



# Village Council Regular Meeting

January 09, 2025 at 7:00 PM  
2829 Minerva Lake Rd.

## Agenda

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### Roll Call/Vote to Excuse any Absent Member

### Pledge of Allegiance

### Minutes

- [1.](#) **MOTION TO APPROVE** 12.12.24 Committee as a Whole Minutes
- [2.](#) **MOTION TO APPROVE** 12.12.24 Council Meeting Minutes
- [3.](#) **MOTION TO APPROVE** 1.2.25 Work Session Minutes

### Village Official Reports

- [4.](#) Police - Chief Matt Delp
5. Engineer - Mike Flickinger
6. Legal - Jesse Shamp
7. Fiscal Officer - Jeffrey Wilcheck
8. Village Planning - Eric Fischer
- [9.](#) Zoning Officer - John Canty
10. Planning & Zoning - Tommy Grant
11. MPCA - Jason Camara

### Village Committee Reports

12. Finance - Tommy Grant
13. Safety - Cathy Paessun
14. Legislation - David McNamara

### Mayor's Report

### Citizen Comments

15. **LOT SPLIT PROPOSAL** 2575 Jordan Rd.

### Legislation

- [16.](#) **RESOLUTION 2024-38** Certifying Tax Renewal

A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD OF ELECTIONS AND TO DECLARE AN EMERGENCY (2nd reading)

**17. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS FOR RESOLUTION 2025-01**

**18. MOTION TO APPROVE** RESOLUTION 2025-01 as an emergency CP Confirmation  
A RESOLUTION AFFIRMING THE APPOINTMENT OF CODY PALMER AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

**19. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS FOR RESOLUTION 2025-02**

**20. MOTION TO APPROVE** RESOLUTION 2025-02 as an emergency-Fee Schedule Revision  
A RESOLUTION TO AMEND AND REVISE THE MINERVAPARK FEE SCHEDULE AND TO DECLARE AN EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

**21. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2025-03**

**22. MOTION TO APPROVE** RESOLUTION 2025-03 as an emergency Property Tax Advances  
A RESOLUTION REQUESTING THE COUNTY TREASURER TO PROVIDE ADVANCE PAYMENTS OF TAXES AND OTHER SOURCES PAYABLE TO THE VILLAGE AS THEY BECOME AVAILABLE DURING 2024 AND TO DECLARE AN EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

**Old Business**

**New Business**

**Adjourn**



# Committee as a Whole

December 12, 2024 at 6:30 PM  
2829 Minerva Lake Rd.

## Minutes

Item # 1.

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### Present:

Councilpersons, Paessun, Martin, Grant, Koss, McNamara  
Mayor Tiffany Southard, Fiscal Officer Jeffrey Wilcheck, Police Chief Matt Delp, Law Director Jesse Shamp

### LEGISLATIVE REVIEW:

- 2 new resolutions on agenda dealing with renewal of tax levy (current levy expires in 2025)
- ORD 29-2024 to be tabled-policy being finalized; will bring back in 2025

### LOT SPLIT:

- A lot split is on the agenda for Jordan Rd: Council would like more time to review this; applicant would have to agree to postpone a vote
- Law Director Shamp stated that this is the on lot in the Village that a lot split is possible due to the way all of the current lots are laid out

### FINANCE COMMITTEE:

- Met prior to this meeting-nothing new to report

### SAFETY:

- Chief reports a branch hanging over Farview @ MLR; will review with maintenance for solutions
- Councilperson Paessun shared concerns about the seemingly increasing amount of pedestrian-involved crashes on Cleveland Ave. Chief is aware-possibly due to more folks walking than in previous years
- Councilperson Paessun asks if Officer Kimber could be included in the monthly Police Report; Chief will include going forward

### LEGISLATION

- Nothing new to report; ORD 29-2024 will be tabled during legislative section of meeting

Motion to adjourn made by Koss, 2<sup>nd</sup> by Grant-unanimous "aye" Vote  
Meeting adjourned at 6:54 PM

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Jeffrey Wilcheck, Fiscal Officer

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Tiffany Southard, Mayor



# Village Council Regular Meeting

December 12, 2024 at 7:00 PM  
2829 Minerva Lake Rd.

## Minutes

### Roll Call/Vote to Excuse any Absent Member

Council President Jason Camara, Councilpersons McNamara, Koss, Martin, Paessun, Grant  
Mayor Southard, Chief Delp, Attorney Jesse Shamp, Fiscal Officer Jeffrey Wilcheck, Planner  
Eric Fischer

### Pledge of Allegiance

**Minutes** 00:00:55 of Audio Recording

- 1. MOTION TO APPROVE 11.21.24 Committee as a Whole Minutes**  
Motion made by Council President Camara, Seconded by Paessun.  
Voting Yea: Council President Camara, Koss, Martin, Paessun, Grant  
Voting Abstaining: McNamara
- 2. MOTION TO APPROVE 11.21.24 Council Meeting Minutes**  
Motion made by Council President Camara, Seconded by Paessun.  
Voting Yea: Council President Camara, Koss, Martin, Paessun, Grant  
Voting Abstaining: McNamara
- 3. MOTION TO APPROVE 12.5.24 Work Session Minutes**  
Motion made by Grant, Seconded by Koss.  
Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**Village Official Reports** 00:01:56 of Audio Recording

4. Police - Chief Matt Delp  
Report in Packet; nothing to add
5. Fiscal Officer - Jeffrey Wilcheck  
November financial report has been sent; income tax collection is up 11.25%; fiscal  
working with legal on court summons for income tax non-filers (all residents must file  
return or request exemption)
6. Engineer - Mike Flickinger  
Mayor Southard reviewed task orders dealing with Minerva Lake Rd, Maintenance  
Garage and Lakes
7. Legal - Jesse Shamp  
Nothing to report-council is encouraged to reach out with questions
8. Village Planning - Eric Fischer  
State money approved for lake improvements is expected in Quarter 1.
9. Zoning Officer - John Canty  
Report in packet
10. Planning & Zoning - Tommy Grant  
P & Z met 12/4 to review proposed lot split; approved with conditions

11. MPCA - Jason Camara

Met 12/11: Gift wrap fundraiser 12/13; Trolley Rides 12/14; Kid's Holiday Party 12/15;  
Festival of Lights 12/15 - 22; Gift wrap fundraiser 12/22  
New for 2025: Festival of Frights!

