

City of Groveport

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Meeting Minutes

Monday, August 17, 2020

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 Hilbert at 5:30 p.m. Mrs. Hilbert thanked everyone present for wearing a mask in the Municipal Building as required by the City of Groveport, the County of Franklin and the State of Ohio.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Kurt Blevins - Police Captain

Staff Virtually Present: Jeff Green - Assistant Administrator / Development Director, Public Services Director - Brian Strayer, 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 - City Engineer, Bob Dowler - Director of Transportation, Sue Wadley - Personnel Director

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

II. Moment of Silence

Committee Chair Hilbert asked everyone to join her in a moment of silence.

III. Pledge of Allegiance

Shawn Cleary led the Pledge of Allegiance.

IV. Roll Call

Present: 6 - Cleary, Dildine, Grashel, Hilbert, Hutson, and Lockett

V. Approval of Minutes - July 20, 2020

Approved as submitted.

[#160-2020](#) COTW Minutes 7.20.2020

Attachments: [COTW Minutes 7.20.2020.pdf](#)

VI. Business of Guests

None.

VII. New Business

None.

VIII. Unfinished Business

None.

IX. Ordinances and Resolutions**A. 3rd Readings****[Ord. 2020-031](#)**

AN ORDINANCE ESTABLISHING CREDIT/DEBIT CARD CONVENIENCE FEES FOR PAYMENTS RECEIVED BY THE RECREATION AND COMMUNITY AFFAIRS DEPARTMENTS AND THE DECLARATION OF AN EMERGENCY

Sponsors: Hilbert

Finance Director Jason Carr stated that this is a fixed rate and this percentage only applies to the Recreation Department and Town Hall. The legislation for Utilities, Building & Zoning and Mayor's Court convenience fees has already been passed by Council and these three departments use a different credit card processing company. The Recreation Department and Town Hall credit/debit card transactions will all be a fixed 3% based on the amount of the transaction charge. The water bill transactions are larger because of the City's storm water charges. The different processors are compatible with the different software. Finance will monitor the credit/debit transaction fees monthly report for any losses and/or gains and come back to Council if any processing fees need adjusting.

Clerk of Council Ross read by title Ordinance No. 2020-031. A motion was made by Council Member Hutson, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Grashel, Hilbert, Hutson, and Lockett

B. 2nd Readings

None

X. Financial Report

Finance Director Jason Carr stated a lot of the Financial Report was discussed at the last meeting in regard to the Mid-Year Forecast. In the Financial Report, the year-to-date fund report shows some negative figures; those will be addressed by the end of the year on the fund

balance side.

[#172-2020](#)

Financial Report

Attachments: [Financial Report.pdf](#)

XI. Other Business

None.

XII. Reports

A. Mayor - Lance Westcamp

Mayor Westcamp was not present.

B. Administrator - BJ King

Administrator BJ King reported that budget sheets have gone out to all the directors. The budget sheets are due back to the Finance Department by September 8th. Two weeks after September 8th, Administration will be scheduling individual meetings with department heads to discuss the 2021 budget and the impact COVID-19 has had on the reduction of revenue. He looks forward to working with everyone for the first time on the 2021 budget. Administration is on the same schedule as the City has always had to get the budget legislation adopted.

Mr. King updated Council on the sidewalk replacement program. Administration will be getting letters out to all the residents who have sidewalks adjacent to their property where sidewalks are going to be replaced. Harber Concrete was the lowest bidder and work is anticipated to commence in September.

[#161-2020](#)

Admin report to Council August 17 2020

Attachments: [Admin report to Council August 17 2020 - Council.pdf](#)

C. Director of Law - Kevin Shannon

Law Director Kevin Shannon informed Council that staff has requested to go into Executive Session at the end of this meeting agenda to discuss personnel related matters.

D. Director of Finance - Jason Carr

Mr. Carr will ask Council, at the next regular City Council meeting, to consider suspending the rules as to the effective date for the credit/debit card convenience fee ordinance so it can go into effect by September 1, 2020.

E. Chief of Police - Ralph Portier

Chief Portier was not present. Captain Blevins commented that everyone is hoping and praying for Chief Portier to come through his surgery okay that is scheduled for this week. As of now, the School Resource Officer will be working at the high school; the District still needs police presence at the high school with District personnel present and some students coming and going.

[#162-2020](#)

PD Council Report

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

F. Asst. Admin. / Development Dir. - Jeff Green

Nothing further to report.

[#163-2020](#)

ED Council Report

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

G. Public Services Director - Brian Strayer

The City plans to keep spraying for mosquitoes on a regular basis until the season is over. There is no set cutoff date.

[#164-2020](#)

PW Council Report.

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

H. Chief Building Official - Stephen Moore

Nothing further to report.

[#165-2020](#)

B&Z Council Report

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

I. Director of Golf - Tom Walker

Nothing further to report.

[#166-2020](#)

GOLF Council Report

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

J. Recreation Director - Kyle Lund

Recreation Director Kyle Lund apologized for not having a council report this month, he was on vacation last week. He reported that the indoor pool work has been completed. Amy Van Huffel, the department's Sports Fitness Manager, has resigned and accepted a recreational supervisor position with the City of Hilliard. She will be working with adult and senior citizen programming. The leisure pool at the indoor pool was opened up a couple of weeks ago with the reservation system and the use has been pretty minimal. The Rec Center is averaging anywhere from 185 to 200 patrons a day. Mrs. Hilbert commended the indoor pool lifeguards on the sanitation measures that are taken when they come on duty and around the observation deck. They are doing a great job. Mr. Lund commended all of his staff for stepping up. He gets a lot of positive comments from the members.

K. Community Affairs Director - Patty Storts

Nothing further to report.

[#167-2020](#)

CA Council Report

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

L. Director of Parks & Facilities Management - Tom Byrne

Nothing further to report.

[#168-2020](#)

P&FM Council Report

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

M. City Engineer - Steve Farst

City Engineer Steve Farst took a phone call from a resident who expressed concern over accidents in the area of Bixby Road and Ebright Road. Mr. Farst will be following up with the Franklin County

Engineer's Office about any information they have collected on the issue. Mr. Farst contacted a traffic consultant to start to prepare for a traffic study on crash/incidents and counts on the aforementioned intersection. Mr. Farst will look into gathering some information and data on the intersection and will follow up on the matter and report back to Mr. King.

[#169-2020](#)

ENG Council Report

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

N. Director of Transportation - Bob Dowler

Nothing further to report.

[#170-2020](#)

DOT Council Report

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

O. Personnel Director - Sue Wadley

Nothing further to report.

[#171-2020](#)

HR Council Report

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

P. Clerk of Council - Ruthanne Sargus Ross

Nothing to report.

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

No comments.

Executive Session

Chair Hilbert asked for a motion to go into Executive Session to discuss wages, personnel, vacation accrual and economic development. To include all members of Council, the Administrator, the Law Director, the Finance Director, the Assistant Administrator / Development Director and the Personnel Director.

A motion was made by Council Member Cleary, seconded by Council Member Hutson, to go into Executive Session at 6:00 p.m. to discuss wages, personnel,

vacation accrual and economic development. To include all members of Council, the Administrator, the Law Director, the Finance Director, the Assistant Administrator / Development Director and the Personnel Director. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Grashel, Hilbert, Hutson, and Lockett

Mrs. Hilbert excused the remaining department heads from the meeting.

For the record Council came out of Executive Session at 6:55 p.m. with no action taken.

XIII. Adjournment

A motion was made by Council Member Cleary, seconded by Council Member Hutson, to adjourn at 6:56 p.m. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Grashel, Hilbert, Hutson, and Lockett