

# City of Groveport

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## Meeting Minutes

**Monday, July 19, 2021**

**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 & John Houglan***

**I. Call to Order**

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

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Jeff Green - Development Director, Casey Adams - Chief of Police, Ruthanne Sargus Ross - Clerk of Council

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**

*Chief Adams led the Pledge of Allegiance.*

**IV. Roll Call**

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

**V. Approval of Minutes - June 21, 2021**

*The June 21, 2021 Committee of the Whole Minutes stand approved as submitted.*

[#179-2021](#)

COTW Minutes 6.21.2021

**Attachments:** [COTW Minutes 6.21.2021.pdf](#)

**VI. Business of Guests****A. Madison Township Fire Chief Robinson**

*Madison Township Fire Chief Derek Robinson announced that in 2020 the Madison Township Fire Department was the recipient of the Assistance to Firefighter Grant and was awarded \$300,000. The grant enabled the Department to purchase self-contained breathing apparatus (SCBA) and equip two fire stations with vehicle exhaust removal systems. The applications of funds were underbid, which enabled the Department to reapply for the remaining unused \$53,000. Since the supplement was approved, the Fire Department can equip*

*the third fire station with a vehicle exhaust removal system. These systems suspend a pipe from the ceiling that connects to the exhaust of the diesel fire engines. The system creates a vacuum that sucks the fumes out of the building and into the atmosphere. Madison Township only has to match 10% of the grant.*

*The Madison Township Fire Department partnered with the American Red Cross to begin smoke detector installations for those who need them, free of charge, throughout the Groveport, Madison Township area. The Fire Prevention Bureau will handle the project and the paperwork required by the Red Cross. Once all the details are final, the Township will share information and publish phone numbers to call via social media. Just one more service they want to offer the community where it is needed. Smoke detectors are essential and save lives. The Fire Prevention Bureau will come into your home to check existing smoke detectors.*

[#180-2021](#)

MTFD Monthly Report

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

**B. Mike Ream - 360 West Street**

*Mike Ream, 360 West Street, previously addressed Council about the parking issues on his street. Mr. Ream provided Council with some photos of the vehicles in front of his property. The pictures show with whom each vehicle is associated and which house that person resides. The postal service did not deliver mail that day because cars blocked mailboxes. Other pictures show cars blocking the sidewalk. On the Saturday of the 4th of July events, Mr. Ream observed people walking in the street with their children and strollers to go around the blocked sidewalk. There are thirteen cars, vans, and trucks involved with the same two residences. Mr. Ream has videos to show the consistency that the vehicles are parking in front of his home. He would like the City to find a way to move the "no parking" signs to the other side of West Street and let them deal with their cars.*

**C. Steve Herb – 364/366 West Street**

*Steve Herb, 8612 North Spring Court, Pickerington, owns the property at 364/ 366 West Street, a duplex that he and his wife rent out. Mr. Herb handed out photos depicting a gray truck parked directly in front of a mailbox. The first time he met Mike Ream was when he parked too close to his mailbox. That was the day he learned you couldn't park too*

*close to someone's mailbox. Mr. Herb passed around an official USPS notice placed on the windshields of vehicles parked too close to a mailbox. A postal service worker is instructed not to get out of the mail truck if they cannot reach a mailbox. Therefore, the mailperson cannot deliver the mail, and his two tenants would have to either wait for the mail truck or go to the post office to retrieve their mail. Mr. Herb asked Council to do whatever they could to help him and Mr. Ream with the matter.*

*Law Director Kevin Shannon advised that the City will verify that someone is running an illegal business out of their home. One cannot park vehicles they work on in the street. The City will get the Chief Building Official involved to see if that is an issue with the number of cars. Mr. Ream interjected that some vehicles haven't moved for months from where they parked. Council has several options to consider in resolving the matter. Suggestions included "permit parking" only as implemented on Front Street or relocating the "no parking" signs to the opposite side of West Street.*

**VII. New Business**

*None.*

**VIII. Unfinished Business**

*None.*

**IX. Ordinances and Resolutions**

**A. 3rd Readings**

None

**B. 2nd Readings**[Ord. 2021-029](#)

AN ORDINANCE CREATING THE POSITION OF DIRECTOR OF INFORMATION TECHNOLOGY, ACCEPTING THE POSITION DESCRIPTION AND ESTABLISHING THE PAY GRADE