## Village Committee Reports

00:10:47 of Audio Recording

12. Finance - Tommy Grant

The committee and Fiscal Officer are working on break down of financial reports

13. Safety - Cathy Paessun

referred to Chief's report in packet; concern about pedestrian accidents along  
Cleveland Avenue reported

14. Legislation - David McNamara

End of year legislation on the agenda; intent to table ORD 29-2024 (Canine Unit) as  
staff needs more time

## Mayor's Report 00:13:11 of Audio Recording

Mayor Southard thanked Council, Chief Delp & the MPPD, Law Director Shamp, Planner Fischer, Admin. Assistant, Maintenance Team, Clerk of Courts and Village Engineer for a great 2024!

## Citizen Comments 00:15:19 of Audio Recording

Derrick Bell of Wildwood Rd spoke to the upcoming lot split discussion. He lives adjacent to the property, and bought his home because of the privacy of the area. He is concerned about utility issues, drainage problems in the area, and setting precedent for others to split lots, as this will reduce property values.

Beth McFarlane of Wildwood Rd also lives adjacent to the lot in question. She shared concerns about drainage in the area and lack of detail in the survey presented.

Blaine Allen of Wildwood Rd is also adjacent. He is not in favor of the lot split, as he believes it will change the character of the neighborhood and worsen drainage problems in the area.

Tony Benedetti of Berry Lane Court spoke to the longstanding drainage issues between Jordan and Wildwood Rd. He pointed out that gutters must be directed to the curb, and feels that longer term resident concerns are not being properly addressed.

## **15. LOT SPLIT 2575 JORDAN RD** 00:28:40 of Audio Recording

Planner Fischer gave a presentation regarding the proposed lot split at 2575 Jordan Rd; Council then interacted with the applicant to learn more about the proposed project. After discussion, the applicant agreed to allow Council more time to consider the project. Council will review and discuss again in January.

Legislation 01:11:05 of Audio Recording

- 16. MOTION TO APPROVE** ORDINANCE 29-2024 - Canine Unit  
AN ORDINANCE ADOPTING AN OFFICAL CANINE UNIT POLIDY AND INCLUDING THE POLICY IN THE POLICE DEPARTMENT GENERAL MANUAL (POLICIES AND PROCEDURES) (3rd reading)

Motion to table ORD 29-2024 made by McNamara, Seconded by Grant.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

- 17. MOTION TO APPROVE** ORDINANCE 30-2024 - Health Care  
AN ORDINANCE ESTABLISHING HEALTH CARE BENEFITS FOR EMPLOYEES AND THE MAYOR AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACTS FOR MAJOR MEDICAL AND OTHER INSURANCES FOR VILLAGE EMPLOYEES AND DECLARING AN EMERGENCY (3rd Reading)

Motion made by McNamara, Seconded by Grant.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

- 18. MOTION TO APPROVE** ORDINANCE 31-2024 - Street Improvement/Equipment Replacement Funds  
AN ORDINANCE APPROVING STREET IMPROVEMENT FUND AND EQUIPMENT REPLACEMENT AND DECLARING AN EMERGENCY (3rd Reading)

Motion made by McNamara, Seconded by Grant.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

- 19. MOTION TO APPROVE** ORDINANCE 32-2024 - Annual Compensation  
AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK AND DECLARING AN EMERGENCY (3rd reading)

Motion made by McNamara, Seconded by Paessun.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

- 20. MOTION TO APPROVE** ORDINANCE 34-2024 - Equipment Replacement  
AN ORDINANCE AUTHORIZING THE ALLOCATION OF INCOME TAX REVENUES FOR EQUIPMENT REPLACEMENT (3rd Reading)

Motion made by McNamara, Seconded by Council President Camara.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

- 21. MOTION TO APPROVE** ORDINANCE 35-2024 - Annual Appropriations  
AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES/EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025 (3rd reading)

Motion made by McNamara, Seconded by Paessun.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**22. MOTION TO APPROVE** ORDINANCE 36-2024 - Employee Handbook  
AN ORDINANCE UPDATING THE EMPLOYEE HANDBOOK AND DECLARING AN  
EMERGENCY (3rd reading)

Motion made by McNamara, Seconded by Martin.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**23. MOTION TO APPROVE** ORDINANCE 37-2024 - Bonus  
AN ORDINANCE AUTHORIZING A ONE-TIME BONUS TO ALL VILLAGE  
EMPLOYEES IN RECOGNITION OF SERVICE (3rd reading)

Motion made by McNamara, Seconded by Paessun.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**24. MOTION TO APPROVE** RESOLUTION 2024-32 - Pool Fees  
A RESOLUTION ESTABLISHING FEES FOR MEMBERSHIP FOR THE MINERVA  
PARK POOL FOR THE 2025 SUMMER SEASON AND DECLARING AN  
EMERGENCY( 3rd reading)

Motion made by McNamara, Seconded by Grant.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**25. MOTION TO APPROVE** RESOLUTION 2024-33 - Funds Transfer  
A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARING  
AN EMERGENCY (3rd reading)

