



Village Council Regular Meeting

June 11, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

- 1. MOTION TO APPROVE** 5/21/26 Special Council Meeting Minutes
- 2. MOTION TO APPROVE** 5/21/26 Pool Work Session Minutes
- 3. MOTION TO APPROVE** 6.4.26 Council Work Session Minutes

Village Official Reports

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

Committee as a Whole Report

- 12.** Streets Services Rec & Parks
Other Committee as a Whole Business

Mayor's Report

Citizen Comments

Legislation

- 13. MOTION TO APPROVE** ORDINANCE 2026-08 Council Oversight of Appointment Process

AN ORDINANCE ADOPTING INTERNAL PROCEDURES FOR COUNCIL REVIEW OF POLICE DEPARTMENT APPOINTMENTS PURSUANT TO ORC 737.16 FOR THE VILLAGE OF MINERVA PARK (3rd reading)
- 14. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** for ORDINANCE 2026-09
- 15. MOTION TO APPROVE ORDINANCE 2026-09** Updating Annual Compensation

AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

16. RESOLUTION 2026-11 Cybersecurity

A RESOLUTION ADOPTING THE VILLAGE OF MINERVA PARK CYBERSECURITY PLAN (2nd reading)

17. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS for RESOLUTION 2026-12

18. RESOLUTION 2026-12 Village Pathway Engineering

A RESOLUTION AUTHORIZING THE MAY AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR THE MINERVA PARK PATHWAYS ENGINEERING AND DECLARING AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

19. RESOLUTION 2026-13 Waste Collection Services

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE COLLECTION AND REMOVAL OF RUBBISH, TRASH, RECYCLABLES, GARBAGE, AND YARD WASTE FROM RESIDENCES (1st reading)

Old Business

20. Pool Maintenance Building

New Business

21. Trash/Recycling Bids

Adjourn



Village Council Special Meeting

May 21, 2026 at 6:30 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Camara, Koss, Martin, Grant, Pinter

ABSENT: Councilperson Paessun

Motion to excuse Councilperson Paessun made by Camara, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Grant, Pinter

Pledge of Allegiance

Minutes

MOTION TO APPROVE 5/14/26 Committee as a Whole Minutes

Motion made by Grant, Seconded by Pinter.

Voting Yea: Camara, Martin, Grant, Pinter

Voting Abstaining: Koss

MOTION TO APPROVE 5/14/26 Council Meeting Minutes

Motion made by Pinter, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Grant, Pinter4

MOTION TO APPROVE 5/17/26 Council Strategic Planning Session Minutes

Motion made by Grant, Seconded by Pinter.

Voting Yea: Camara, Koss, Martin, Grant, Pinter

Legislation

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR ORD 2026-07

Motion made by Camara, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Grant, Pinter

MOTION TO APPROVE ORDINANCE 2026-07 Solicitor Permits

AN ORDINANCE AMENDING ORDINANCE 03-2008 AND DECLARING AN EMERGENCY (2nd reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Pinter.

Voting Yea: Camara, Koss, Martin, Grant, Pinter

ORDINANCE 2026-08 Council Oversight of Appointment Process

AN ORDINANCE ADOPTING INTERNAL PROCEDURES FOR COUNCIL REVIEW OF POLICE DEPARTMENT APPOINTMENTS PURSUANT TO ORC 737.16 FOR THE VILLAGE OF MINERVA PARK (2nd reading)

MOTION TO APPROVE RESOLUTION 2026-07 North Lake Court Waterline Project

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE NORTH LAKE COURT WATERLINE IMPROVEMENTS AND DECLARING IT AN EMERGENCY (3rd reading)

Legislation (continued)

Motion made by Grant, Seconded by Koss.
Voting Yea: Camara, Koss, Martin, Grant, Pinter

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RES 2026-09

Motion made by Camara, Seconded by Grant.
Voting Yea: Camara, Koss, Martin, Grant, Pinter

MOTION TO APPROVE RESOLUTION 2026-09 Advance to TIF Fund

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE MINERVA PARK TAX INCREMENT FINANCING TAX EQUIVALENT FUND AND TO DECLARE AN EMERGENCY (2nd Reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Camara.
Voting Yea: Camara, Koss, Martin, Grant, Pinter

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RES 2026-10

Motion made by Camara, Seconded by Grant.
Voting Yea: Camara, Koss, Martin, Grant, Pinter

MOTION TO APPROVE RESOLUTION 2026-10 PILOT Advances

A RESOLUTION REQUESTING THE COUNTY TREASURER TO PROVIDE AN ADVANCE OF PAYMENT IN LIEU OF TAXES FROM RESIDENTIAL TAX INCREMENT FINANCING INCENTIVE DISTRICT TO THE VILLAGE AS THEY BECOME AVAILABLE DURING 2026 AND TO DECLARE AND EMERGENCY(2nd reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Camara.
Voting Yea: Camara, Koss, Martin, Grant, Pinter

RESOLUTION 2026-11 Cybersecurity

A RESOLUTION ADOPTING THE VILLAGE OF MINERVA PARK CYBER-SECURITY PLAN (1st reading)

MOTION TO AMEND THE AGENDA to include Old and New Business

Motion made by Camara, seconded by Koss
Voting Yea: Camara, Koss, Martin, Grant, Pinter

Brief discussion held regarding proposed conditions offered by Phantom Fireworks for 2026. Staff will distribute 2025 conditions to council for review; discussion to continue.

Adjourn

Motion to adjourn made by Camara, Seconded by Koss.
Voting Yea: Camara, Koss, Martin, Grant, Pinter

 Jeffrey Wilcheck, Fiscal Officer

 Tiffany Southard, Mayor

Executive Summary – Pool Work Session Date: May 21, 2026

Subject: Evaluation of Repair vs. Replacement Options for Community Pool

Purpose: Strategic discussion regarding the future of the municipal pool, including structural integrity, infrastructure modernization, long-term sustainability, and potential renovation concepts.

