

City of Groveport

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Meeting Minutes

Monday, February 10, 2020

6:30 PM

Council Chambers

City Council

Mayor Lance Westcamp

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

I. Call to Order

by Mayor Lance Westcamp at 6:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Kurt Blevins - Police Captain, Jeff Green - Asst. Admin. / Development Dir.

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

II. Moment of Silence

The Mayor asked everyone to join him in a moment of silence.

III. Pledge of Allegiance

Captain Blevins led the Pledge of Allegiance.

IV. Roll Call

Present: 6 - Shawn M. Cleary, Edward Dildine, Chad T. Grashel, Jean Ann Hilbert, Becky Hutson, and Scott Lockett

V. Approval of Minutes - January 27, 2020

Approved as submitted.

[#019-2020](#) City Council Minutes 1.27.2020

Attachments: [City Council Minutes 1.27.2020.pdf](#)

VI. Business of Guests**A. Nick Gill with MORPC**

* Presentation on the 2020-2050 Metropolitan Transportation Plan

Nick Gill, Assistant Director, Transportation & Infrastructure Development with MORPC, gave a brief background of MORPC. MORPC is the regional planning agency for the Central Ohio region with a 15 county area of interest around Central Ohio. MORPC works in the areas of regional data and mapping, planning and sustainability and provides some residential services in Franklin County for home weatherization and rehab services for low-income households. MORPC works in government affairs, keeping an eye on what is going on at the State House and in Washington D.C. and helps advocate on the local

communities' behalf on issues of interest to Central Ohio. MORPC's communications and engagement help get the message out about what MORPC is doing and the transportation department works with communities to help plan future transportation systems. The Metropolitan Transportation Plan includes only communities within the official Metropolitan Planning Organization (MPO) area. The Metropolitan Transportation Plan (MTP) identifies regional transportation strategies and projects, is long-range (20+ years), fiscally constrained, and is updated every 4 years. Things are changing. People want different things today than they wanted 20 or 30 years ago. Research shows that people of all ages want options. Some still want 3,000 sq. ft. homes. But many want smaller homes, as well.

People want to live near places that are accessible by foot, bike, or transit. They prefer smaller houses in walking distance to amenities as opposed to homes with large yards they have to mow, and where they have to drive everywhere. They want walkable neighborhoods where going to a restaurant, grocery store, or the dry cleaner is just down the block.

Both young and older folks also want, or need, more transit and other shared mobility services so they can drive less and be more active. People are also becoming greener. They want to consume less energy, pollute less, and preserve land for parks and farms. And people are valuing time and convenience more.

The transportation plan is developed around six (6) goals. Keeping the growth and changing demographics and transportation demands in mind, goals were established to guide the development of the plan.

- ❖ Increase regional collaboration and employ innovative transportation solutions
- ❖ Reserve energy
- ❖ Preserve natural resources
- ❖ Attract and retain economic opportunity
- ❖ Create sustainable neighborhoods
- ❖ Use public investments to benefit the health, safety, and welfare of people.

MORPC uses local plans and data, does extensive public engagement to develop goals and objectives to base the plan upon, and identify candidate projects to consider.

Then staff evaluates candidate projects using a set of criteria that helps identify which projects will best help advance the goals and objectives, and also consider the project costs and environmental impacts. Next would be detailing a set of regional strategies and priority transportation projects for regional and local partners to work on together. This is the

region's plan, not just MORPC's plan.

MORPC did extensive public engagement, including one activity where people were asked to suggest needed projects directly on a web map and comment on candidate projects. What was learned was that the public is highly interested in building bike and pedestrian projects, as well as high capacity transit projects. People want viable transportation options. This information is used while developing the strategies and drafting a project list.

System Management strategies address the existing transportation system and managing the existing assets efficiently and safely, and maintaining assets in good physical condition.

System Development strategies pertain to developing and expanding modal networks and systems.

MORPC is making this presentation to as many communities and groups as possible until February. A complete draft document will be available in February. There will be a public open house at MORPC on February 26. The plan will be presented to the Board for adoption in May.

VII. Ordinances and Resolutions

A. 3rd Readings

None

B. 2nd Readings

[Ord. 2020-004](#)

AN ORDINANCE CREATING THE POSITION OF UTILITIES SUPERINTENDENT - WATER/SEWER, ACCEPTING THE POSITION DESCRIPTION AND ESTABLISHING THE PAY GRADE

Sponsors: Hilbert

Attachments: [Utilities Superintendent 2020.pdf](#)

Clerk of Council Ross read by title Ordinance No.2020-004.