Motion made by McNamara, Seconded by Council President Camara.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**26. MOTION TO APPROVE** RESOLUTION 2024-35 - Rules of Council  
A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF  
THE VILLAGE OF MINERVA PARK FOR 2025 (3rd reading)

Motion made by McNamara, Seconded by Paessun.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**27. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** FOR  
RESOLUTION 2024-36

Motion made by McNamara, Seconded by Koss.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**28. MOTION TO APPROVE** RESOLUTION 2024-36  
A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT  
WITH CH2M HILL ENGINEERS FOR IMPROVEMENTS TO THE NORTH AND  
SOUTH LAKES AND DECLARING AN EMERGENCY (1st reading intent to suspend  
the rules that require 3 readings and pass as an emergency)

Motion made by McNamara, Seconded by Koss.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**29. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** FOR  
RESOLUTION 2024-37

Motion made by McNamara, Seconded by Paessun.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**30. MOTION TO APPROVE** RESOLUTION 2024-37

A RESOLUTION AUTHORIZING THE FISCAL OFFICER OF THE VILLAGE OF MINERVA PARK TO REQUEST A CERTIFICATION AND ESTIMATE OF REVENUE FROM THE FRANKLIN COUNTY AUDITOR'S OFFICE FOR A FOUR POINT ZERO (4.0) MILL 5-YEAR RENEWAL TAX LEVY AND TO DECLARE AN EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Motion made by McNamara, Seconded by Grant.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

**31. RESOLUTION 2024-38**

A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD OF ELECTIONS AND TO DECLARE AN EMERGENCY (1st reading)

**Old Business** 01:32:03 of Audio Recording

This is the last week of Leaf Pick-up; season was successful

**New Business** 01:32:26 of Audio Recording

HAPPY HOLIDAYS

Council President Camara reports that final work from MKSK has been received regarding pool renovation project; he would like to begin to prepare for construction to begin right after pool season ends in 2025.

**Adjourn**

Motion made by McNamara, Seconded by Koss.

Voting Yea: Council President Camara, McNamara, Koss, Martin, Paessun, Grant

Meeting adjourned at 8:35 PM





# Council Work Session

Item # 3.

January 2, 2025 at 7:00 PM

2829 Minerva Lake Rd.

## Minutes

### Present:

Councilpersons Grant, Camara, Passeun, McNamara, Koss  
Mayor Tiffany Southard, Attorney Jesse Shamp, Planner Eric Fischer

### AGENDA REVIEW: 00:00:35 of Audio Recording

- RESOLUTION 2024-38 - Certifying Tax Levy Renewal
  - 2<sup>nd</sup> reading
- RESOLUTION 2025-01 – C. Palmer Confirmation
  - 1<sup>st</sup> reading-intent to suspend rules that require 3 readings and pass as emergency
- RESOLUTION 2025-02 – Revision of Fee Schedule
  - 1<sup>st</sup> reading-intent to suspend rules that require 3 readings and pass as emergency
  - Plumbing permit fees raised by Franklin County
- RESOLUTION 2025-03 – Property Tax Advances
  - 1<sup>st</sup> reading-intent to suspend rules that require 3 readings and pass as emergency
  -

### POOL 2025: 00:02:17 of Audio Recording

- 2025 flyer passed out for review; revisions suggested
- Social media posts out for review; staff will reach out to Pool Dues to get started
- Staff asked to get information out to the schools to advertise membership
- MKSK sending updated information regarding renovations

### LANDSCAPING 2025 00:05:14 of Audio Recording

- Estimates from Miller Landscaping and 5 seasons passed around for review; discussion followed

### POOL RENOVATION NEXT STEPS 00:16:55 of Audio Recording

- MKSK has suggested architects, staff has received recommendations as well. Village could advertise RFP/RFQ for professional services to do renovations for pool facility
- Grant work can be dependent on numbers that we don't have yet
- Village can interview architects-this should help get the basic info we need
  - Peter Scott with Meyers & Associates
  - MSA Architects
  - Frank Weaver
  - Garmann Miller?

### SURVEY 00:25:27 of Audio Recording

- Planner Fischer asks that council listen to work session from 2018 to review previous survey procedure
- Discussion regarding meeting to review questions, process
- Work session time required to review survey questions, work session required to review final document; suggestion for February Work Session to begin review

**OTHER ITEMS 00:51:11 of Audio Recording**

- Alcohol permit-on the ballot for 2025? Legal will work on this.
- Development of Cleveland Ave-Possible rezoning of retail space to help the Village.
- Phantom Fireworks update: there are working on their permits with city of Columbus
- General question about Lot Split regarding R3 zoning; discussion followed

Meeting adjourned at 8:13 PM

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Jeffrey Wilcheck, Fiscal Officer

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Tiffany Southard, Mayor



# DIVISION OF POLICE

## VILLAGE OF MINERVA PARK



*Chief Matt Delp*

Monday, January 6, 2025

TO: Mayor, Council

FR: Chief Matt Delp

RE: **December 2024 Chief's Report**

Madame Mayor and Members of Council,

Happy New Year! The police department is looking forward to the challenges and the rewards of another year. During December, the department held its annual awards dinner. Officers received the following awards:

FIREARMS

Palmer  
Bigler  
Corley  
Ferguson  
Southard  
Fout  
Phillips  
Clark  
Pinney  
Delp