In Attendance: Councilpersons Camara, Grant, Koss, Martin & Pinter; Mayor Southard, Fiscal Officer Wilcheck, Pool Manager Friedel, Maintenance Supervisor Sutton, Pool Consultant Rick West, Administrative Assistant Sutton

Executive Summary

The May 21 Pool Work Session focused on determining the most practical and financially responsible path forward for the aging municipal pool. The discussion centered on whether the existing structure should be repaired, fully demolished and rebuilt, or reconstructed within the current shell.

Pool consultant Rick West, who has over 40 years of experience working on pools and has extensive familiarity with this facility, strongly recommended against a complete demolition. Instead, he proposed constructing an essentially new pool inside the existing structure. His recommendation was based on the belief that the current shell and foundational structure remain fundamentally sound despite visible deterioration, leaks, rust, and cracking.

The meeting produced several important technical findings, operational concerns, and future planning considerations.

Key Findings and Recommendations

1. Recommended Direction: “New Pool Inside the Existing Pool”

Rick West advised that the most practical solution would be to:

- Install a completely new stainless-steel pool structure inside the existing shell
- Replace the pool floor
- Replace deteriorated stainless-steel walls and gutters
- Upgrade to higher-grade 316 stainless steel
- Modernize plumbing and circulation systems
- Retain portions of usable existing infrastructure where appropriate

According to West, this approach would effectively create a brand-new pool while avoiding the substantial costs associated with full demolition and excavation.

Benefits Identified

- Significantly lower cost than total demolition/rebuild
- Preserves existing structural support
- Extends usable life for multiple generations
- Allows modernization of plumbing and filtration systems
- Retains the existing visual character of the pool
- Reduces risk associated with removing large concrete structures

West stated that once reconstructed using this method, the pool would likely outlast the current generation of users and officials.

2. Full Demolition Considered Cost-Prohibitive

West estimated that:

- Demolition alone could cost approximately **\$250,000**
- Replacing concrete and resurfacing could add another **\$250,000+**
- Total costs before completing a new pool installation could exceed **\$500,000**

Discussion emphasized that tearing out the entire structure may not be financially prudent given the condition of the existing shell.

3. Structural Issues Identified

Current Problems

The primary structural concerns discussed included:

- Cracking in the pool floor
- Persistent water leaks
- Rusted stainless-steel walls and gutter systems
- Corrosion caused by chemical exposure
- Aging plumbing infrastructure

Hydrostatic Valve Issue

A major topic involved the likely buried or inaccessible hydrostatic valve beneath the pool floor.

West explained that:

- Groundwater pressure beneath the pool contributes to cracking
- Hydrostatic valves are designed to relieve that pressure
- The original valve appears to have been covered during prior repairs
- Lack of pressure equalization likely worsened floor cracking over time

Participants discussed whether locating the valve could help reduce future structural issues, though West indicated a new floor and drainage system would still likely be necessary.

4. Plumbing and Pump House Concerns

Council members expressed concern about:

- Difficulty sourcing replacement parts
- Aging equipment reliability
- Annual startup complications
- Corrosion inside the pump house

Consultant Recommendations

West recommended:

- Replacing outdated tandem plumbing systems
- Upgrading circulation infrastructure
- Relocating liquid chlorine storage outside the pump room
- Constructing a separate ventilated chemical storage enclosure

He noted that chlorine exposure is accelerating corrosion of equipment and electrical systems.

Importantly, several existing assets may still be reusable, including:

- Main pumps
- Portions of the filtration system
- Backup filter components already in storage

5. Design Enhancement Discussions

The meeting also explored several modernization concepts.

Zero-Entry / Accessibility Features

Participants discussed:

- Adding a gradual entry or shallow ledge area
- Potential ADA-related considerations
- Reconfiguring portions of the pool floor during reconstruction

West indicated that while a true zero-entry design may be difficult due to the scum gutter system, modified accessibility features may be feasible.

Pool Heating

Residents had reportedly expressed interest in a heated pool.

Discussion concluded:

- Commercial heating systems would be extremely expensive
- Solar heating would likely be ineffective for a pool of this size
- Thermal covers and energy-saving concepts could be explored, though no clear solution emerged

Potential Water Slide

Members briefly revisited the idea of reintroducing a water slide. Concerns included:

- Water depth safety requirements
- Current code compliance
- Possible grandfathering issues

No formal recommendation was made.

6. Procurement and Process Considerations

Officials clarified that:

- The village cannot directly hire a contractor without a formal process
- Any major reconstruction project would require:
 - Engineering review
 - Design-build procedures
 - RFQ/RFP processes
 - Competitive bidding

Discussion acknowledged that Rick West could potentially participate in future bidding processes but emphasized the need for compliance with public procurement regulations.

Overall Consensus

The general tone of the meeting reflected optimism that:

- The pool remains salvageable

- A replacement-within-the-existing-shell approach may provide the best long-term value
- Preserving the pool's current aesthetic and community identity is desirable
- Infrastructure modernization should accompany any reconstruction effort

Several attendees voiced strong emotional and community attachment to the existing pool, particularly its stainless-steel appearance and historic character.

Rick West repeatedly emphasized that despite current deterioration, the pool is fundamentally worth saving.

Proposed Next Steps

The following informal action items emerged from discussion:

1. Obtain pricing estimates for:
 - Stainless-steel wall systems
 - Gutter replacement
 - Concrete and shotcrete work
 - Plumbing modernization
2. Explore engineering and grant eligibility questions related to:
 - Reconstructing within the existing shell
 - ADA improvements
 - Energy efficiency opportunities
3. Investigate historical records/photos related to:
 - Original hydrostatic valve location
 - Prior construction details
4. Evaluate:
 - Chemical storage redesign
 - Accessibility enhancements
 - Long-term infrastructure modernization
5. Begin considering formal procurement/design-build pathways if council elects to move forward.

