report

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

N. Personnel Director - Sue Wadley

Not present.

[#060-2019](#)

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 Lockett will be following up on a request from Groveport Elementary teacher, Ms. Townsend, about a field trip to the municipal building for her 3rd grade class which is studying local governments.

Executive Session

Law Director Shannon requested Council to consider making a motion to go into Executive Session pursuant to Ohio Revised Code Section

121.22(G) to discuss matters related to a public employee or official, and economic development. To include City Engineer, Steve Farst, all members of Council, the Mayor, himself, and the Administrator.

A motion was made by Council Member Dildine, seconded by Council Member Hutson, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss matters related to a public employee or official, and economic development at 6:41 p.m. To include City Engineer, Steve Farst, all members of Council, the Mayor, the Law Director, and the Administrator. The motion carried by the following vote:

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

A motion was made by Council Member Dildine, seconded by Council Member Hutson, to come out of Executive Session at 7:55 p.m. with no action taken. The motion carried by the following vote:

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

XIII. Adjournment

Council Member Hutson made a motion, seconded by Council Member Dildine, to adjourn at 7:55 p.m. All in favor stated AYE, None Opposed. Motion passed.

Shawn Cleary, President Pro Tem

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.