Silver Pen

Corley

Good Conduct

Bigler  
Fout  
Southard  
Phillips  
Pinney

Safe Driving

Palmer  
Bigler  
Southard  
Fout  
Clark  
Pinney  
Corley

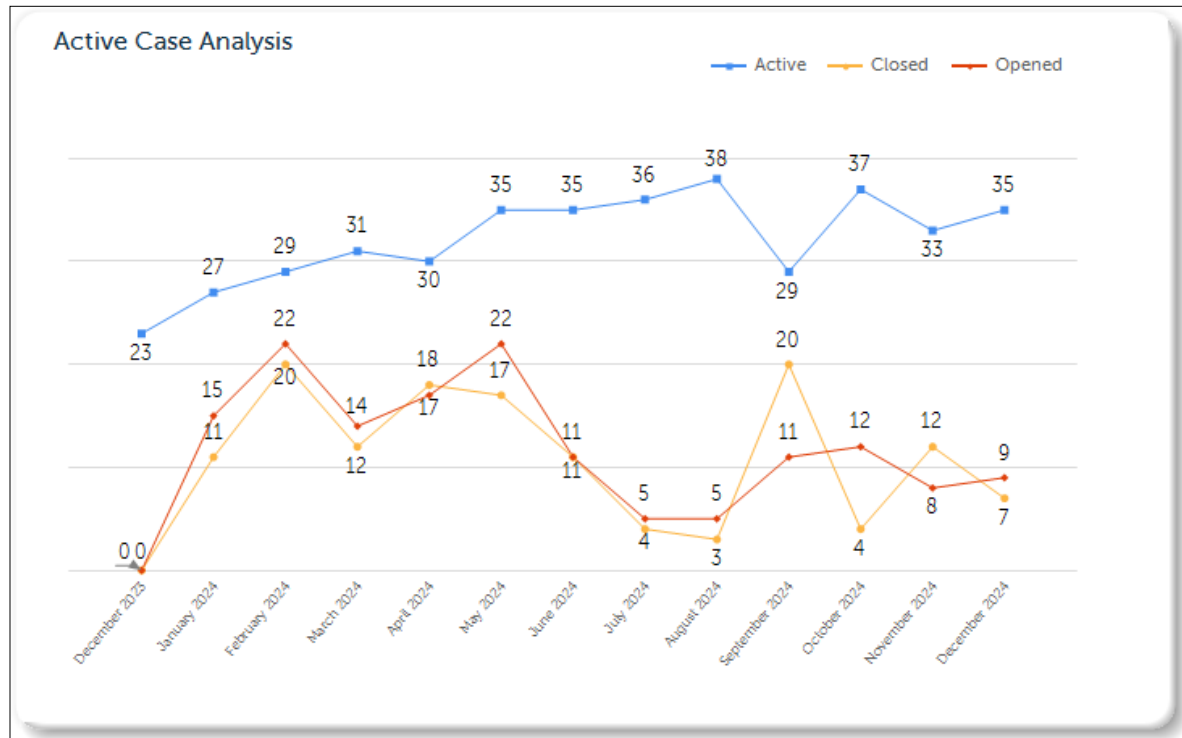
Meritorious Service

Bigler  
Fout  
Phillips  
Pinney  
Southard

The following pages contain the vital statistics for police activity.

|                   | December 2024 | Previous Year | Difference |
|-------------------|---------------|---------------|------------|
| Traffic Stops     | 91            | 61            | 30         |
| Citations Issued  | 15            | 26            | -11        |
| Police Reports    | 14            | 3             | 11         |
| Active Cases      | 35            | 20            | 15         |
| Calls for Service | 264           | 265           | -1         |