Closing Notes

The meeting concluded with appreciation for Rick West's longstanding service and expertise. Participants expressed enthusiasm about the possibility of preserving and modernizing the pool rather than abandoning it entirely.

The discussion ended informally with requests for community members to share historical knowledge or photographs that may help identify original construction details, particularly the location of the buried hydrostatic valve.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Village Council Work Session June 4, 2026

Attendance

The meeting was called to order by Council President Cameron at 7:00 PM.

Present: Councilpersons Grant, Koss, Martin, Paessun, Pinter & Camara
Village Attorney Shamp, Mayor Southard Planning Director Fisher

Key Discussion Topics

1. Residential Waste Collection Contract Review

Council reviewed competing waste collection proposals from **Local Waste Services** and **Rumpke** for the next contract period beginning October 1, 2026.

Local Waste Services

- Monthly residential rate: approximately **\$22.25**
- Offers a **10% discount for residents age 62 and older**
- Weekly recycling service
- Existing provider with an established presence in the community

Rumpke

- Monthly residential rate: approximately **\$23.42**
- Includes annual rate increases over the contract term
- Provides carts for all residents
- Recycling collection would occur **every other week**
- Dedicated municipal support representative

Council Discussion

Council members discussed:

- Service reliability and recent missed pickups.
- Customer service responsiveness.
- Impact of changing providers on residents.
- Cost differences and senior discounts.
- Weekly versus bi-weekly recycling collection.
- Equipment, fleet sustainability, and staffing practices.

While concerns were raised regarding recent service issues with Local Waste, council members acknowledged that Local Waste has historically provided strong service and responsive issue resolution. No formal action was taken during the work session.

2. EPA Stormwater Compliance

Village leadership reported discussions with the Ohio EPA regarding compliance requirements for stormwater management.

Key Points

- The village missed a June 1 compliance deadline, but EPA representatives indicated the timeline was not punitive.

- The village needs a formalized and expanded **Stormwater Management Plan (SWMP)**.
- Current plans are significantly less detailed than modern requirements.
- Franklin Soil & Water and consulting firms may assist with plan development.

Next Steps

- Coordinate with Franklin Soil & Water.
- Obtain cost estimates for assistance in preparing the required plan.
- Continue implementing annual compliance activities such as public education and stormwater awareness efforts.

Council was advised that this is primarily a compliance and documentation exercise rather than a major operational change.

3. Charter Commission Organization

The village recently completed certification of Charter Commission members.

Discussion

- Village staff currently has contact information for most commission members.
- Village email accounts will be established to ensure public-record compliance.
- Initial meetings will be coordinated through commission leadership.

Action Items

- Contact commission members lacking email credentials.
- Organize the first Charter Commission meeting.

4. Village Pathways Project Update

Significant progress was reported on the village's multi-phase pathways and connectivity initiative.

Funding Update

The village secured an additional:

- **\$150,000 state capital budget allocation**

Total funding commitments now include:

- Previous \$250,000 allocation
- Additional \$150,000 allocation
- Existing funding commitments, bringing the project to approximately **\$1 million in available funding**.

Engineering Phase

An RFP has been issued for engineering and design services.

Expected engineering activities include:

- Surveying
- Preliminary design
- Route evaluations
- Cost estimating
- Environmental and right-of-way assessments

Council Priorities

Council emphasized:

- Preserving aesthetics and community character.
- Minimizing unnecessary tree removal.
- Evaluating multiple route options, including Minerva Lake Road and Jordan Road.
- Receiving design alternatives before final decisions are made.

Future Work

Engineering recommendations are expected to return to council shortly for approval of a design consultant.

5. Columbus Greenway Connection Project

Administrator Fisher reported a productive meeting with Arcadis regarding the City of Columbus Greenway project.

Benefits Identified

- Improved pedestrian and bicycle connectivity.
- Safety enhancements near the school and Route 161 overpass.
- Significant infrastructure investments within village boundaries.

Drainage Improvements

The project may also address longstanding drainage and ponding issues affecting properties near the school site.

Approval Process

Because portions of the project are within village boundaries:

- Planning & Zoning review will be required.
- Final approval will likely come before Village Council.

Expected review timeline:

- Within the next four to six months.

6. Staffing and Grounds Maintenance Challenges

A major discussion centered on the village's inability to fill maintenance positions.

Current Situation

Numerous candidates:

- Failed to attend interviews.
- Failed to appear for drug testing.
- Were otherwise unqualified.

The village remains unable to hire needed maintenance personnel despite recruiting efforts dating back to early spring.

Landscaping Concerns

Council members expressed concern regarding:

- Poorly maintained courts and landscape areas.
- Overgrown weeds.

- Deteriorating appearance in several village locations.

Proposed Solutions

- Increase reliance on professional landscaping contractors.
- Develop a comprehensive landscaping maintenance plan.
- Reevaluate wage levels for maintenance positions.

General consensus favored exploring additional contracted landscaping services rather than continuing unsuccessful hiring efforts.

7. Landscape and Streetscape Planning

Additional discussion focused on:

- Entrance landscaping.
- Dead trees requiring replacement.
- Long-term beautification efforts.
- Developing a formal landscape maintenance strategy.

Staff will:

- Obtain additional proposals.
 - Explore replacement planting options.
 - Review maintenance standards.
-

8. Street Tree Program Discussion

Council revisited a resident request involving installation of missing street trees.

Issues Identified

- Lack of a formal street tree policy.
- Need for consistent treatment of all residents.
- Questions regarding village versus homeowner responsibility.

Consensus

Council generally agreed:

- A written street tree program should be developed.
- Tree replacement efforts should be addressed comprehensively rather than on an individual basis.
- Fall planting season would be the preferred timeframe for replacements.