**Sponsors:** Dildine

**Attachments:** [Ord. 2021-029 Exhibit A.pdf](#)

*Approval of this Ordinance would create the Director of Information Technology. Administrator King stated the position is necessary because the City is paying more and more every year, outsourcing this service for day-to-day technology needs. In-house IT will give the City better control and more understanding of the bigger picture of information technology needs; servers, hardware, software . . . etc. Mr. King strongly recommends approval of the position. He would like to start advertising the job opening later this year; the goal is to fill the position by early 2022. Any new hire will go through a criminal background check and a pre-employment drug test required of all employees. The Director of Information Technology would handle IT needs for every City department.*

*Council Member Lockett noted Council considered many changes to create, combine and upgrade pay classifications lately. He wanted to know if this is the Administration's view of setting up the chain of command or because of the people involved and is it for the long term. Mr. King responded that several things attribute to the changes. He strongly believes the City needs in-house IT support to handle day-to-day situations that arise about technology. When staff talks to the City's current IT consultant, they don't give any options; they respond with "here is what you need." Since City staff is unfamiliar with IT language, the City is spending a lot of money. When employees report minor issues with hardware or any technology, the company logs time off Groveport's block of money. In-house IT support will provide more direct and faster service at a more fixed cost.*

*The other changes, when looking at the organization, are ways to be more efficient. Multiple people are doing different events, programs, etc. The Administration wants to collapse it all to be more efficient and streamline with the City's staff and the services provided. The applicant would be knowledgeable on all aspects of technology. Whenever the Director of Technology is out of the office, some current staff can cover minor issues. The City would still work with Think CSC, the consultants. This year alone, the recommended budget for blocks of time for*

*maintenance only was \$180,000. It will continue to increase as the City's technology needs increase. That does not include the cost of CSC hosting the City's phone service, which is \$6,000 a month. Once an IT person is in place, they can advise Administration on what applications will be in-house versus outsourcing.*

**Clerk of Council Ross read by title Ordinance No. 2021-029. 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:** 6 - Cleary, Dildine, Hilbert, Houglan, Hutson, and Lockett

#### [Ord. 2021-030](#)

AN ORDINANCE AMENDING THE PAY GRADE FOR THE ECONOMIC DEVELOPMENT DIRECTOR CLASSIFICATION IN THE ECONOMIC DEVELOPMENT DEPARTMENT AND THE HUMAN RESOURCES CLERK CLASSIFICATION IN THE HUMAN RESOURCES DEPARTMENT

**Sponsors:** Hilbert

*This Ordinance reclassifies the Human Resources Clerk from grade 5 to grade 7, one of the Clemans Nelson wage study recommendations completed in late 2019 and wrapped up in early 2020. The other matter in the legislation reclassifies the Economic Development Director from grade 19 to grade 21. The Economic Development Director's pay is at the grade 21 rate, but the position title lists grade 19. Approval of the legislation gives a pay increase to the Human Resources Clerk, but it doesn't result in a pay increase for Economic Development Director; it clarifies the classification.*

**Clerk of Council Ross read by title Ordinance No. 2021-030. A motion was made by Council Member Hilbert, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:**

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

#### [Ord. 2021-031](#)

AN ORDINANCE CREATING THE POSITION OF DIRECTOR OF TRANSPORTATION & SENIOR SERVICES IN THE DEPARTMENT OF TRANSPORTATION, ACCEPTING THE POSITION DESCRIPTION AND ESTABLISHING THE PAY GRADE, AND REMOVING THE POSITION OF DIRECTOR OF TRANSPORTATION IN THE DEPARTMENT OF TRANSPORTATION, FURTHERMORE, CREATING THE POSITION OF ENGINEERING COORDINATOR IN THE ENGINEERING DEPARTMENT AND REMOVING THE POSITION OF ADMINISTRATIVE ASSISTANT IN THE ENGINEERING DEPARTMENT

**Sponsors:** Hutson

**Attachments:**     [Ord. 2021-031 DOT+SS Exhibit A.pdf](#)  
                                 [Ord. 2021-031 EC Exhibit B.pdf](#)

*Mr. King explained that this Ordinance updates the job description and title for the Director of Transportation to include the duties imposed upon the position with the restructuring of the Senior Center and reclassifies the title to the recommended grade 21. The Engineer Coordinator will eliminate the Administrative Assistant in the Engineering Department. The Engineer Coordinator reflects the duties performed and reclassifies the position.*

**Clerk of Council Ross read by title Ordinance No. 2021-031. A motion was made by Council Member Hutson, seconded by Council Member Hougland, to recommend approval to the City Council. The motion carried by the following vote:**

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

## **X. Financial Report**

The Financial Report will be made available at the next City Council meeting.