C. 1st Readings

[Ord. 2020-007](#)

AN ORDINANCE AMENDING ORDINANCE NO. 19-045 (ADOPTED 11/12/2019), THE ANNUAL APPROPRIATION ORDINANCE FOR THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2020

Sponsors: Cleary

Attachments: [2020 Budget EXHIBIT A 2020-007.pdf](#)

Law Director Kevin Shannon requested Council to consider making a motion to suspend the rules as to the three readings. As it is an appropriation ordinance, if Council suspends the rules and then later votes to approve the ordinance, it will go into effect tonight which is what Finance Director Jason Carr is hoping for.

Clerk of Council Ross read by title Ordinance No.2020-007. A motion was made by Council Member Cleary, seconded by Council Member Dildine, to suspend the rules as to the three readings. The motion carried by the following vote:

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

A motion was made by Council Member Cleary, seconded by Council Member Lockett, to adopt. The motion carried by the following vote:

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

[Ord. 2020-008](#)

AN ORDINANCE AUTHORIZING THE TRANSFER OF CASH FUND BALANCES

Sponsors: Cleary

Attachments: [2020 Budget Transfers In Out 1st Amendment.pdf](#)

Clerk of Council Ross read by title Ordinance No.2020-008. A motion was made by Council Member Cleary, seconded by Council Member Grashel, to suspend the rules as to the three readings. The motion carried by the following vote:

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

A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to adopt. The motion carried by the following vote:

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

[Ord. 2020-009](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT PROPOSALS AND TO ENTER INTO A CONTRACT FOR COLD BEVERAGES FOR CITY CONCESSIONS

Sponsors: Dildine

Clerk of Council Ross read by title Ordinance No.2020-009. This Ordinance was referred to the Committee of the Whole.

VIII. Reports

A. Mayor - Lance Westcamp

Mayor Lance Westcamp was glad to have the City's new Administrator

in attendance tonight, BJ King. Mr. King has been shown around town with the Mayor picking up to show him some of the interesting areas of the City, like Delane Road and the old United McGill on Mission Park. Jeff Green has some new ideas for the Farmers Market, and Mayor Westcamp pitched in with his ideas as well. The Mayor welcomed BJ King.

The City received a thank you letter from Warren Motts thanking Council and Council Member Jean Ann Hilbert.

Warren Motts and Tina Dillman will be speaking at the Committee of the Whole meeting next week.

B. Administrator - BJ King

City Administrator BJ King commented that it has been a busy first week visiting all the municipal facilities and meeting staff. Staff has been very welcoming and patient with him as he asked a lot of questions. Mr. King is thrilled to be here at Groveport. A great group and very welcoming.

[#022-2020](#)

Admin report to Council February 10 2020

Attachments: [Admin report to Council February 10 2020.pdf](#)

C. Chief of Police - Ralph Portier

Chief Portier was not present. Captain Blevins had nothing to report.

D. Director of Finance - Jason Carr

Finance Director Jason Carr informed Council that in addition to the Rainy Day Fund, the Finance Department is trying to establish a process for the City to have fund balance reserves in the City's general operating fund. Currently, the City has, including the Rainy Day Fund, about 4 million dollars which falls under Council's approval if the City would need to use those dollars. Also, the Termination Fund is now active and will be funded with the passage of this Ordinance. Mr. Carr will be working with Administrator King and Personnel Director Sue Wadley to identify City employees who may be eligible to retire within five (5) years. The City would set aside dollars so when those employees do retire it would not be a big budget hit. The Termination Fund will be updated and reconciled annually.

Mr. Carr had provided copies of a letter going out to utility customers. The City uses a third party provider for individuals who pay their utility bill through their bank accounts. The City contracts with a collection

agent that when an individual's bank account is debited, the money goes to this third party administrator collection agent. Then the City will download that information into the utility system and then the utility clerk reconciles payments. The system was down for five (5) days from January 29th through February 4th. City code states that late bills go out the day after bills are due which would have been February 5th. Staff was unable to identify the people who did pay timely to post to their accounts because the late bills had to go out to be submitted to give the normal amount of time of two (2) weeks to make payments. Once the City got that information, there were about 48 accounts where people did pay timely but late fees were assessed based on what City policy required the Finance Department to do. The letter being sent out on February 11, 2020 is to apologize to those residents who may have been impacted by it, explain the situation and address any other questions they may have. The people who have paid timely are not being asked to pay any more money or late fees, the City is just trying to explain the situation and why it occurred. Mr. Carr was asked if the collection could be done in-house. Finance has been asked about ACH payments where people are able to pay the City directly. Mr. Carr has broached the subject with CMI, the software company, but has not received a definitive yes or no answer back. There is something within the software to do it but Mr. Carr is uncertain of what the current setup costs and fees will be. Mr. Carr will look into the matter further.