Staff will return with policy recommendations and examples from other municipalities.

9. Tree Maintenance and Removal

Staff provided updates regarding:

- Dead and damaged trees throughout the village.
- Pending tree removal requests.
- Ongoing trimming operations.

A contractor has been engaged for tree work, and additional pricing is being obtained for removal of hazardous trees.

10. Park Lane Circle Property Inquiry

Council discussed a residential property on Park Lane Circle that appears to contain excess lot area that may be capable of future subdivision.

Concerns Raised

- Potential future lot split.
- Impact on neighborhood character.
- Existing parcel configuration.

No action was taken, but council requested additional review and information regarding the property's status and development potential.

Overall Summary

The work session focused heavily on infrastructure, community maintenance, and long-term planning. Key priorities included selecting a future waste collection provider, advancing the village pathways project, addressing EPA compliance requirements, improving landscaping and maintenance operations, and developing formal policies for street trees and community appearance. Council also reviewed significant progress on grant funding and regional connectivity projects while acknowledging ongoing staffing challenges affecting village maintenance efforts.

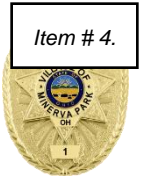
Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Tuesday, June 2, 2026

TO: Mayor, Council

FR: Chief Matt Delp

RE: **Chief's Report for May 2026**

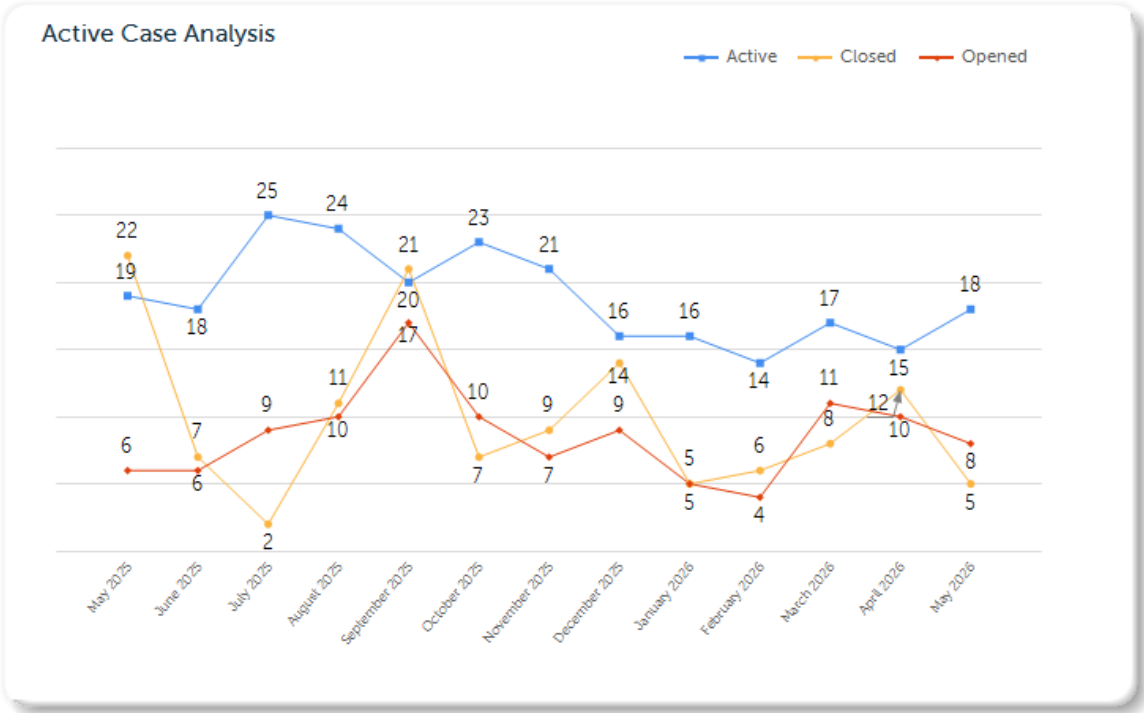
Madame Mayor and Members of Council,

Officers have completed the transition to the newly acquired Taser system, which has been fully issued department-wide. On the recruitment front, we have opened applications to fill the vacancy left by Officer Corely and to build a qualified candidate pool for anticipated future positions. Initial applications are already coming in, and we expect to present a candidate for council consideration in the near future.

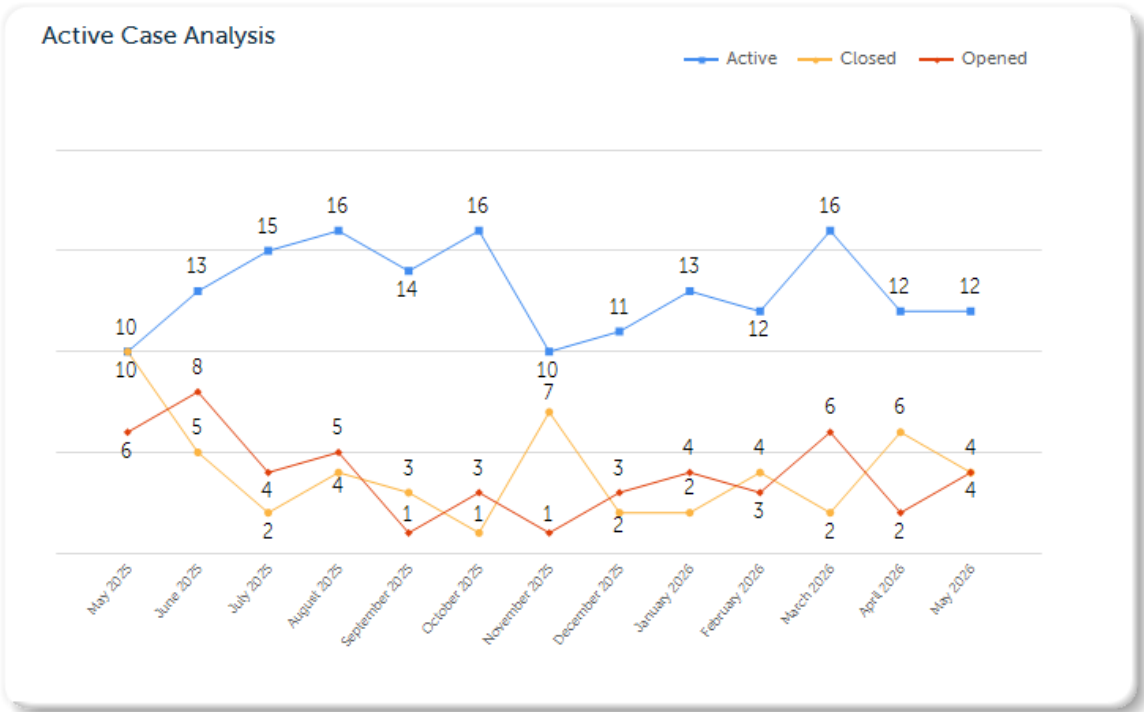
There is nothing else to report for May.