*Finance Director Jason Carr advised the Financial Report will be emailed to the Mayor, Council, and staff tomorrow morning.*

## **XI. Other Business**

*None.*

## **XII. Reports**

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

*Mayor Westcamp welcomed Chief of Police Casey Adams back. Chief Adams has good leadership underneath him; the Police Department did an excellent job during his absence. The Mayor gave the same accolades to the Finance Department during Jason Carr's absence; Mr. Carr has everything well under control so he can leave for a week. The Mayor announced a 4th of July Committee follow-up meeting on Friday at 9 am to discuss how the event can be better next year.*

### **B. Administrator - BJ King**

Administrator BJ King reported that the traffic signal installation on South Hamilton Road at Higgins Boulevard is complete, and workers removed the original poles. The new system is now fully operational with a designated left-turn lane.

[#181-2021](#) Admin report to Council

Attachments: [Admin report to Council July 19 2021.pdf](#)

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

*Law Director Kevin Shannon had nothing further to report.*

**D. Director of Finance - Jason Carr**

*Finance Director Jason Carr had nothing further to report.*

**E. Chief of Police - Casey Adams**

*Chief Casey Adams spent a week of training at the FBI National Academy. Agencies all across the nation are dealing with staffing issues when it comes to supervisors and hiring. Chief Adams watched the live stream of Monday night's City Council meeting to keep updated on City matters. The training included changes in IT (information technology) covering virtual meeting applications to equipment needs. The Police Department will need to update computers, MTDs, cameras, radios, servers, and other equipment and applications to accommodate new technology in the next few years. Chief Adams hopes to make an official announcement of the new hire patrol officers by mid-August.*

[#182-2021](#) PD Council Report

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

**F. Development Director - Jeff Green**

*Economic Development Director Jeff Green commented that legislation would go before City Council concerning CRA #3 (Community Reinvestment Area). Essentially, the acreage in CRA #3 will remain the same. But, some of that acreage is within Newport Village and the Orchard subdivisions. Groveport does not do residential CRAs. The intent is to pull the acreage from the residential areas and apply it to the proposed annexation on Hayes Road at Pontius Road. CRA #3 is a pre-1994 community reinvestment area which means it is not necessarily up for negotiation; it goes with the land. A company makes an application for a CRA when a project is substantially complete, basically when a certificate of occupancy is*



*issued. Municipalities could make two amendments to a pre-1994 CRA and still have the pre-1994 rules apply. A third amendment would kick in the post-1994 regulations.*

*Dr. Alec Land has purchased the hot rod shop. There appear to be some underground tanks that may be in the City's right-of-way. Dr. Land will have the building torn down after implementing reinforcement measures for the sidewalks along Wirt Road. One concern is the lack of parking for the businesses in that immediate area.*

*Mr. Green reminded everyone of the groundbreaking on Tuesday, July 27th, at 10 am.*

*Mr. Green announced that Great Clips would be coming to Groveport Plaza.*

[#183-2021](#)

ED Council Report

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

**G. Public Service Director - Brian Strayer**

[#184-2021](#)

PW Council Report

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

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

[#185-2021](#)

B&Z Council Report

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

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

[#186-2021](#)

GOLF Council Report

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

**J. Recreation Director - Kyle Lund**

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

[#187-2021](#)

CA Council Report

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

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

[#188-2021](#) P&FM Council Report

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

**M. City Engineer - Steve Farst**

[#189-2021](#) ENG Council Report

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

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

[#190-2021](#) DOT Council Report

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

**O. Personnel Director - Sue Wadley**

[#191-2021](#) HR Council Report

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

**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 employment of public employees. To include all members of Council, the Mayor, himself, the Finance Director and the Administrator.*

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss (1) To consider the employment of public employees at 6:25 p.m. To include all members of Council, the Mayor, the Law Director, the Finance Director and the Administrator. The motion carried by the following vote:**

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

**Let the record show that Council came out of Executive Session at 6:58 p.m with no action taken.**

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

*Clerk of Council Ruthanne Ross had nothing further to report.*

**Q. Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett and John Hougland**

*Council Members had nothing further to report.*

**XIII. Adjournment**

Council Member Hutson made a motion, seconded by Council Member Hougland, to adjourn at 7:00 p.m. All in favor stated AYE, None Opposed. Motion passed.

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Jean Ann Hilbert, 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.