[#018-2020](#)

Finance Director Council Report - 02_10_2020.pdf

Attachments: [Finance Director Council Report - 02_10_2020.pdf](#)

E. Director of Law - Kevin Shannon

Law Director Kevin Shannon requested Council to consider going into executive session at an appropriate time on the agenda under Other Business for the purpose of considering the appointment of public officials and discussing impending litigation.

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

Asst. Admin. / Development Director Jeff Green announced the upcoming small business training on February 19th at the golf course. The two-hour workshop will be on a business model canvas. This module is the precursor to the actual business plan.

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

Council Members directed Administration to look into updating the Council Chamber's audio visual equipment to better serve guest presentations.

Council Member Cleary, a member of the Groveport Madison Hall of Fame Committee, announced that this year's Hall of Fame recipient is Roger Adams, former Chief of Police of Groveport and the Rarey Award will go to John and Mary Mashburn.

H. Clerk of Council - Ruthanne Sargus Ross

Nothing further to report.

I. Standing Committees

Council Member Dildine reported that the Truck Parking in Residential Areas Review Committee met right before the Council meeting. The Committee met to update the zoning section of the City of Groveport Codified Ordinances on commercial truck parking. The Committee only discussed the zoning matter that conflicts with the newly adopted traffic section. The adopted parking section code was not considered nor changed. Chief Building Official Stephen Moore will be looking at the language for any changes. The matter will then be brought back to Council for further discussion before any legislation is introduced by Council.

Council Member Cleary reported the Cemetery Committee meeting was canceled due to Mr. Cleary being out of town. The Committee looks to hold the next meeting sometime next week. The Committee will be moving forward with the proposed podium to be located at the Groveport Cemetery.

IX. Other Business

A. Executive Session

Law Director Kevin Shannon requested Council to consider making a motion to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. To include all members of Council, the Mayor, himself, and the Administrator.

A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and (3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action at 7:11 p.m. To include all members of Council, the Mayor, the Law Director, and the Administrator. The motion carried by the following vote:

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

Council Member Dildine had to leave the meeting at 7:50 p.m.

A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to come out of Executive Session at 7:58 p.m. with no action taken. The motion carried by the following vote:

Excused: 1 - Dildine

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

President Pro Tem Jean Ann Hilbert commented on the wonderful response the City received for the 2020 Charter Review Commission. Mrs. Hilbert moved to make the appointments to the 2020 Charter Review Commission tonight. Council voted to appoint five members and two alternate members.

A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to appoint Cheryl Ballou to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

A motion was made by Council Member Hilbert, seconded by Council Member Lockett, to appoint Heidi Christensen to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to appoint Kelly Sisco to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

A motion was made by Council Member Hilbert, seconded by Council Member Grashel, to appoint Luke Watkins to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to appoint Wayne White to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

Council appointed two alternate members to serve on the 2020 Charter Review Commission in the event one or two of the appointed members chooses not to serve on the commission.

A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to appoint Tony Owens as alternate member number 1 to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

A motion was made by Council Member Hilbert, seconded by Council Member Grashel, to appoint Bryan Schoonover as alternate member number 2 to the 2020 Charter Review Commission. The motion carried by the following vote:

Excused: 1 - Dildine

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

Clerk of Council Ruthanne Ross will contact the members on their appointments and will assist them in setting up the first organizational meeting. Law Director Shannon will be present at that first meeting to give the members some background information. The organizational meeting needs to be held within 30 days of today's date. All members and alternate members will be sent a copy of the City Charter. Mrs. Ross will make the Charter more accessible on the City's website.

X. Adjournment

Council Member Cleary made a motion, seconded by Council Member Hutson to adjourn at 8:04 p.m. All in favor stated AYE, None Opposed. Motion passed.

Lance Westcamp, Mayor

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.