The following pages contain the vital statistics for police activity.

	MAY 2026	Previous Year	Difference
Traffic Stops	67	42	25
Citations Issued	14	17	-3
Police Reports	12	20	-8
Active Cases	18	30	-12
Calls for Service	311	285	26



TRAFFIC STOPS



Case Subtype	Cases	%
Assault	1	8.33 %
Complaint	1	8.33 %
Destruction/Damage/Vandalism	1	8.33 %
Hit Skip	1	8.33 %
Larceny/Theft	2	16.67 %
Protection Order	1	8.33 %
Traffic Stop	3	25.00 %
Unspecified Call	2	16.67 %
Total	12	100.00 %

5/31/2025 - 5/31/2026

Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	6	6	11	1
Breaking and Entering	0	0	0	0
Burglary	0	0	0	0
Complaint	9	41	44	6
Counterfeiting/Forgery	0	0	0	0
Destruction/Damage/Vandalism	0	4	4	0
DOA - Unknown	0	1	1	0
DOA-Suicide	0	0	0	0
Domestic Violence	0	6	6	0
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	2	22	16	8
Menacing	1	0	1	0
Miscellaneous	0	2	1	1
Motor Vehicle Theft	0	2	2	0
Person in Jeopardy	0	3	3	0
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	0	7	7	0
Property in Jeopardy	0	0	0	0
Protection Order	0	1	1	0
Rape	0	1	1	0
Request for Assistance	0	1	1	0
Robbery	0	0	0	0
Sexual Assault	0	2	1	1
Shooting	0	0	0	0
Traffic Stop	0	0	0	0
Unspecified Call	0	7	7	0
Warrant	1	0	0	1
Total	19	106	107	18

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Subject	Project Updates for Council	Project Name	Village Engineering Services
Attention	Honorable Tiffany Southard, Mayor	Project No.	690666
From	Michael J. Flickinger, P.E.		
Date	June 10, 2026		
Copies to	File		

Task Order No. 30: Maintenance Building

- We continued working with the contractor on construction items, including reviewing pay requests, certified payroll reports, RFIs, and general coordination including revising permitting documents to address as-built changes and Columbus Division of Water review comments.

Task Order No. 38: 2025 Roadway Improvements – Construction Services

- We continued working with the contractor on project close out items.

Task Order No. 41: North Lake Court Roadway and Utility Improvements

- We continued detailed design and coordinating with the utility providers and remain on the revised schedule to construct the project in 2026.

Violation Report - MAY 2026

Record Count : 34

Violation Date	Date Resolved	Subject	Mode
06/08/2026		HIGH GRASS	POSTED
06/08/2026		HIGH GRASS NOTICE POSTED	POSTED
06/08/2026		HIGH GRASS	POSTED
06/08/2026		CAR IN FRONT YARD	MAILED
06/02/2026		VEHICLE REPAIRS	MAILED
06/01/2026		HIGH GRASS	POSTED
05/11/2026	05/12/2026	HIGH GRASS	POSTED
05/06/2026	05/11/2026	NO ADDRESS	POSTED
05/06/2026	05/11/2026	TRASH	POSTED
05/06/2026	05/12/2026	TRASH CANS	POSTED
05/06/2026	05/11/2026	HIGH GRASS	POSTED
05/06/2026	05/11/2026	HIGH GRASS NOTICE POSTED	
05/06/2026	05/11/2026	HIGH GRASS NOTICE POSTED	
05/05/2026	05/06/2026	HIGH GRASS	POSTED
05/05/2026	05/11/2026	HIGH GRASS	POSTED
05/05/2026	05/11/2026	HIGH GRASS	POSTED
05/04/2026		MULCH PILE ON DRIVEWAY	MAILED
05/04/2026	05/11/2026	HIGH GRASS	POSTED
05/04/2026	05/11/2026	HIGH GRASS	POSTED
05/04/2026	05/12/2026	HIGH GRASS	POSTED
05/04/2026	05/11/2026	HIGH GRASS	POSTED
05/04/2026	05/11/2026	HIGH GRASS	POSTED
05/04/2026	05/11/2026	WEEDS	POSTED
04/27/2026	05/11/2026	HIGH GRASS	POSTED
04/29/2026	05/04/2026	HIGH GRASS	POSTED
04/29/2026		PARKING LOT DISREPAIR	MAILED
04/27/2026	05/05/2026	HIGH GRASS	POSTED
04/27/2026	05/11/2026	HIGH GRASS	POSTED
04/27/2026	05/04/2026	HIGH GRASS	POSTED
04/27/2026	05/11/2026	HIGH GRASS	POSTED
04/27/2026	05/11/2026	HIGH GRASS	POSTED
04/28/2026	05/11/2026	HIGH GRASS	MAILED
04/21/2026	05/04/2026	HIGH GRASS	POSTED
03/31/2026		DUMPSTER SCREENING	MAILED