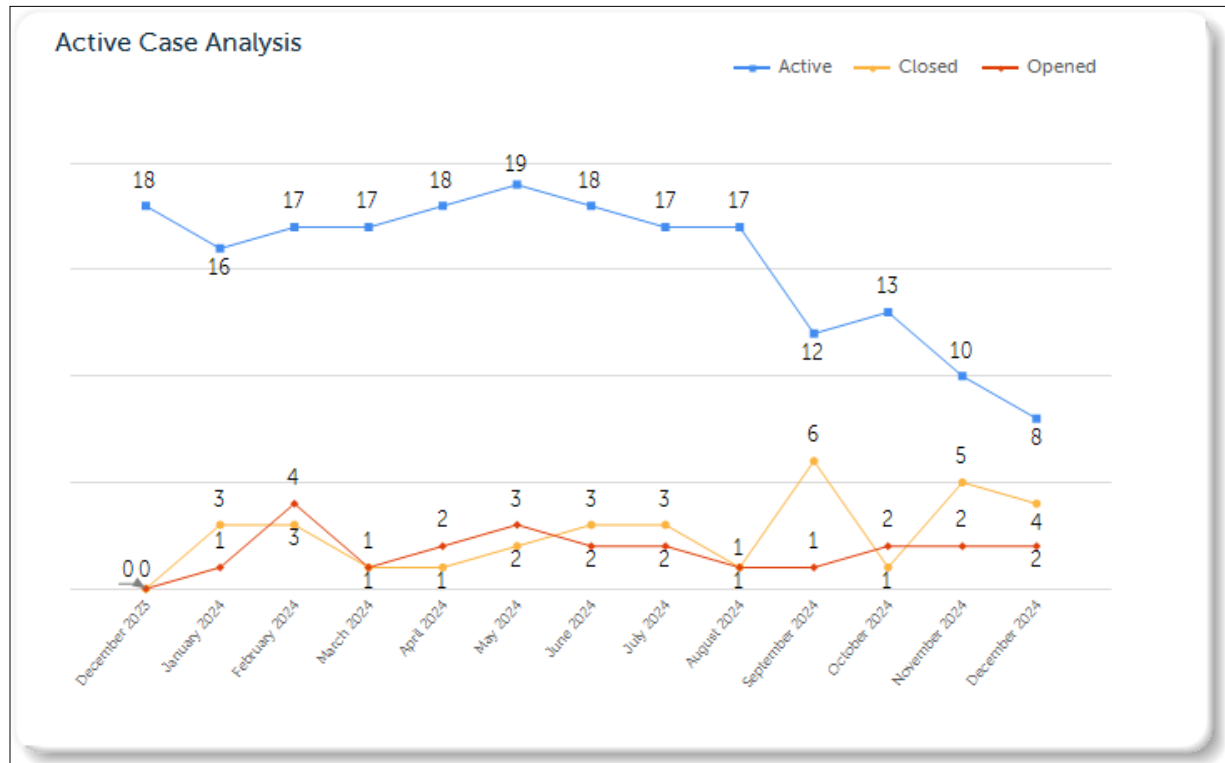
## CRIME REPORTS



*For Cases opened between 12/1/2024 and 12/31/2024*

| Case Subtype                    | Cases     | %               |
|---------------------------------|-----------|-----------------|
| Assault                         | 2         | 14.29 %         |
| Complaint                       | 2         | 14.29 %         |
| Larceny/Theft                   | 1         | 7.14 %          |
| Missing Person Reported         | 1         | 7.14 %          |
| Property Impound                | 2         | 14.29 %         |
| Unspecified Call                | 1         | 7.14 %          |
| Unspecified Narcotics Complaint | 1         | 7.14 %          |
| Vehicle Crash                   | 2         | 14.29 %         |
| Warrant                         | 2         | 14.29 %         |
| <b>Total</b>                    | <b>14</b> | <b>100.00 %</b> |

## TRAFFIC STOPS



12/31/2023 - 12/31/2024

| Subtype                        | Active at Start | Opened Cases | Closed Cases | Active at End |
|--------------------------------|-----------------|--------------|--------------|---------------|
| Assault                        | 2               | 26           | 23           | 5             |
| Breaking and Entering          | 0               | 0            | 0            | 0             |
| Burglary                       | 1               | 5            | 5            | 1             |
| Complaint                      | 4               | 52           | 47           | 9             |
| Counterfeiting/Forgery         | 0               | 1            | 1            | 0             |
| Destruction/Damage/Vandalism   | 0               | 3            | 2            | 1             |
| DOA - Unknown                  | 0               | 0            | 0            | 0             |
| DOA-Suicide                    | 0               | 0            | 0            | 0             |
| Domestic Violence              | 2               | 4            | 3            | 3             |
| Extortion/Blackmail            | 0               | 1            | 1            | 0             |
| Hit Skip                       | 0               | 0            | 0            | 0             |
| Larceny/Theft                  | 4               | 22           | 21           | 5             |
| Menacing                       | 2               | 1            | 3            | 0             |
| Motor Vehicle Theft            | 1               | 4            | 2            | 3             |
| Person in Jeopardy             | 0               | 3            | 3            | 0             |
| Pornography / Obscene Material | 0               | 1            | 1            | 0             |
| Property Damage                | 0               | 1            | 1            | 0             |
| Property Impound               | 0               | 5            | 5            | 0             |
| Property in Jeopardy           | 0               | 2            | 2            | 0             |
| Protection Order               | 1               | 0            | 0            | 1             |
| Rape                           | 0               | 0            | 0            | 0             |

|                        |    |     |     |    |           |
|------------------------|----|-----|-----|----|-----------|
| Request for Assistance | 1  | 0   | 0   | 1  | Item # 4. |
| Robbery                | 1  | 1   | 1   | 1  |           |
| Sexual Assault         | 0  | 6   | 6   | 0  |           |
| Shooting               | 1  | 1   | 1   | 1  |           |
| Traffic Stop           | 0  | 0   | 0   | 0  |           |
| Unspecified Call       | 2  | 8   | 8   | 2  |           |
| Warrant                | 1  | 4   | 3   | 2  |           |
| Total                  | 23 | 151 | 139 | 35 |           |

## Permit Report - Current Month

Generated by Zoning Code Enforcement Officer on 12/31/2024 03:00 PM

Record Count : 1

| Permit Type    | Status   | Date of Application | Local Permit No. | Property Address     |
|----------------|----------|---------------------|------------------|----------------------|
| PLUMBING ( 1 ) | Approved | 12/03/2024          | P-24-2024        | 2610 MINERVA LAKE RD |

Violation Report - Previous Month

Generated by Zoning Code Enforcement Officer on 01/08/2025 12:20 PM

Record Count : 15

| Violation Date | Date Resolved | Subject             | Address/Location       | Courtesy Mode/Mail/By |
|----------------|---------------|---------------------|------------------------|-----------------------|
| 12/16/2024     | 12/30/2024    | TRASH               | 2850 ALDER VISTA DR    | POSTED                |
| 12/11/2024     | 12/17/2024    | TIRES IN FRONT YARD | 5261 WESTBRIDGE RD     | POSTED                |
| 12/16/2024     | 12/30/2024    | CAR IN FRONT YARD   | 2512 MINERVA LAKE RD   | MAILED                |
| 11/25/2024     | 12/11/2024    | INOPERABLE VEHICLE  | 2922 BERRY LN          | POSTED                |
| 11/18/2024     |               | DEAD TREE           | 2505 MAPLEWOOD DR      | MAILED                |
| 11/12/2024     | 12/02/2024    | MILDEW ON SIDING    | 4887 BLACK SYCAMORE DR | POSTED                |
| 11/12/2024     | 12/02/2024    | MILDEW ON SIDING    | 4932 BLACK SYCAMORE DR | POSTED                |
| 11/12/2024     | 12/02/2024    | MILDEW ON SIDING    | 4940 BLACK SYCAMORE DR | POSTED                |
| 11/12/2024     |               | MILDEW ON SIDING    | 4948 BLACK SYCAMORE DR | POSTED                |
| 11/12/2024     | 12/02/2024    | MILDEW ON SIDING    | 2919 GREEN LINE        | POSTED                |
| 11/12/2024     |               | MILDEW ON SIDING    | 2655 WOODLEY RD        | MAILED                |
| 11/06/2024     |               | ROTTING ROOF        | 5187 WESTERVILLE RD    | MAILED                |
| 11/05/2024     |               | INOPERABLE VEHICLE  | 2636 MINERVA LAKE RD   | MAILED                |
| 08/28/2024     | 12/25/2024    | BAD FENCE           | 5360 CLEVELAND AV      | MAILED                |
| 08/26/2024     | 12/10/2024    | INOPERABLE VEHICLE  | 5187 WESTERVILLE RD    | MAILED                |



## RESOLUTION 2024-38

Item # 16.

