

CITY OF GROVE CITY, OHIO  
COUNCIL MINUTES

September 17, 2012

Regular Meeting

The regular meeting of Council was called to order by President Berry at 7:00 p.m. in the Council Chamber, City Hall, 4035 Broadway.

After a moment of silent prayer and the Pledge of Allegiance, roll was called and the following members were present:

*Jeff Davis      Ted Berry      Steve Bennett      Melissa Albright*

1. Mr. Berry moved to excuse Ms. Klemack-McGraw; seconded by Mr. Bennett.

Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes

2. Ms. Albright moved to dispense with the reading of the minutes from the previous meeting and approve as written; seconded by Mr. Bennett.

Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes

3. The Chair read the agenda items and they were approved by unanimous consent.

**The Chair recognized Mr. Bennett, Chairman of Finance, for discussion and voting under said Committee.**

1. Ordinance C-45-12 (Establish the Workers Compensation Self-Insurance Fund and Appropriate \$157,880.00 from the General Fund for the Current Expense of Administering Said Fund) was given its second reading and public hearing.

Mr. Turner, Dir. of Finance, explained that we applied to the Ohio Bureau of Workers Compensation to provide a self-insured plan. There are potential savings for the City and many municipalities have moved to this plan. Mr. Bennett asked if we had a stop/loss built into this. Mr. Turner said yes, there would be \$500,000.00 per occurrence/\$1 million total liability, which is the industry standard. Mr. Davis asked what our premium was this year. Mr. Turner said it was \$300,000.00 and claims were \$86,000.00. He said if our claims stay the way they have been, we will see savings. Ms. Albright asked about staffing. Mr. Turner said we have a third Party processor and will not require any additional staff.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Mr. Davis.

Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes

2. Ordinance C-46-12 (Appropriate \$38,000.00 from the Rockford Tax Increment Equivalent Fund for the Current Expense of making payments in accordance with the Infrastructure Agreement with Rockford Homes) was given its second reading and public hearing and Mr. Bennett moved it be amended to \$37,000.00; seconded by Mr. Berry.

Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes

Mr. Turner, Dir. of Finance, explained that this is a TIFF that requires funds to be paid back to Rockford as they come in, per the agreement.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Ms. Albright.

Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes

3. Ordinance C-47-12 (Appropriate \$75,000.00 from the S.R.665/I71 Tax Increment Equivalent Fund for the Current Expense of making payments in accordance with the Compensation Agreement with Jackson Township) was given its second reading and public hearing.

Mr. Turner, Dir. of Finance, explained this TIFF was put in place in 2006 and this is the first year that monies have been collected. The formula is a bit complex, but there are certain parcels that Jackson Township does get reimbursement for and that needs to take place.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Ms. Albright.

Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes

4. Ordinance C-48-12 (Accepting the Lowest and Best Bid for the Demolition of the Value Inn and Appropriate \$149,400.00 from the General Fund for Said Project) was given its second reading and public hearing and Mr. Bennett moved to amend the amount to \$130,000.00 and the company to Complete Clearing; seconded by Mr. Davis.

Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes

Mr. Smith, Dir. of Law, explained that this property has a court order allowing the City to demolish the building, since the Property Owner did not remedy this himself. Mr. Smith said once this is complete, a lien will be placed on the property to recoup our costs. He explained that a portion of the property was recently sold and \$90,000.00 was placed in a fund to pay for part of these costs. The remaining amount will go on the tax duplicate as a lien.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Mr. Davis.

Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes

- 5. Ordinance C-49-12 (Appropriate \$40,000.00 from the General Fund for the Current Expense of a Feasibility Study for a Community Recreation Center) was given its second reading and public hearing and, Mr. Bennett moved it be postponed to October 15, 2012; seconded by Mr. Davis.

Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes

- 6. Ordinance C-50-12 (Appropriate \$1,505,288.00 from the General Fund for the Current Expense of Engineering and Land Acquisition for North Meadows Drive Widening and Extension Improvements) was given its second reading and public hearing.

Mr. Bennett and Mayor Stage explained that this will extend North Meadows Drive, and connect to Holton Road – at Hoover Rd., in anticipation of Mt. Carmel.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Ms. Albright.

Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes

- 7. Ordinance C-51-12 (Providing for the Issuance and Sale of Bonds in the maximum principal amount of \$1,450,00.00 for the purpose of paying the costs of currently refunding Bonds previously issued by the City for the purpose of improving Dennis Lane by constructing a Storm Relief Sewer and acquiring all related equipment, land and appurtenances therefor; Improving the Municipal Storm Sewer System by the acquisition of land, design and installing infrastructure and necessary appurtenances therefore; and designing and engineering right-of-way plans for Reconstruction of Hoover Road with related equipment and necessary appurtenances therefore, and Retiring Notes previously issued for such purpose) was given its second reading and public hearing.

Mr. Bennett said the long and short of it is that we are closing out some Bonds and reissuing them at a better interest rate to save money and be good stewards of the taxpayer's money.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Ms. Albright.

Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes

- 8. Resolution CR-31-12 (Accepting the Amounts and Rates as determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor) was given its reading and public hearing.

Mr. Turner, Dir. of Finance, explained that this is the annual legislation to establish our tax rate. It will not change for next year.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Ms. Albright.

Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes

9. Resolution CR-32-12 (Amending the Investment Policy for the City of Grove City) was given its reading and public hearing.

Mr. Turner, Dir. of Finance, explained this change allows for a third party to invest our funds in various banks outside the city limits. He said no one bank will have more than \$250,000.00 of the City's money. All are insured with FDIC and will safeguard our assets.

There being no additional questions or comments, Mr. Bennett moved it be approved; seconded by Ms. Albright.

Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes

**The Chair recognized Ms. Albright, in the absence of Ms. Klemack-McGraw - Chairman of Lands & Zoning, for discussion and voting under said Committee.**

1. Ordinance C-52-12 (Approve the Plat for Pinnacle Club, Section 6, Part 3, Phase B) was given its first reading. Second reading and public hearing will be held on October 1, 2012.
2. Ordinance C-53-12 (Approve a Special Use Permit for Grove City Dog Grooming located at 4157 Kelnor Drive) was given its first reading. Second reading and public hearing will be held on October 1, 2012.
3. Ordinance C-54-12 (Approve a Special Use Permit for Pet Supplies Plus located at 2430 Stringtown Road) was given its first reading. Second reading and public hearing will be held on October 1, 2012.
4. Resolution CR-33-12 (Approve the Development Plan for Turner Transportation located on the South side of Seeds Road, West of South Meadows Drive) was given its reading and public hearing.

Mr. Eric Sauer, representing Turner Transportation, was present to answer any questions. Ms. Albright reviewed the stipulations by Planning Commission. Mr. Sauer agreed.

There being no additional questions or comments, Ms. Albright moved it be approved; seconded by Mr. Davis.

Mr. Bennett	Yes
Ms. Albright	Yes
Mr. Davis	Yes
Mr. Berry	Yes

5. Resolution CR-34-12 (Approve the Development Plan for Texas Roadhouse located at 1879 Stringtown Road) was given its reading and public hearing.

Mr. Adam Fischer, representing Developer, was present to answer as questions. Ms. Albright reviewed the stipulations set by Planning Commission. Mr. Fischer agreed.

Mr. Bennett voiced concern over the number of parking spaces. He questioned the number of spaces for the future retail space. Mr. Fischer explained that there was concern over the number of parking spaces left on the second site and it was determined that it would severely limit the amount of restaurant use that could be there. He said there are 39 spaces for that site. Mr. Bennett said there is already a parking issue for Drury and Bob Evans and wants to make sure this site has the appropriate amount of parking to support all the uses proposed. Ms. Albright read the proposal and asked if all 189 parking spaces will go in with the restaurant. Mr. Fisher said yes. Mayor Stage asked if the access to Drury Inn will be put in with the first phase. Mr. Fisher said they are still negotiating that point with Drury. Mayor Stage voiced his support and urged them to make that happen in the first phase.

Mr. David Behrens, architect, was also present to answer questions. He noted that Texas Roadhouse is a dinner spot and the retail would be open during the day and not as late in the evening. This should help with the parking concerns.

There being no additional questions or comments, Ms. Albright moved it be approved; seconded by Mr. Bennett.

Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes

**The Chair asked that any new business to be brought before the attention of Council be done so at this time.**

1. Mr. Steve Jackson, Southwest Franklin Historical Society, commented that they have been working with the City for 30 years now. For the last many years, they have been working on Century Village in Fryer Park. He said they sent a letter voicing concern over the drainage and hope to see that addressed very soon, as they are running out of dry land to develop for Century Village. He thanked everyone for all the cities assistance.

Mr. Berry said they hope to address this during the Budget process for next year. Mayor Stage said they hope to contact an Agricultural Drainage System Company because it is not an easy solution out there.

**The Chair recognized members of Administration and Council for closing comments.**

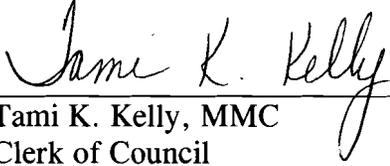
1. Mayor Stage submitted the monthly Building Division statistical review. Mr. Berry moved to accept this report; seconded by Mr. Bennett.

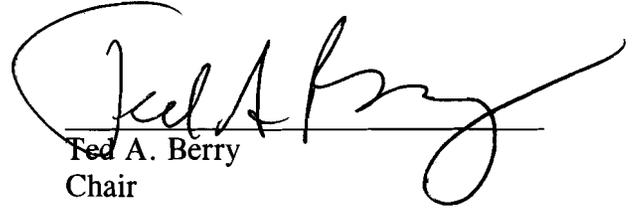
Mr. Davis	Yes
Mr. Berry	Yes
Mr. Bennett	Yes
Ms. Albright	Yes

He showed a picture of himself w/ Sam Walton when Wal-mart brought their Distribution Center here. They are celebrating their 20<sup>th</sup> year here and they contribute greatly to the city revenue and the community. He commented that the Arts-in-the-Alley weekend was great and everyone came together for another success.

2. Mr. Davis commented that he asked Mr. Turner for a synopsis of the improvements made since the theft. He entered that memo into the record for everyone's benefit.
3. After additional comments from Council and Administrative staff members, a motion to adjourn was approved by unanimous consent.

Council adjourned at 7:50 p.m.

  
\_\_\_\_\_  
Tami K. Kelly, MMC  
Clerk of Council

  
\_\_\_\_\_  
Fed A. Berry  
Chair

# MEMORANDUM

attachment  
9-17-12  
minutes

**To:** Councilman Jeff Davis  
**From:** Mike Turner, Finance Director  
**Date:** September 17, 2012  
**Re:** Financial control improvements

In response to your e-mail on 9-14-12 and our last discussion, you asked about steps we have taken with respect to the IRS issue. Below is an explanation of the major steps taken to prevent a re-occurrence of the IRS issue.

The payroll account has been eliminated. All transactions generated from payroll processing are posted to our general ledger and reconciled to the corporate bank account. The corporate bank account is reconciled monthly by individuals without check processing duties. In addition, the parks and recreation refund account and umpire account were eliminated. These transactions are now processed through our accounts payable system with necessary approvals for all payments.

An automated positive pay feature was added to our corporate account in November of 2010. This is a process that prevents the bank from cashing unauthorized checks. After every check run, we send a file to our bank with information on each check written. The bank then compares every check presented for payment to the file we sent. Any check not on the file will not be paid.

In August of 2010 we purchased a new accounting system that allows transactions to be posted to liability accounts. Every dollar withheld from our employees pay is posted to a liability account. This gives us a way to track all withholdings from employees and the corresponding payments made to various entities such as the IRS, the State of Ohio, and our pension systems. These liability accounts are reconciled every month.

Administrative Order 2.4 updated the City's policy pertaining to the procedures and processing of all City mail. Any non-routine mail, legal notices, contractor notices, or past due notices are immediately forwarded to the appropriate department head, City Administrator, and the Executive Assistant. In addition, I now receive and review every piece of mail coming into the finance department.

Procedures have been added to the bi-weekly payroll review to track confirmation numbers when taxes are filed and debit dates when paid.

The consulting firm of GBQ was brought in to perform consulting services in connection with the City's cash management procedures and bank account reconciliation procedures. The work performed by GBQ resulted in various recommendations, all of which were implemented.

Please contact me if you wish to discuss any of these items in more detail.