Permit Report MAY 2026

Record Count : 6

Permit Type	Status	Date of Application	Local Permit No.	Property Address
ADDITION (1)	Approved	05/29/2026	PIP-15-2026	3127 MINERVA LAKE RD
DRIVEWAY (1)	Approved	05/04/2026	DSP-03-2026	2665 LAKEWOOD DR
OCCUPANCY (1)	Complete	05/11/2026	FT-01-2026	5454 CLEVELAND AV
PLUMBING (2)	Complete	05/07/2026	P-06-2026	5281 E SHORE DR
	Approved	05/22/2026	P-07-2026	2866 LAKEWOOD DR
ROOF REPLACEMENT (1)	Approved	05/04/2026	PIP-14-2026	2795 LAKEWOOD DR

ORDINANCE 2026-08

AN ORDINANCE ADOPTING INTERNAL PROCEDURES FOR COUNCIL REVIEW OF POLICE DEPARTMENT APPOINTMENTS PURSUANT TO ORC 737.16 FOR THE VILLAGE OF MINERVA PARK

WHEREAS, Ohio Revised Code Section 737.16 provides that the Mayor shall appoint members of the Village Police Department subject to the confirmation of Council; and

WHEREAS, Council desires to ensure that it receives sufficient information to exercise its statutory confirmation authority in an informed and responsible manner; and

WHEREAS, nothing in this Ordinance is intended to alter, limit, or expand the statutory authority of the Mayor or Council as set forth in the Ohio Revised Code;

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

Section 1. Purpose and Construction.

This Ordinance establishes internal procedural guidelines governing Council’s consideration of probationary and full-time appointments submitted by the Mayor pursuant to ORC 737.16.

This Ordinance shall be construed strictly as a rule of Council procedure and shall not:

- A. Create additional qualifications for office;
- B. Restrict or limit the Mayor’s statutory appointment authority;
- C. Alter the probationary framework set forth in ORC 737.17; or
- D. Require disclosure of information prohibited from release by state or federal law.

Section 2. Information Requested for Council Review.

In order to assist Council in exercising informed concurrence and confirmation, the Mayor or the Mayor’s Designee shall, prior to Council action on an appointment of a probationary officer, provide a written summary confirming that a background investigation has been conducted. Prospective candidates shall be informed that Council concurrence shall be required for an appointment prior to extending the conditional offer of employment.

To the extent permitted by law, the summary may include confirmation of:

- A. Completion of BCI and FBI criminal background checks;
- B. Review of prior law enforcement employment history, if applicable;
- C. Verification of current OPOTA certifications, if required;
- D. Confirmation that a review for potential impeachment material consistent with *Brady/Giglio* obligations has been conducted.

Nothing in this Section shall require production of confidential personnel records, investigatory records, or privileged material beyond what is lawfully permitted.

Section 4. Council Consideration.

Council retains its sole lawful authority to determine whether it has received sufficient information to proceed with a vote on concurrence under ORC 737.16.

Council may defer action on concurrence until it determines that adequate information has been provided to permit informed consideration.

Nothing herein shall be construed as preventing Council from exercising its statutory discretion to concur or not concur in any appointment.

Section 5. Probationary Period.

Appointments shall remain subject to the probationary provisions of ORC 737.17. Council’s concurrence pursuant to ORC 737.16 shall not be interpreted as modifying the statutory probationary process.

Section 6. Effective Date.

This Ordinance shall take effect at the earliest period allowed by law.

First Reading: May 14, 2026
Second Reading: May 21, 2026
Third Reading: June 11, 2026
Passed: June 11, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

0128887.0615708 4905-3664-5241v4
0128887.0615708 4913-3685-2649v1

ORDINANCE 2026-09

**AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES,
THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE
OF MINERVA PARK**

WHEREAS, pursuant to Section 731.10, Revised Code, the legislative authority may provide such employees for the Village as it determines are needed; and,

WHEREAS, pursuant to Section 731.13, Revised Code, the legislative authority of a Village shall fix the compensation of all officers, clerks, and employees of the Village except as otherwise provided by law; and,

WHEREAS, as part of the budget for 2026, the authorized positions and compensation rates were adjusted.

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

Section 1. The number of hourly and salary full-time employees, positions, and related pay ranges for the Police Department shall be as follows:

Positions	Steps					
	1	2	3	4	5	6
Patrol Officers						
Hourly Rates - 1st Shift	\$32.43	\$34.37	\$36.43	\$38.62	\$40.94	\$43.39
Annual Compensation	67,447.22	71,494.06	75,783.70	80,329.60	85,149.38	90,258.34
Hourly Rates - 2nd and 3rd Shift	\$33.43	\$35.43	\$37.56	\$39.81	\$42.20	\$44.73
Annual Compensation	69,527.22	73,698.86	78,120.79	82,804.80	87,773.09	93,039.47

Positions	Authorized		Hourly Rates		Annual Compensation	
	Number	Status	Low	High	Low	High
Sergeant, 1st Shift	---	Hourly	---	\$46.00	---	\$95,673.84
Sergeant, 2nd and 3rd Shift	---	Hourly	---	\$47.41	---	98,621.84
Lieutenant	---	Hourly	---	48.76	---	101,414.27
Chief	---	Salary	---	53.63	---	111,555.70

The Police Department is authorized to have 9 full-time employees. There shall be two sergeants and one lieutenant. The Sergeant's compensation is six percent above the Patrol Officer's step 6 for the assigned shift. The Lieutenant's compensation range is six percent above that of a Sergeant on first shift. The Chiefs compensation range is ten percent above that of the Lieutenant. Patrol officers in probation shall be compensated \$.75 less than the hourly rate of starting pay.