### **A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD OF ELECTIONS AND TO DECLARE AN EMERGENCY**

**WHEREAS**, the amount of taxes that may be raised within the 10-mill limitation by levies on the current tax duplicate will be insufficient to provide adequate amounts for the necessary requirements of the Village of Minerva Park and it is necessary to renew an existing tax levy for the purpose hereinafter set forth; and

**WHEREAS**, Village voters approved a four (4.0) mill tax levy November 3, 2020, for a period of five (5) years for the purposes contained in Ohio Revised Code Section 5705.19(A) and the Council of the Village of Minerva Park believes it is necessary and in the best interests of Village residents to renew said levy at the May 6, 2025, primary election; and

**WHEREAS**, the Village Council passed Resolution 2024-37 on December 12, 2024 which declared the necessity of the renewal tax levy and requested certification and specific information from the Franklin County Auditor as required by Ohio law; and

**WHEREAS**, on January 8, 2025, the Franklin County Auditor certified to the Village that the tax revenue that would be generated by a 4.0 mill renewal tax levy is \$144,000 based on the assessed valuation of the Village of \$63,507,580.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, OHIO, THAT:**

**Section 1.** The Village Council finds it necessary to submit to the electors of the Village the question of whether to renew a tax levy in excess of the 10-mill limitation for the benefit of the Village of Minerva Park pursuant to R.C. 5705.19(A) for the purpose of providing for the current expenses of the Village, at a rate not exceeding 3.2 mills for each one dollar of valuation, which amounts to thirty-two cents (\$.32) for each one hundred dollars (\$100) of valuation, for a period of time of five (5) years, such levy being a renewal of an existing 3.2 mill levy, which is currently in effect.

**Section 2.** The question of approving a renewal levy shall be submitted to the electors of said Village of Minerva Park at the election to be held at the usual voting places for said Village of Minerva Park on May 6, 2025.

**Section 3** Said renewal levy be extended on the tax list and duplicate of the Village of Minerva Park for the current year and for the next 5 tax years if the majority of electors voting thereon vote in favor of the levy.

**Section 4** The Fiscal Officer of the Village of Minerva Park be and is hereby directed to certify, not less than 90 days prior to the election, a copy of this Resolution, a copy of the Resolution declaring it necessary to levy a tax in excess of the ten-mill limitation, and a copy of the Certification of the Franklin County Auditor to the Board of Elections of Franklin County, Ohio and the Franklin County Auditor, Ohio, as provided by law, and to notify the Board of Elections to cause notice of election on the question of approving the renewal levy to be given as required by law.

**RESOLUTION 2024-38**  
**(Continued)**

Item # 16.

**Section 5.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

**Section 6.** The Village Council hereby declares this to be an emergency measure necessary for the public peace, health, safety, and welfare of the residents of the Village of Minerva Park and arises out of the need for the Fiscal Officer to file with the Franklin County Board of Elections so that the levy appears on the May 6, 2025, primary election ballot. Wherefore, this resolution shall take effect and shall be in force from and after its passage and pursuant to Chapter 5705 of the Revised Code.

\_\_\_\_\_  
Tiffany Hughes, Mayor

First Reading:      December 12, 2024  
Second Reading:    January 9, 2025  
Third Reading:     January 23, 2025  
Passed:             January 23, 2025

**ATTEST**

\_\_\_\_\_  
Jeffrey Wilcheck, Fiscal Officer

**APPROVED AS TO FORM**

\_\_\_\_\_  
Solicitor

## Certificate of Estimated Property Tax Revenue

Use this form when a taxing authority certifies a millage rate  
and requests the revenue produced by that rate.

The County Auditor of Franklin County, Ohio, does hereby certify the following:

1. On December 13, 2024, the taxing authority of Village of Minerva Park, Franklin County, Ohio, certified a copy of its resolution or ordinance adopted December 12, 2024, requesting the county auditor to certify the current taxable value of the subdivision and the amount of revenue that would be produced by 4.00 mills, to levy a tax outside the 10-mill limitation for purposes pursuant to Revised Code §5705, to be placed on the ballot at the May 6, 2025 election. The levy type is renewal.
2. The property tax revenue that will be produced by the stated millage, assuming the taxable value of the subdivision remains constant throughout the life of the levy, is calculated to be \$144,000.
3. The total taxable value of the subdivision used in calculating the estimated property tax revenue is \$63,507,580.
4. The millage for the requested levy is 4.00 mills per \$1 of taxable value, which amounts to \$73 for each \$100,000 of the county auditor's appraised value.

  
\_\_\_\_\_  
Franklin County Auditor

\_\_\_\_\_  
January 8, 2025  
Date

### INSTRUCTIONS

1. "Total taxable value" includes the taxable value of all real property in the subdivision as indicated on the tax list most recently certified for collection and estimates of the taxable value of public utility personal property for the first year the levy will be collected as set forth on the worksheets prescribed in conjunction with this form. If the subdivision is located in more than one county, the home county auditor (where the greatest taxable value of the subdivision is located) shall obtain the assistance of the other county auditors to establish the total tax valuation of the subdivision.
2. For purposes of this certification, "subdivision" includes any agency, board, commission, or other authority authorized to request a taxing authority to submit a tax levy on its behalf. See RC. 5705.01(A) & (C).
3. "Levy type" includes the following: (1) additional, (2) renewal, (3) renewal with an increase, (4) renewal with a decrease, (5) replacement, (6) replacement with an increase and (7) replacement with a decrease levies.
4. In completing Line 1 and 4 of this form, mills should be identified in whole numbers, i.e., 5 mills, rather than as a fraction of a dollar, i.e., \$0.005. This expression is consistent with the prior practice of identifying mills in whole numbers per \$1 of valuation.
5. "The county auditor's appraised value" means the true value in money of real property. R.C. 5705.01(P).
6. For any levy or portion of a levy, an estimate of the levy's annual collections, rounded to the nearest one thousand dollars, which shall be calculated assuming that the amount of the tax list of the taxing authority remains throughout the life of the levy the same as the amount of the tax list for the current year, and if this is not determined, the estimated amount submitted by the auditor to the county budget commission. R.C. 5705.03(B).
7. Please file this certificate with the subdivision as soon as possible, so the taxing authority can pass a resolution to proceed not later than 90 days before the election.

**A RESOLUTION AFFIRMING THE APPOINTMENT OF CODY PALMER AS A FULL- TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY**

WHEREAS, Council for the Village of Minerva Park passed Resolution 2024-18 on July 11, 2024 confirming the appointment of Cody Palmer as a full-time police officer; and

WHEREAS, Sean Corley was hired on July 1, 2024 and

WHEREAS, Council for the Village of Minerva Park acknowledges the successful completion of the probationary period set forth in R.C. § 737.17 by Cody Palmer, the transmittal by the Mayor of a record of Cody Palmer’s service during the probationary period, and the Mayor’s recommendation to affirm the appointment of Cody Palmer as a full-time police officer for the Village of Minerva Park; and

WHEREAS, Council for the Village of Minerva Park desires to concur with the recommendation of the Mayor;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO THAT:

Section 1. Council hereby concurs with the recommendation by the Mayor to affirm the appointment of Cody Palmer as a full-time police officer for the Village of Minerva Park effective July 1, 2024

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 3. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Section 4. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare and specifically so that the above-named Officer may immediately begin serving to his/her full capacity Wherefore, this Resolution shall take effect and be in force from and after its passage. This resolution shall be in effect at the earliest period allowed by law.

First Reading: January 9, 2025  
Second Reading: Waived  
Third Reading: Waived  
Passed: January 9, 2025

\_\_\_\_\_  
Tiffany Southard, Mayor

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Jeffrey Wilcheck, Fiscal Officer

\_\_\_\_\_  
Jesse Shamp, Solicitor

**A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE, AND  
TO DECLARE AN EMERGENCY**

WHEREAS, the Village of Minerva Park ("Village") consolidated fees into a comprehensive fee schedule ("Minerva Park Fee Schedule") pursuant to Resolution 2014-14; and

WHEREAS, the Village now wishes to amend and revise the Minerva Park Fee Schedule;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The Minerva Park Fee Schedule is hereby amended and revised as reflected in Exhibit A attached hereto and made a part hereof.
- Section 2. Any time fees are raised by an outside agency (Franklin County, City of Columbus, etc.), every effort will be made to revise the fee schedule at the soonest possible date.
- Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.
- Section 3. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.
- Section 4. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the immediate need to revise the fee schedule to allow for correct processing of fees. WHEREFORE, this Resolution shall take effect and shall be in force immediately upon passage by Council.

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Tiffany Southard, Mayor

First Reading: January 9, 2025  
Second Reading: Waived  
Third Reading: Waived  
Passed: January 9, 2025

**ATTEST:**

**APPROVED AS TO FORM:**

# VILLAGE OF MINERVA PARK FEE SCHEDULE

## RESIDENTIAL

RES 2025-02  
rev.1/2025

Item # 20.

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|                                          |                                    |
|------------------------------------------|------------------------------------|
| Single Family Residential                | \$450                              |
| Multi-Family Residential                 | \$1000 + \$300 per unit            |
| Accessory Structure Permit               | \$100                              |
| Addition/Remodeling Permit               | \$100                              |
| Alternative Energy System Permit         | \$50                               |
| Deck Permit                              | \$25                               |
| Driveway/Sidewalk Permit                 | \$25                               |
| Fence Permit                             | \$25                               |
| Home Occupation Permit                   | \$30                               |
| Occupancy Permit                         | \$150                              |
| Patio Permit                             | \$25                               |
| Plumbing Permit                          | \$135                              |
| Plumbing each additional fixture         | \$20                               |
| POD/Temporary Storage Container Permit   | \$25                               |
| Storage Bldg./Shed Permit                | \$25                               |
| Swimming Pool/Spa Permit                 | \$50 above ground/\$100 in ground  |
| Demolition (Structures over 200 sq ft)   | \$150                              |
| Appeal                                   | \$100                              |
| Variance                                 | \$50                               |
| Conditional Use                          | \$400                              |
| Rezoning/Amending Map                    | \$1500                             |
| Reinspection Fee                         | \$75                               |
| Amendment to Plan                        | \$50                               |
| Resubmission Fee                         | \$50                               |
| Late Submittals                          | \$50                               |
| <b>COMMERCIAL</b>                        |                                    |
| Plumbing Permit                          | \$135                              |
| Plumbing each fixture                    | \$40                               |
| 0-3,000 Sq Ft Building                   | \$700                              |
| 3,001-9,999 Sq Ft. Building              | \$1500                             |
| Over 10,000 Sq Ft Building               | \$1500 + \$500 per Sq Ft Increment |
| Addition                                 | \$400                              |
| Exterior Maintenance/Change of Materials | \$100                              |
| Fence                                    | \$200                              |

## COMMERICAL SIGNS

|                  |       |
|------------------|-------|
| 25 Sq Ft or Less | \$150 |
| Over 25 Sq Ft    | \$250 |
| Sign Face Change | \$75  |

## ENGINEERING REVIEW

|                               |                      |
|-------------------------------|----------------------|
| Right Of Way Permit           | \$500* up to 2 hours |
| Floodplain Development Permit | \$400                |
| Numbering (Per Unit)          | \$25                 |

## VILLAGE ADMINISTRATIVE FEES

rev 5/2024  
p. 2 of 3

Item # 20.

|                                         |                                                                        |
|-----------------------------------------|------------------------------------------------------------------------|
| Administrative Fees for Grass Cutting   | \$150/\$350/\$500                                                      |
| Service Fees for Grass Cutting          | Per Contractor                                                         |
| Folding Chair Rental                    | \$2/chair                                                              |
| Black & White Copies (Per Page)         |                                                                        |
| Color Copies (Per Page)                 |                                                                        |
| Flash Drive (8G)                        | \$3.00                                                                 |
| Records Retrieval from off-site Storage | \$28 per delivery                                                      |
| Community Room Rental/Cleaning          | \$150-cc must be on file (to be charged if damage/extra cleaning req.) |
| Tent/Canopy (Per Tent/Per Event)        | \$35                                                                   |
| Pool Rental (Resident Member)           | \$250-2 Hours/\$100 Each Additional Hour                               |
| Pool Rental (Non-Resident Member)       | \$300-2 Hours/\$100 Each Additional Hour                               |

## PUBLIC SAFETY FEES

|                                            |                        |
|--------------------------------------------|------------------------|
| Police Report (Per Page)                   | \$0.10                 |
| Special Duty Officer (Per Hour)            | \$58                   |
| Special Duty Cruiser (Additional Per Hour) | \$35                   |
| Solicitation Registration Fee              | \$60                   |
| Peddler Registration Fee                   | At Discretion of Mayor |
| Mobile Ice Cream Vendor                    | At Discretion of Mayor |
| Block Party                                | \$0                    |
| Assembly/Parade                            | \$10                   |
| Short Term Rental Registration Fee         | \$250                  |
| Golf Cart Inspection                       | \$25                   |

## DEVELOPMENT FEES-NEW BUILD

|                                            |                                                                   |
|--------------------------------------------|-------------------------------------------------------------------|
| Lot Split                                  | \$250                                                             |
| Public Use Fee (Parks & Rec) (Per Unit)    | \$500                                                             |
| Preliminary Plat Review                    | \$1,000 + \$100 Per Unit/Lot                                      |
| Final Plat Review                          | \$1,000 + \$100 Per Unit/Lot                                      |
|                                            | OR \$50 Per Partial Acre/Full Acre Subdivision Lot                |
| Sewer Tap Fee                              | \$7,588                                                           |
| Over 2 Inches                              | %0-75% of City of Columbus Fees at Discretion of Mayor            |
|                                            | <b>*Applicant must also pay Columbus their full required fees</b> |
| Storm Sewer Fee (Per Residential Home)     | \$1,000                                                           |
| Storm Sewer Fee (Per Commercial Structure) | 10% of the Minerva Park Water Fees                                |
| Water Tap Fee ¾ Inch                       | \$2,749                                                           |
| Water Tap Fee 1 Inch                       | \$3,914                                                           |
| Water Tap Fee 1.5 Inch                     | \$6,839                                                           |
| Water Tap Fee 2 Inch                       | \$10,326                                                          |
| Water Tap Fee Over 2 Inches                | 50-75% of City of Columbus fees at Discretion of Mayor            |
|                                            | <b>*Applicant must also pay Columbus their full required fees</b> |

## FINANCE CHARGES

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p. 3 of 3

Item # 20.

The Village reserves the right to assess interest charges at the prime of an invoice rate on all fees not paid after thirty (30) days.

|                                  |                     |
|----------------------------------|---------------------|
| Returned Item/Insufficient Check | \$50 or Actual Cost |
| Stop Payment Request/Lost Check  | \$50 or Actual Cost |

## UNSCHEDULED FEES

Fees may be determined by the Mayor for items not specified in this fee schedule and may range from \$10 - \$500.

## \*SPECIAL PROJECT FEES

Special projects that involve the Village ROW and/or Village Land may require additional review & inspection fees and will be assessed on a case-by-case basis. A quote will be provided to the resident landowner prior to moving forward with the review. Fees will be the actual cost of the services and must be paid up front prior to the review commencing.



**A RESOLUTION REQUESTING THE COUNTY TREASURER TO PROVIDE  
ADVANCE PAYMENTS OF TAXES AND OTHER SOURCES PAYABLE TO  
THE VILLAGE AS THEY BECOME AVAILABLE DURING 2024 AND TO  
DECLARE AN EMERGENCY**

**WHEREAS**, pursuant to Section 321.34 of the Ohio Revised Code, the Village of Minerva Park requests the Franklin County Auditor provide advances of property taxes and other sources as they become available for distribution; and

**WHEREAS**, the Franklin County Auditor's Office has made it possible for Advances on Real Estate Tax Settlements and other sources to be distributed via electronic transfer effective from the date of this resolution thru December 31, 2024.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, OHIO THAT:**

**Section 1.** The Village of Minerva Park Fiscal Office is hereby directed by the Village Council to request an advance of property taxes and other sources as they become available during 2024.

**Section 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council, and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements of the laws of the State of Ohio.

**Section 3.** This Resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare, to wit: to have taxes and other sources received when available to pay obligations of the Village.

\_\_\_\_\_  
Tiffany Southard, Mayor

First Reading: January 9, 2025  
Second Reading: Waived  
Third Reading: Waived  
Passed: January 9, 2025

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Jeffrey Wilcheck, Fiscal Officer

\_\_\_\_\_  
Jesse Shamp, Solicitor