Patrol officers are assigned to one of three shifts, annually, for a year based on the Shift Bid. Any change in the annual shift assignment is at the discretion of the Chief of Police. The Chief of Police shall notify the Fiscal Office in writing of any change. Temporary work (less than 28 days) across any shift does not result in a rate change. An annual split shift assignment shall have a rate assigned based on the shift where the majority of hours are worked.

ORDINANCE 2025-19

(Continued)

Section 2. The number of hourly full-time, part-time, and seasonal employees, positions, and related pay ranges within all other departments shall be as follows:

Positions/Job Title	Authorized Number	Status	Hourly Rates		Annual Compensation **	
			Low	High	Low	High
<u>Maintenance Department</u>						
Maintenance Worker 2	1	Part-Time	20.70	23.00	21,528	23,920
Maintenance Worker 1 laborer	1	Part-Time	18.60	20.70	19,344	21,528
	2	Seasonal	12.50	18.50	6,000	8,880
<u>Swimming Pool</u>						
Office Staff	2	Seasonal	12.50	15.50	6,000	7,440
Concession Manager	1	Seasonal	20.50	23.00	9,840	11,040
Concession Worker	5	Seasonal	11.00	14.00	5,280	6,720
Lifeguard I, (0-1 Years Experience)	As Needed	Seasonal	12.50	15.00	6,000	7,200
Lifeguard 2, (2-3 Years Experience)	As Needed	Seasonal	15.50	17.50	7,440	8,400
Lifeguard 3, 4+ Year Experience)	As Needed	Seasonal	18.00	21.00	8,640	10,080
<u>Mayor/Administration</u>						
Administration Assistant	2	Part-Time	15.50	22.75	32,240	47,320

** Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees, 1040 hours for part-time employees and 480 hours for seasonal employees.

Section 3. The salaried positions and related pay ranges shall be as follows:

Position	Authorized Number	Status	Annual Compensation*	
			Low	High
Pool Manager	1	Seasonal	13,000	16,000
Fiscal Officer		Part-Time	48,000	60,000
Assistant Fiscal Officer/		Full-Time	64,000	90,500
Police Clerk/Clerk of Court				
Villager Planner		Part-Time	31,000	43,500

* Part Time estimated hours are 1040, Seasonal Estimate hours are 480

Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees and 1040 hours for part-time employees. Part-time salaried employees are assumed to work at least 20 hours per week unless otherwise state.

Section 4. The Mayor has the authority to offer a candidate a pay rate for an existing position within the applicable range based upon Village finances, an employee's level of education, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other attributes the Mayor considers necessary for the position.

Section 5. Compensation changes for a job title or position changes are available based on performance and attendance, at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation as outlined in this ordinance.

ORDINANCE 2025-19

(Continued)

Section 6. In the absence of the Chief of Police, the Lieutenant may serve as the Acting Chief. In the absence of the Lieutenant, the ranking Sergeant may serve as the Acting Lieutenant. Acting officers shall be filled only by successive ranks. An officer assigned the responsibilities of Acting Chief or Acting Lieutenant must carry out the duties of the position or rank above that which he/she holds. Acting Chief or Acting Lieutenant shall receive an additional three and a half percent over their current rate. Absence is defined as incapacitated or unavailable or unable, as determined by the Chief, or in the case of the Chief, the Mayor, to respond to critical incidents or otherwise make decisions on behalf of the Police department.

Section 7. The rates presented in this Ordinance shall be effective with the pay period beginning January 11, 2026, to be paid on January 30, 2026.

Section 8. Council may, at its discretion annually, authorize a bonus payable with the first pay in December each year.

Section 9. 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 10. All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

First Reading: June 11, 2026
Second Reading Waived
Third Reading Waived
Passed: June 11, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-11

A RESOLUTION ADOPTING THE VILLAGE OF MINERVA PARK CYBER- SECURITY PLAN

WHEREAS, in accordance with Ohio Revised Code Section 9.64, enacted through House Bill 96, the Village of Minerva Park is required to adopt a cybersecurity program that safeguards its data, IT systems, and resources to ensure confidentiality, availability and integrity; and

WHEREAS, the law mandates use of generally accepted cyber-security best practices, including frameworks such as the National Institute of Standards and Technology (NIST) Cyber-security Framework and the Center for Internet Security (CIS) best practices; and

WHEREAS, the Village of Minerva Park relies on computer systems, networks, software and digital data to provide essential public services; and

WHEREAS, cyber incidents, including data breaches, ransomware attacks, unauthorized access, system disruptions, and other malicious cyber events, pose risks to the Village's operations, financial integrity and the security of sensitive information; and

WHEREAS, the Village recognizes the need for a clear process by which any cyber incident is promptly evaluated and appropriate actions are taken to protect Village operations, employees, residents and public resources; and

WHEREAS, Village Council finds it is in the best interest of the Village to establish a formal review procedure so that each cyber incident is addressed on a case-by-case basis, ensuring flexibility and effective response; and

WHEREAS, the Mayor and Village Council, having reviewed the recommendations of the Village's IT Contractor, agree with the recommendation that the Village is in need of a cyber-security plan, not only to comply with state law but in the best interests of the Village's government, residents, businesses and operations.

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

Section 1. The Village of Minerva Park hereby adopts the Village of Minerva Park Cyber-Security Plan as attached hereto and incorporated herein as **Exhibit A**.

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. This Resolution shall take effect and be in force at the earliest period allowed by law.

First Reading: May 21, 2026
Second Reading: June 11, 2026
Third Reading: June 25, 2026
Passed: June 25, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Champ, Solicitor

0128887.0615708 4923-1900-4587v1

VILLAGE OF MINERVA PARK CYBERSECURITY PLAN - 2026

The Village of Minerva Park, recognizing the importance of having an official policy and set of procedures for responding to “cyber incidents”, creates the following rules and regulations for dealing with incidents involving breaches of cyber-security on Village-owned and operated computers and computer systems.

SECTION 1: DEFINITION OF A CYBER INCIDENT

A “cyber incident” shall mean any event that:

- a) Compromises, or is suspected of compromising, the confidentiality, integrity or availability of the Village’s information systems, networks, software or digital data; or
- b) Results in unauthorized access, loss, alteration, theft, destruction, or disruption of the Village’s digital resources; or
- c) Requires investigation by the Village’s IT contractors, cyber-security vendors, the Franklin County Prosecutor’s office, law enforcement, or other governmental cyber-security authorities.

SECTION 2: INITIAL REPORTING AND NOTIFICATION

Upon identification or reasonable suspicion of a cyber incident:

- a) Any Village employee head shall immediately notify the Mayor, the Village Council President and the Village Solicitor;
- b) The Village shall immediately work with its IT vendor to begin preliminary containment efforts and document all procedures and findings;
- c) The Mayor may authorize engagement of outside cyber-security professionals as necessary.

SECTION 3: CASE-BY-CASE REVIEW BY VILLAGE COUNCIL

Upon receiving notice of a potential cyber incident, Village Council shall convene, either at a regular meeting, special meeting or emergency meeting, to review the facts and circumstances of the cyber incident.

Each cyber incident shall be evaluated on a case-by-case basis, taking to account:

- a) The nature and severity of the incident;
- b) The impact on Village operations or public services;

- c) Potential exposure of personal, financial or confidential information;
- d) Recommended actions from IT staff or cyber-security professionals;
- e) Any legal or regulatory reporting requirements.

After review, Village Council shall determine appropriate actions, which may include:

- a) Allocating funds for remediation;
- b) Authorizing emergency expenditures;
- c) Approving temporary operational adjustments;
- d) Directing staff to notify affected individuals, businesses or agencies;
- e) Approving policy updates or further security measures.

SECTION 4: RECORDS AND DOCUMENTATION

After every report and review of a cyber incident, a written report shall be completed by Village Council or other appropriate Village staff, which shall include:

- a) A summary of the event;
- b) The Village's response or action;
- c) Findings of any investigation;
- d) Recommendations for prevention of similar incidents.

All such reports and other records shall be considered public records, to the extent that no exceptions to the public records laws apply, and all records of all cyber incidents, whether deemed to be public records or not, shall be retained in accordance with Ohio's records retention laws.

SECTION 5: AUTHORITY TO IMPLEMENT PROTECTIVE MEASURES

Nothing in this policy shall prevent the Mayor, IT vendors/contractors, or the Village Solicitor from taking immediate protective actions necessary to preserve Village systems and operations, or to comply with legal obligations prior to Village Council review.

SECTION 6: SEVERABILITY

If any section, clause or provision of this policy is found to be invalid or unlawful, such finding shall not affect the remaining portions of this policy.

Prepared by:

Jesse J. Shamp, Village Solicitor

0128887.0615708 4931-1625-0027v1

RESOLUTION 2026-12

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR THE MINERVA PARK PATHWAYS ENGINEERING AND DECLARING AN EMERGENCY

WHEREAS, the Village requires design and engineering services for a Pathways Plan to move forward with the LinkUS project; and

WHEREAS, the Village has drafted and posted an RFP for these services and has received responsive bids; and

WHEREAS, Toole Design, the Engineering Firm being the highest and best respondent to the RFP for Pathways Engineering Services; and

WHEREAS, the Village desires to engage Toole Design to perform the services necessary to effectuate the Pathways Plan.

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

Section 1. Council hereby authorizes Mayor and Fiscal Officer to enter into contract, on behalf of the Village, for the design and engineering of the Village Pathways Plan with Toole Design.

Section 2. The cost for the Engineering Services shall not exceed \$300,000.00.

Section 3. The funds for the Village Pathways Plan are a reimbursable part of the grants the Village has received from both LinkUS and ODNR.

Section 4. 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 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 5. 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 need to move forward with design and engineering of the Village Pathways Plan due to a volatile construction pricing environment and to ensure completion of the Project in accordance with deadlines related to LinkUS funding. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council

First Reading: June 11, 2026
Second Reading: Waived
Third Reading: Waived
Passed: June 11th, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-13

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE COLLECTION AND REMOVAL OF RUBBISH, TRASH, RECYCLABLES, GARBAGE, AND YARD WASTE FROM RESIDENCES

WHEREAS, the current contract for the collection and removal of rubbish, trash, recyclables, garbage, and yard waste (“Waste Collection Services”) from the residences of the Village of Minerva Park (“Village”) will expire on September 30, 2026; and

WHEREAS, the Village solicited bids for Waste Collection Services; and

WHEREAS, based on the recommendation of the Service Committee, _____ is deemed to be the lowest and best bidder for Waste Collection Services, as set forth in their *2026 Minerva Park Collection Services Bid* received by the Village on May 29, 2026;

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

Section 1. The Mayor is hereby authorized and directed to enter into a contract with _____ for Waste Collection Services for the period of October 1, 2026 through September 30, 2029 for the 2026 Minerva Park Collection Services Bid.

Section 2. The Mayor, Fiscal Officer, and Law Director are hereby authorized to take further actions consistent with this Resolution that are needed to carry out the intentions of this Resolution.

Section 3. 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 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 4. All prior legislation, or any parts thereof, which are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Tiffany Southard, Mayor

First Reading: June 11, 2026
Second Reading: June 25, 2026
Third Reading: July 16, 2026
Passed: July 16, 2026

ATTEST

APPROVED AS TO FORM

Jeffery Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor