



Village Council Regular Meeting

October 23, 2025 at 7:30 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

- 1. MOTION TO APPROVE** 10.9.25 Council Work Session w/Engineer Flickinger Minutes
- 2. MOTION TO APPROVE** 10.9.25 Council Meeting Minutes

Village Committee Reports

3. Streets - Stacey Koss
4. Services - J.P. Martin
5. Recreation & Parks - Jason Camara

Citizen Comments

Legislation

- 6. ORDINANCE 2025-19** Annual Compensation for 2026

AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK (1st reading)

- 7. ORDINANCE 2025-20** Health Care for 2026

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 (1st reading)

- 8. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for RESOLUTION 2025-24

Reason for emergency language: A copy of this resolution, along with accompanying documents are due to the Franklin County Auditor

- 9. MOTION TO APPROVE RESOLUTION 2025-24** TIRC Approval

A RESOLUTION ACCEPTING, APPROVING, AND RATIFYING THE SUBMITTED RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCILS, AND DECLARING AN EMERGENCY (2nd reading-intent to suspend the rules that require 3 readings and pass as an emergency)

- 10. RESOLUTION 2025-25** Recurring Contracts

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO VARIOUS RECURRING CONTRACTS NECESSARY FOR THE CONTINUOUS OPERATION OF THE VILLAGE (1st reading)

11. RESOLUTION 2025-26 Rules of Council

A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2026 (1st reading)

12. RESOLUTION 2025-27 Pool Fees for 2026

A RESOLUTION ESTABLISHING FEES FOR MEMBERSHIP FOR THE MINERVA PARK POOL FOR THE 2026 SUMMER SEASON AND DECLARING AN EMERGENCY (1st reading-intent to approve on 3rd reading-if this happens on 11/20, emergency language for 3rd reading will be removed)

13. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2025-25

Reason for emergency language: need to compile data for grant application and submit by due date

14. MOTION TO APPROVE RESOLUTION 2025-28 Pool Construction Grant

A RESOLUTION AUTHORIZING THE MAYOR TO SEEK FINANCIAL ASSISTANCE VIA THE LAND AND WATER CONSERVATION FUND FOR FUNDING OF IMPROVEMENTS TO THE MINERVA PARK MUNICIPAL POOL AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency)

Old Business

15. Pool Maintenance Building Roadway Project

New Business

Adjourn

Meeting Overview: Council Work Session – Engineer Flickinger

Date: October 9, 2025

Time: 6:02 p.m.

Participants: Councilpersons Grant, Martin, Paessun, Cross, Pinter, Camara, Mayor Southard and guest **Engineer Mike Flickinger** (project consultant).

Purpose: Review current and potential public works projects and task orders for the Village, including updates on engineering, infrastructure, and budget matters.

1. Task Order #30 – Maintenance Building

- **Project:** 2,700 sq. ft. maintenance facility with office and storage.
- **Budget:** \$120,000 total; ~\$95,000 invoiced; ~\$25,000 remaining.
- **Status:** Delays in obtaining final building permits due to differing code interpretations for bathrooms. Issue now resolved.
- **Next Steps:** Finalize permits and utility connections with City of Columbus. Construction expected to begin within weeks, lasting about 3 months.
- **Notes:** Paving postponed to 2026 due to asphalt timing; potential cost trade-off between asphalt vs. gravel access drive.

2. Task Order #31 – Lake Improvements Design

- **Budget:** \$219,500 authorized; \$100,000 used; ~\$120,000 initially unspent, later reduced to ~\$5,100 remaining.
- **Status:** Effectively closed. Remaining funds reserved for occasional dredging consultations.
- **Action:** Completed permitting legwork (environmental and archaeological reviews) to preserve future eligibility for dredging.

3. Task Order #33 – 2025 Storm Sewer Improvements

- **Purpose:** Address storm sewer deficiencies found in prior CCTV inspections.
- **Status:** Deferred due to budget constraints and overlap with Minerva Lake Road stormwater work.
- **Next Steps:** Reassess in 2026; potential \$150K–\$200K project including added CCTV work for efficiency.

4. Task Order #35 / Future #41 – Waterline & Roadway Work (East Shore, Curwood, Northlake)

- **Issue:** Repeated waterline breaks and service problems in the Northlake–Curwood–East Shore area.
 - **Finding:** Waterline mostly in yards, not the roadway—road replacement not required.
 - **Plan:** Replace waterline, remove Northlake center island, complete a mill-and-fill resurfacing.
 - **Timeline:** Design after Valley Road project; likely funded by Waterline and Street Maintenance Funds.
 - **Budget Outlook:** Sufficient; recent grants have freed funds for this work.
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5. Task Order #38 – 2025 Roadway Improvements

- **Includes:** Minerva Lake Road reconstruction and Northland Plaza Drive.
 - **Budget:** \$55,000 (inspection services); \$11,500 used; \$43,500 remaining.
 - **Status:** Major progress—drainage and curbs completed, paving to finish mid-November.
 - **Discussion:** Coordination with schools and residents during final paving; minor clarifications on hydrant placements.
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6. Task Order #39 – Kilbourne Run Erosion Mitigation

- **Budget:** \$39,000; \$1,558 invoiced.
 - **Site Visit:** Conducted October 6; engineers identified erosion near dam spillway and under a cart path.
 - **Findings:** Energy dissipation at spillway key; possible low-cost stabilization (riprap, regrading) vs. major slope repair.
 - **Deliverable:** Technical memo and cost estimate due December 19, 2025.
 - **Additional Note:** Discussion of dam flow control options; no active regulation system since redesign.
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7. Task Order #40 – Valley Road Reconstruction

- **Scope:** Full road reconstruction with drainage, sidewalks, and new waterline from Minerva Lake Rd to pool.

- **Budget:** \$60,000 total; ~\$4,000 used.
 - **Timeline:** Advertise Nov 21; bids due Dec 19; completion before pool opens (May 2026).
 - **Challenges:** Tight schedule; possible tree removal for sidewalk; ensuring coordination with pool improvements.
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8. Potential Future Project – Sidewalk / Pedestrian Master Plan

- **Context:** Prior task orders for master plans (36, 37) were closed or paused.
 - **Current Focus:** Evaluate two possible pedestrian routes using preliminary (Class 4) cost estimates:
 - **Route A:** Farview → Minerva Lake Rd → Cleveland Ave (\$418K–\$600K)
 - **Route B:** Farview → North Lake → Park Lane → Jordan → Cleveland Ave (\$462K–\$653K)
 - **Discussion Points:**
 - Tree loss and aesthetic concerns on Minerva Lake Rd route.
 - Complex permitting, terrain, and retaining wall needs for North Lake route.
 - Questions about available **COTA/state grant funds** (~\$550K + \$250K possible).
 - Potential delay due to permit timelines (6–12 months) and lack of finalized funding contracts.
 - Consensus: Need financial clarity and engineering data before committing.
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General Themes & Council Discussion

- Strong collaboration between council, fiscal staff, and Engineer Flickinger.
 - Shared concern about project funding timing, budget flexibility, and communication with residents.
 - Recognition of need to balance infrastructure upgrades with aesthetics and environmental sensitivity.
 - Agreement to keep advancing design work while awaiting clarity on grant terms and fiscal capacity.
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Action Items Summary

1. **Maintenance Building:** Finalize permit and utilities; contractor to start within weeks.

2. **Storm Sewer Project:** Reassess funding for 2026; possibly combine CCTV cycle.
3. **Waterline/Northlake:** Finalize scope and fee; coordinate with fiscal for new task order.
4. **Valley Road:** Proceed with design and bidding schedule.
5. **Kilbourne Run:** Deliver report and cost estimates by Dec. 19.
6. **Sidewalk Routes:** Continue preliminary design; await funding documentation from COTA/state.
7. **General:** Maintain fiscal coordination and communicate schedule changes to residents and schools.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

October 09, 2025 at 7:30 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Nicole Marshall, Treasurer/CFO-Westerville City Schools

Ms. Marshal gave a presentation regarding the levy that is on the ballot in November

Minutes

MOTION TO APPROVE 9/20/25 Work Session Minutes

Motion made by Koss, Seconded by Paessun.

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

MOTION TO APPROVE 9/25/25 Committee as a Whole Minutes

Motion made by Grant, Seconded by Pinter.

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

MOTION TO APPROVE 9/25/25 Council Meeting Minutes

Motion made by Council President Camara, Seconded by Koss.

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

MOTION TO APPROVE 10/2/25 Council Work Session Minutes

Motion made by Koss, Seconded by Pinter.

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

Village Official Reports

Police - Chief Matt Delp: Report in packet; 1st Responder Night was successful; hoping for bigger & better in 2026!

Fiscal Officer - Jeffrey Wilcheck: Finance Committee to meet 10/14 6 PM

Engineer - Mike Flickinger: Please refer to previous meeting this evening.

Legal - Jesse Shamp: Joe Bachelor here as substitute for Solicitor Shamp; working on presentation regarding Charter.

Village Planning - Eric Fischer: Excused; working on sidewalk funding.

Zoning Officer - John Canty: Report in Packet.

Planning & Zoning - Tommy Grant: Meeting set for 10/15 7PM; working on planned commercial district plans for Cleveland Ave.

MPCA - Jason Camara: Met 10/8; Fall Fest 10/18 11AM-1PM; Candidate Night 10/28 7-8PM.

Committee as a Whole Report

Finance - Tony Pinter: Meeting set for 10/14 6PM; would LOVE to have public attend to learn about finance in the Village.

Safety - Cathy Paessun: Met 10/2; Chief recommends almost full closure of sections of MLR in the future as reconstruction project moves westbound.

Legislation - Tommy Grant: Review of Legislation on agenda.

Mayor's Report

Leaf Pick-Up set to begin 10/14. Hopeful that pick-up in construction area will take place on M & T during the week of 10/14 & 10/21.

Citizen Comments

Craig Buckingham of Minerva Lake Rd. shared concerns about the construction project- specifically communication and the sidewalk portion of the project.

Legislation

MOTION TO APPROVE RESOLUTION 2025-21 Valley Road Project

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

Motion made by Grant.

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

RESOLUTION 2025-24 TIRC Recommendations

A RESOLUTION ACCEPTING, APPROVING, AND RATIFYING THE SUBMITTED RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCILS, AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules that require the 3rd readings and pass as an emergency)

Brief discussion held-staff is hopeful to have accompanying documents by the 10/23 meeting.

Old Business

Discussion held regarding recommendation by Strawser Paving to use quicker-setting concrete for the road base in the MLR Project:

Motion made by Camara to approve use of quicker setting concrete, 2nd by Koss.

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

New Business

Councilperson Paessun reports that over 200 responses have come in to the Resident Survey. Survey will remain open until October 24.

Adjourn

Motion made by Council President Camara, Seconded by Koss.

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

ORDINANCE 2025-19

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
<u>Patrol Officers</u>						
Hourly Rates - 1st Shift	\$32.27	\$34.21	\$36.26	\$38.43	\$40.74	\$43.18
Annual Compensation	67,121.39	71,148.68	75,417.60	79,934.40	84,730.46	89,814.29
Hourly Rates - 2nd and 3rd Shift	\$33.27	\$35.27	\$37.38	\$39.62	\$42.00	\$44.52
Annual Compensation	69,201.39	73,353.48	77,754.68	82,409.60	87,354.18	92,595.43
<u>School Resource Officer</u>						
Hourly Rates	---	---	---	38.43	40.74	43.18
Annual Compensation				79,934.40	84,730.46	89,814.29

Positions	Authorized Number	Status	Hourly Rates		Annual Compensation	
			Low	High	Low	High
Sergeant, 1st Shift	---	Hourly	---	\$45.77	---	\$95,203.15
Sergeant, 2nd and 3rd Shift			---	\$47.19	---	98,151.15
Lieutenant	---	Hourly	---	48.52	---	100,915.34
Chief	---	Salary	---	53.37	---	111,006.87

The Police Department is authorized to have 10 full-time and 2 part-time positions, allocated between position levels at the discretion of the Chief of Police. There shall be no more than 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 Chief's compensation range is ten percent above that of the Lieutenant.

ORDINANCE 2025-19

Item # 6.

(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	Status	Hourly Rates		Annual Compensation **	
	Number		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	1	Part-Time	18.60	20.70	19,344	21,528
Laborer	2	Seasonal	12.50	18.50	6,000	8,880
Positions/JobTitle	Authorized	Status	Hourly Rates		Annual Compensation **	
	Number		Low	High	Low	High
<u>Swimming Pool</u>						
Office Staff	2	Seasonal	12.50	15.50	6,000	7,440
Concession Manager	1					
Concession Worker	5	Seasonal	11.00	14.00	5,280	6,720
Lifeguard 1, (0-1 Years Expenience)	TBD	Seasonal	12.50	15.00	6,000	7,200
Lifeguard 2, (2-3 Years Experience)	TBD	Seasonal	15.50	17.50	7,440	8,400
Lifeguard 3, 4+ Year Experience)	TBD	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	1	Part-Time	48,000	58,600
Assistant Fiscal Officer/ Police Clerk/Clerk of Court	1	Full-Time	64,000	90,500
Villager Planner	1	Part-Time	31,000	43,500

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

Item # 6.

(Continued)

Section 6. Merit increases of up to three percent may be awarded to non-uniformed exempt and non-exempt full-time and part-time employees at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation ranges as outlined in this ordinance. An annual evaluation to accompany the merit increase is preferred. Seasonal employees may receive a merit increase upon returning to work for another new season.

Section 7. 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 8. The rates presented in this Ordinance shall be effective with the pay period beginning December 28, 2025, to be paid on January 16, 2026.

Section 9. Council may, at its discretion annually, authorize a bonus payable with the first pay in December each year.

Section 10. 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 11. 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: October 23, 2025
Second Reading November 13, 2025
Third Reading November 20, 2025
Passed: November 20, 2025

ATTEST

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

APPROVED AS TO FORM

Jesse Shamp, Solicitor

**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**

WHEREAS, the Village of Minerva Park (“Village”) is committed to providing a fringe benefit package to its’ employees and Mayor; and,

WHEREAS, the fringe benefit package shall include life and accidental death and dismemberment, dental, vision, short-term disability, and major medical insurance; and,

WHEREAS, other fringe benefits may be made available to all employees, which cost shall be paid by payroll deduction from the employee; and,

WHEREAS, rates for January 1, 2026, renewal of policies were recently received and include a _____ ~~five~~ percent increase for major medical, ~~13.5~~ percent for dental, and approximately \$25 for life and short-term disability.

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

Section 1. Employees of the Village shall be eligible for life and accidental death and dismemberment, dental, vision, short term disability, and major medical insurance coverage as provided by the Village from time to time upon such terms, conditions and requirements as defined herein. All insurance plans shall begin coverage the first of the month following the start of employment and shall continue through the end of the month of separation. Major medical may, with the approval of the mayor, start on the first day of employment if extenuating circumstances exist.

Section 2. Employees whose spouse has health care benefits available from their employer shall take the coverage available. Employees, who are eligible for family coverage and have a spouse also employed by the Village and eligible for family coverage, may only elect coverage under one of the spouse’s family coverage options. Said spouses may not hold two separate, single coverage plans.

Section 3. The major medical insurance program shall be provided through a high deductible health care plan, which deductibles shall be within the limits set by the Internal Revenue Service as adjusted annually for individual and family plans.

Section 4. The Village provides an Employee Salary Redirection Plan commonly referred to as a Section 125 Plan allowing employees to use pre-tax dollars to contribute to their Health Savings Account (HAS) and purchase other eligible insurance plans.

Section 5. The Village will contribute to a HSA to assist with the deductibles under the various insurance plans. The annual contribution to an employee’s HSA is as follows:

		<u>Single</u>	<u>Family</u>
Village Contribution	Full-Time Employees	\$2,500	\$4,800
Village Contribution	Part-Time Employees	1,250	---

ORDINANCE 2025-20

Item # 7.

(Continued)

Section 6. The Village's HSA contribution shall be deposited within ten (10) business days of dates after the start of a new year and on the dates identified below and, in the amounts, listed below:

<u>Payments Due</u>	<u>Percentage of Contribution</u>	<u>Full-Time Employees</u>		<u>Part-Time Employees</u>
		<u>Single</u>	<u>Family</u>	<u>Single</u>
January 1	50%	\$1,250	\$2,400	\$625
April 1	30%	750	1,440	375
June 30 July 1	20%	500	960	250

Section 7. The Mayor, upon a written request identifying a significant hardship, may waive all or part of the timing of the employer deposit of the HSA contribution made by the Village.

Section 8. For employees hired after March 31, the HSA contributions shall be pro-rated based upon the number of full months employed by the Village in their initial year.

The Village recognizes that under Internal Revenue Service regulations, eligible expenses of an HSA account are not limited to the major medical deductibles under the Village's major medical plan. The employee is solely responsible for the HSA and how funds are used.

Section 9. Full-time employees who elect to waive any of the Village health insurance must provide proof of coverage from the alternate provider within 30 days of employment or qualifying event. Full-time employees eligible to waive health care coverage shall be compensated \$3,000, per year, payable bi-weekly with the payroll. Eligible means covered under another group policy and not a policy under the Affordable Care Act or its related exchanges.

Section 10. Full-time employees will be required to contribute and pay ____ ~~\$40~~ per month for single and ____ ~~\$55~~ for family coverage towards the medical insurance.

Part-time hourly employees who regularly work 20 or more hours per week or part-time salaried positions are eligible for major medical insurance and will be required to contribute and pay 50 percent of the premium amount per month.

Section 11. Part time employees will be eligible for major medical coverage as described above after 90 days of employment; employees must average at least 20 hours per week. The lookback period is a moving year average.

Section 12. 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 13. The Mayor and Fiscal Officer are authorized to enter into a contracts for major medical insurance with Anther Blue Cross Blue Sheild, The Standard for life and short term disability, Delta Dental, Vision Service Plan.

Section 14. All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

ORDINANCE 2025-20

Item # 7.

(Continued)

Section 15. ~~That this Ordinance is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare and specifically for the purpose of obtaining health care for the Village employees. Therefore, this resolution shall take effect and be in force from and after its passage.~~

Tiffany Southard, Mayor

First Reading: October 23, 2025
Second Reading: November 13, 2025:
Third Reading: December 20, 2025
Passed: November 20, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION NO. 2025-24

A RESOLUTION ACCEPTING, APPROVING, AND RATIFYING THE SUBMITTED RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCILS, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park, Ohio has the statutory authority to create various zones that provide economic development incentives, which include Community Reinvestment Areas and Tax Increment Financing Districts; and

WHEREAS, upon their creation of such zones, the Village may consider entering into agreements with private sector entities engages in economic development, which divert or abate tax revenues as an incentive to encourage particular economic projects to occur; and

WHEREAS, in the creation of these zones, ORC 5709.85 provides that a Tax Incentive Review Council (TIRC) shall be as required to review these agreements between the Village and the private sector entities to establish compliance to the terms of the agreements, and

WHEREAS, each TIRC is mandated to review and make a formal recommendation as to the compliance of the terms of each agreement in its zone on an annual basis for the preceding year concluding on December 31st; and

WHEREAS, the recommendation of each TIRC is required to be acted on by Council

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

Section 1. That the Tax Incentive Review Council required to review agreements as of December 31, 2024 have done so and have forwarded their recommendations to Village Council.

Section 2. That Council hereby accepts, approves, and ratifies the TIRC's recommendations.

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 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 4. 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 5. This Resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare, to wit: to submit the TIRC report in as timely a manner as possible as required by law.

First Reading: October 9, 2025
Second Reading: October 23, 2025
Third Reading: Waived
Passed: October 23, 2025

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor



Village of Minerva Park

Item # 9.

2829 Minerva Lake Rd. Columbus OH 43231

T: 614-882-5743 F: 614-882-0701

www.minervapark.gov

MAYOR

Tiffany Southard

FISCAL OFFICER

Jeffrey Wilcheck

August 18, 2025

Tax Incentive Review Commission Meeting 10:00 am

Introductions-Mayor

Meeting called to order

Approval of 2024 meeting minutes

TIF review

Tax Incentive Review Council Adjourn

COUNCIL MEMBERS

JP Martin
Jason Camara

Cathy Paessun
Anastasia Koss

Tommy Grant
Tony Pinter

TIF ROSTER 8/18/25

Michael Stinziano (Franklin County Auditor's Office/Chair),

Tiffany Southard (Village of Minerva Park Mayor),

Jeffrey Wilcheck (Village of Minerva Park Fiscal Officer),

Jan Heichel (Blendon Township Trustees),

Cathy Shinaberry (Blendon Township Trustees),

Nicole Marshall (Westerville City Schools),

Lois Carson (Franklin County Commissioner Appointee), Anthony Jones (County Commissioner Representative)

Also in attendance: Emma Mulvaney (Legal Counsel), Will Scarbrough (County Tax Incentives Supervisor & TIRC Representative), Cathy Paessun (Councilperson/Resident) and Barbara Sutton (Clerk/Resident)

Village of Minerva Park
Tax Incentive Review Council (TIRC)
Meeting Minutes
Date: August 18, 2025

1. Call to Order

The meeting was called to order by **Michael Stinziano**, Franklin County Auditor and Statutory Chairperson of the TIRC.

2. Roll Call / Attendance

TIRC Members Present:

- **Michael Stinziano**, Franklin County Auditor, Chairperson
- **Tiffany Southard**, Mayor, Village of Minerva Park
- **Jeff Wilcheck**, Finance Officer, Village of Minerva Park
- **Nicole Marshall**, Treasurer, Westerville City Schools

Additional Attendees:

- **Barbara Sutton**, Resident, Administrative Assistant
- **Cathy Paessun**, Resident
- **Sarah Elder**, TIRC Representative, Franklin County Auditor's Office

No additional attendees were noted for the record.

3. Approval of Minutes from Previous Meeting

Minutes from the **August 2, 2024** meeting were reviewed.

No corrections or changes were requested.

Motion: To approve the 2024 meeting minutes as presented.

- **Moved by:** [Unspecified member]
- **Seconded by:** [Unspecified member]
- **Vote:** All in favor, none opposed, no abstentions.

Result: Motion carried.

4. Review of 2024 TIF Report

TIF Financial Summary (Year 2024):

- **Revenue Received:** \$700,918

- **Expenditures:** \$696,288
- **Fund Balance:** \$6,176

Additional Notes:

- TIF established in **2017** (30-year term; 23 years remaining).
- **Outstanding Debt:** \$7.2 million issued against PILOT payments.
- **TIF Project:** MI Development — funds reimbursed MI Homes for infrastructure improvements.
- Approximately **250 homes** included in the completed development.

Motion: To accept the 2024 TIF report, find it in compliance, and recommend continuation.

- **Moved by:** [Unspecified member]
 - **Seconded by:** [Unspecified member]
 - **Vote:** All in favor, none opposed, no abstentions.
- Result:** Motion carried.

5. Other Business

Virtual TIRC Policy:

A motion was presented to adopt a **Virtual Meeting Policy** for the TIRC.

- **Moved by:** [Unspecified member]
 - **Seconded by:** [Unspecified member]
 - **Vote:** All in favor, none opposed, no abstentions.
- Result:** Motion carried.

6. Adjournment

No further business was brought forward.

The meeting was **adjourned** by Chairperson Stinziano.

Submitted by:

Barbara Sutton: Administrative Assistant, Village of Minerva Park

[Name], [Title]

Approved by: _____

Michael Stinziano, Chairperson

TIF Report

Municipality MINERVA PARK CORP

TIF Name MINERVA PARK RESIDENTIAL (2018-2047) TIF

TIF Ordinance 04-2016

First Year 2018 **Last Year** 2047

Levy Sharing Y

School or Non-School TIF Y

JVSD

Tax Year 2024

Percent of TIF 100

Project Number 90-264

Number of years total 30

Revenue Sharing Y

School District WESTERVILLE CSD

Project History

No infrastructure improvements were made in 2024.

Photo (If Provided by Municipality)

Fund Balance \$6,177

Funds Received this Year \$700,919

Expenditures \$692,688

Balance Owed \$7,239,637

Funds Received Total \$3,086,351

Expenditure Details

County auditor collection fees, revenue shared with county agencies, and debt service.

**A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO
ENTER INTO VARIOUS RECURRING CONTRACTS NECESSARY FOR THE
CONTINUOUS OPERATION OF THE VILLAGE**

WHEREAS, the Village of Minerva Park annually enters into numerous contracts with various providers for services necessary for the continuous operations of the Village; and,

WHEREAS, the Village desires to enter contracts with the same agencies for continuing services;

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

Section 1. The Mayor and the Fiscal Officer are hereby authorized to enter into contracts for 2026, in a form acceptable to the Village Solicitor with the vendors listed below:

Contractor/Vendor	Services
CH2M Hill/Jacobs Engineering	Village Engineer
Eric Nordman	Magistrate
Jwayyed Jwayyed Law, LLC	Legal Services-Prosecutor
Franklin County Public Defenders	Public Defender
Franklin County Public Health	Plumbing Inspections
Stat Integrated Technologies, Inc (Aqua Doc)	Lake Maintenance
Public Entities Pool	Property/Liability Insurance
Franklin County DUI Task Force	Target Law Enforcement
KGT	IT Services
Frost, Brown Todd	Solicitor Services
Janitorial Services	Cleaning Services
Franklin County Health Department	Mosquito Spraying
Paycor	Payroll
Zoning Guru	Code Enforcement
Amick Consulting	Grant Writing
Resource International	Streets/Surveys
Municode/CivicPlus	website/codification
MailChimp	Email service
Ohio Municipal League	Membership
SquareUp	Payment Collection
Clemand Nelson	HR Consultants
Groundmaster Landscaping	Landscape, hardscape and tree services
Visu-Sewer	Sewer CCTV Servies
Jotform	Permit forms
Textedly	Mass Communications

RESOLUTION 2025-25

Item # 10.

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.

First Reading: October 23, 2025
Second Reading: November 13, 2025
Third Reading: November 20, 2025
Passed: November 20, 2025

Tiffany Southard, Mayor

ATTESTS

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

**A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE
COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2026**

WHEREAS, the Council of Minerva Park meets to consider matters of the Village; and

WHEREAS, it is necessary for the Council of Minerva Park to adopt the Rules of Council each year to help govern the proceedings of Council;

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

- Section 1.** The Council of Village of Minerva Park hereby adopts the rules to govern the meetings and proceedings of the Council of the Village of Minerva Park for the calendar year 2026.
- Section 2.** The Rules of Council 2026 for the Village of Minerva Park, attached as Exhibit A, are made a part hereof as if fully rewritten herein.
- 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 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 4.** All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

First Reading: October 23, 2025
Second Reading: November 13, 2025
Third Reading: November 20, 2025
Passed: November 20, 2025

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RES 2024-35 EX. A

Revised 11/2024

Rules of Council
Rules of Conduct 2024

Village of Minerva Park
Minerva Park, Ohio

**2829 Minerva Lake Road
Columbus, Ohio 43231
614-882-5743**

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VILLAGE OF MINERVA PARK

Rules of Council

Filling Vacancies on Council

When a vacancy arises on council either through a council member vacating an unexpired term or because no one ran to fill a 4-year term, there will be a call for citizens to indicate their interest in filling the unexpired or vacant term. Such a call will be made through announcements in the Village Email Update, the Village Newsletter, communications from council members/others knowing of the vacancy, and announcements placed at appropriate places in the village including—posting on Facebook, Instagram, and posting on the Village Website. Such announcements will include the date by which citizens should indicate their interest.

The deadline for council to fill the vacancy is thirty days from the date the resignation becomes effective, either by an acceptance vote of council or by the future effective date provided by the resignation letter. If the vacancy arises because no one ran to fill a 4-year term, the vacancy is effective on January 1st of the beginning of the unfilled term. If council is unable to select a replacement 30 days from the date the vacancy became effective, the mayor may fill it by appointment.

To indicate interest, a citizen must submit a resume and letter of intent to the mayor or any of the council members. Once the mayor or council member receives the resume and letter, he/she will immediately see that all members of council receive copies. If no regular meeting is scheduled, a special meeting will be scheduled as soon as possible after the deadline in order for the interested citizens to appear in person before the mayor and council to both ask and answer questions.

Every effort should be made to have all council members present to interview and select a new member. At least four members of council must be present in order to call a regular or special meeting to interview, select and vote to fill a vacancy. Filling the vacancy will be the first order of business on the agenda.

Process for Voting on Candidates to Fill Vacancy(s):

- 1. In the event of one or two vacancies on the Village Council, the following procedure shall be followed:**
 - a. A motion and a second shall be taken and a subsequent vote shall be made to fill one vacancy at a time.**
 - b. Once the first vacancy is filled, the second vacancy shall be filled through the same procedure.**
 - c. At least four members of Council must be present during such votes and at least 3 votes must be cast in favor of any nominated candidate in order for the candidate to fill the vacancy.**

2. **In the event of three vacancies on Village Council, a meeting may be called with all remaining members of the Village Council for the sole purpose of nominating and appointing new members.**
3. **In the event of four or more vacancies, the Mayor shall appoint a council member and administer the oath of office until there are at least 3 members of Council such that the above noted procedures can be followed.**

Unless otherwise decided by the mayor and council, the person filling the vacancy will serve on all the committees as the person being replaced until the end of the year. However, if the person being replaced was chair of the committee, the mayor and council may appoint one of the existing committee members to serve as chair for the remainder of the year.

Excusal from Attendance at Regular Council Meetings and Absence without Valid Excuse

A council member shall be excused from attendance at a regular or special meeting of council upon notification to the mayor prior to such meeting. If the council member does not notify the mayor of the anticipated absence and asks to be excused, the absence shall be noted as an absence without a valid excuse. Pursuant to Ohio Revised Code Section 705.13, unless waived by two thirds vote of all members, each unexcused absence from a regular meeting will result in a salary reduction equaling two percent of the annual salary. The vote will be taken immediately after Roll Call is completed.

Repeated Absence from Attendance

Council may declare a councilperson's seat vacant for absence when such absence has been continuous for two months. Said hearing for said expulsion shall be held pursuant to Ohio Revised Code Section 731.45 and pursuant to other Ohio Revised Code provisions pertaining to the conduct of council meetings.

Jason Camara
2024-02-21 12:42:00

Made this change after our discussion during the 2/8 meeting

Excusal During Meeting

No member shall be excused while council is in session except upon permission of the chair.

Meetings

Regular Meetings

Regular meetings of council shall be held at the Community Building at 7:00 p.m. on the second and fourth (when possible) Thursday of each month (January through December). See last page: Annual calendar. Council may, by majority vote, change the day and hour of holding any regular meetings with proper notification, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.

Special Meetings

Council shall hold special meetings as may be found necessary to discuss specific issues. Such meetings will be posted by the Village Staff upon the written or verbal request of the mayor or upon the written or verbal request of three council members. Requests made by email sent to all council members and the Fiscal Officer are considered valid written requests for special meetings.

Work/Study Sessions

Regular Work/Study Sessions of Council shall be held at the Community Building at 7:00 pm on the Thursday before the first council meeting of each month (January through December). Additional Work Sessions may also be scheduled as needed, as determined by the mayor and council, including before or after regular or special sessions of the council. Meetings are held at the Community Building or other public place within the corporate limits of the Village of Minerva Park

All council members should be notified of work/study sessions by email or phone at least 24 hours in advance. All meetings shall be open to the general public and notification shall be made in accordance with the section "Postings of Regular, Special, and Work/Study Session Meetings" of these rules and in compliance with the Ohio Revised Code.

There shall be no discussion or participation in deliberations of council by the public in its work/ study sessions. However, specific residents or other individuals may be deliberately invited to participate in a work/study session when the topic of the work/study session directly relates to that citizen or individual. No resolution, regulation, rule, ordinance, or formal action of any kind shall be adopted at a work/study session.

Occasionally, Council may schedule an informal meeting where residents are invited to talk on any topic related to the Village.

Postings of Regular, Special, and Work/Study Session Meetings

Council and Committee meeting and Work Session announcements must be placed in the following locations at least 24 hours before the scheduled meeting. The ORC calls for 5 different places. Currently, the Administration places them as follows:

1. On the electronic sign in front of 2829 Minerva Lake Rd.
2. On the sandwich board in front of the Municipal Building
3. Message board near the pond on Black Sycamore
4. Message board near the intersection of Briar Rose and Lakewood
5. In or on the board at the playground area on Maplewood Road
6. On the village website
7. In or on the board at the pool (from Memorial Day through Labor Day only)
8. In addition: The Columbus Dispatch can also be notified by emailing legaladvertising@dispatch.com or calling 614-461-8759.

Should the Fiscal Officer be unavailable, the Mayor's Administrative Assistant, the President of Council or any council member can also post the announcements.

Notification to Members and Topics at Special Meeting

Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered at the special meeting. Twenty-four (24) hours' notice of such special meeting, if called by the mayor or by three members of council, shall be given to each member of council and to the mayor by email or phone. Council members are encouraged to state their preferred means of notification to the Mayor and Fiscal Officer. It should be noted that Ohio Revised Code 731.46 states that notice if given "upon at least twelve hours' notice to each member, served personally or left at his usual place of residence". It is our intention to give 24 hours' notice to allow all council members time to prepare for the meeting.

Calling the Meeting to Order, Roll Call, Quorum

The mayor, or in his/her absence, the president pro tempore of council, shall take the chair at the hour appointed for council to meet, and immediately shall call the council to order. The roll shall then be called by the mayor or the president of council in the absence of the mayor, who shall enter in the minutes of each meeting the names of members present thereat. A quorum must be present to hold the meeting. A quorum is defined as the majority of all members of council. Minerva Park has six council seats; a quorum is four or more members. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote of those present, take a recess or recesses and procure the attendance of an absent member. If a quorum cannot be formed, the meeting shall not be held. However, a special meeting to be held in the future could then be called according to the council rule concerning special meetings above.

Temporary Chair

In case of the absence of the mayor and the president pro tempore of council, a designee of the mayor shall call the meeting to order. The designee shall call the roll, and if a quorum is found to be present, the council shall proceed to elect by a majority vote a temporary chairperson of the meeting until the appearance of the mayor or president pro tempore of council.

Appeals from Decisions of the Chair

The mayor or president pro tempore of council shall preserve decorum and decide all questions of order, subject to appeal to council. If any member transgresses the rules of council, the chair shall, or any member may, call him/her to order and in the latter instance the chair shall render a decision as to the point of order. In case of an appeal from a ruling of the chair, the question shall be "Shall the decision of the chair stand as the decision of council?" The chair shall be sustained unless overruled by a majority vote of the members of council present.

Chairs Power to Vote

The mayor shall have no vote except in the event of a tie vote of members of council present, in which case the mayor shall have the power to vote and his/her vote shall have the same legal effect as a vote of a member of council. However, any member of council who is serving as chairman shall have the same power to vote as other members.

Rules of Conduct During Council Meetings

Members of council agree to abide by the Rules of Conduct as described in Resolution 2018-28. Council Members mutually agree to self-monitoring of their conduct.

Limitation of Debate

Each member of council shall confine him/herself to a maximum of ten (10) minutes of time on a single topic.

Voting

When a question or motion is put forth for a vote, all members shall vote on same. While abstentions are discouraged, an abstention is often appropriate if the council member is not adequately informed as to the issue being decided upon or has a conflict of interest. If a council member knows he/she should abstain because there is a conflict of interest, he/she should state that there is a conflict of interest before discussion begins. The council member then leaves the room during discussion and voting.

Division of a question or motion

On demand of any member, a question or motion under consideration which covers two or more points shall be divided where the question or motion admits of such division.

Demand for Roll Call

Any member may demand a roll call vote upon any question or motion before council at any time before the decision of said question or motion is announced by the chair.

Order of Business

Order of Business for the first regular meeting of the month shall include:

- Call to Order
- Roll Call and vote on compensation of absent members (for unexcused absence)
- Pledge of Allegiance
- Minutes of previous meetings
- Village Official Reports-Preferred Order
 - Police Department
 - Fiscal Officer
 - Engineer
 - Law Director
 - Village Planner
 - Zoning Officer
 - Planning & Zoning
 - MPCA
- Council Committee Reports-Preferred Order
 - Services
 - Recreation & Parks
 - Finance
 - Streets
 - Safety
 - Legislation
- Mayors Report
- Invited Guests
- Citizen Comments
- Legislation
- Old Business
- New Business
- Adjourn

*The specific order of these reports can be modified as needed

The Order of Business for the second regular meeting of the month will include, but not be limited to:

- Roll Call and vote on Compensation of absent members
- Pledge of Allegiance
- Invited Guests
- Citizen Comments
- Legislation
- Old Business
- New Business
- Adjournment

Citizen Interaction During Council Meetings

Council meetings are public business meetings of the Minerva Park Council. As such, all citizen comments must be orderly, civil, and courteous and pertain to current issues and topics of business before council.

Citizens may comment (see Agenda) Immediately Before Legislation is Read.

Citizens will come to the podium, one at a time, stating their name and address clearly. Each citizen has a maximum time allocation of 3 minutes, while the totality of all Citizens Comments portion of the meeting shall not exceed 30 minutes. of the mayor or presiding chair, there can be discussion surrounding the topic. However, realizing that the council meeting is an orderly business meeting, the discussion should always directly pertain to the business at hand.

The Mayor or President of Council may recognize any nonmember of council for the purpose of asking a brief question that clarifies for the citizen the topic before council.

Any group of four or more, or a delegation of four or more, wishing to appear before council should direct a letter to the Fiscal Officer and a copy to the mayor in such time that it will be received no later than 72 hours before a regular council meeting or no later than 24 hours before a special council meeting. At that time, council members shall also be notified by the Mayor or Fiscal Officer. This rule is not intended for an individual, or groups of two or three individuals, but larger groups that wish to address an issue at a council meeting. The purpose of this is to give council ample time to research and consider the problem to be presented and discussed at the next meeting. Such a group shall choose a spokesperson to initially present the issue to council, and then other members of the group may be recognized to give comments directly related to the issue when the group has been recognized to speak on the committee topic.

At all times, speakers must be civil and courteous and address topics and issues before Council. For a further definition of civil and courteous, please see Rules of Conduct. (Exhibit A)

In the event residents become unruly, a five-minute recess may be declared by the mayor or the council pro tem. Residents may be escorted outside and be brought back into the council chambers one at a time to present their comments.

Motions

Once a motion is made and seconded, it is open for debate. Any member may request that the motion be restated or be reduced to writing. A motion may be withdrawn by the mover with consent of the person who seconded the motion. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority (or other required number when mandated by law) of the members who voted including the chair if entitled to vote thereof.

Order of Precedence

When a question of motion is before council, no motion shall be entertained except the following subsidiary motions:

- a) To adjourn
- b) To lay on the table
- c) The previous question or motion
- d) To postpone to a time certain
- e) To refer
- f) To amend
- g) To postpone indefinitely

Said motions shall have precedence in the foregoing order.

Motion to Adjourn

Motion to adjourn shall be in order at any time, except as follows:

- a) When repeated without intervening business or discussion
- b) When made while another member is speaking
- c) When the previous question or motion has been ordered
- d) While a vote is being taken

A motion to adjourn is not debatable except as to time to which the meeting is adjourned.

Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

Previous Questions or Motion

The previous question or motion shall be stated in these words: "Shall debate now close?" The motion shall pass if two-thirds (2/3rds) of the members present shall favor it. If the said motion is ordered, there shall be no further amendment of debate, but the question or motion shall be put immediately.

Motion to Postpone to a Certain Time

Motions to postpone may be amended to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

Motion to Refer

When discussion on a motion is demanding a considerable amount of meeting time, it is permissible to move to refer the discussion to a committee or work session so that discussion can take place in a more informal setting and with plenty of time to work on details.

Motion to Amend

A motion to amend shall be susceptible but of one amendment. An amendment may not be moved again in the same form.

Jason Camara rejected
2024-02-05 23:15:00

Motion to Postpone Indefinitely

If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

What? This does not make sense

Motion to Suspend Rules and Votes Required

A motion to pass legislation requires a vote of at least a majority of all the members of council. Minerva Park Village council has six members on council; four affirmative votes are needed to pass a piece of legislation.

A motion to pass legislation as emergency legislation requires two-thirds (2/3) vote of the members of council. Minerva Park Village council has six members on council; four votes are needed to pass legislation as emergency legislation.

A motion to suspend the rule which requires that each ordinance or resolution shall be read on three different days must receive by roll call vote the affirmative vote of three-fourths of the members of council. Minerva Park Village council has six members on council; three fourths of council shall be deemed to be five members supporting the motion to suspend the rule. Upon the passage of such motion, the main question or motion shall be open to debate.

A majority of members of council present without debate may vote to suspend all other rules not inconsistent with Ohio Revised Code.

Motion to Reconsider

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of council at which the vote was taken. A motion to reconsider any other action taken by council may be made not later than the next regular meeting after the vote of council thereon. In either case, only a member who voted with the prevailing side may make such motion. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again in the calendar year in which it was initially presented.

Ordinances and Resolutions

Each ordinance and resolution shall be read by title only, provided the council may require any reading to be in full by a majority vote of its members. Each ordinance or resolution shall be read on three different days, provided the council may dispense with this rule by a vote of at least three fourths of its members. See Motion to Suspend Rules.

Ordinances, resolutions, and motions not receiving a second to be passed shall be deemed to have been defeated and will be declared lost.

From time to time, council makes corrections to ordinances or resolutions as they are presented to council. If these corrections are simply typographical or to clarify a matter, which might appear ambiguous to some by reading the same, it may be corrected after it is passed. However, if the change is substantive in nature as to what is being legislated, that piece of legislation should be withdrawn, and new legislation presented which accurately states the purpose and intent of the legislation. In all cases, the public and the citizens must have time to review and analyze said substantial corrections or changes to legislation.

Executive Session - Explanation and Rules of Engagement

In line with the current Ohio Sunshine Laws, all council meetings, special meetings, work sessions, and all meetings of any committee are declared to be public meetings open to the public at all times. There are limited exemptions in the case when deliberations and discussions should not be heard and observed by the public. In those limited cases, council can go into executive session as specified in the Ohio Revised Code section 121.22 (G).

Council may hold executive sessions at regular and special meetings only after a majority of a quorum of council determines, by a roll call vote, to hold an executive session. Except as otherwise provided by law, council shall NOT hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.

If council holds an executive session, the motion and vote to hold that executive session shall state which one or more of the approved purposes for which the executive session is to be held but need not include the name of any person to be considered at the meeting. Because the discussion in executive session is confidential given the nature of the matters

listed above, there will be no notes or minutes of the discussion of the executive session and all those present at the executive session are to keep the matters discussed confidential.

An Executive Session can be held for the sole purpose of the consideration of any of the following matters:

- 1) Personnel matters: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.
- 2) Purchase or Sale of Property: To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. (more details - see ORC)
- 3) Confidential Attorney Conferences: Concerning disputes involving the council that is the subject of pending or imminent court action;
- 4) Employment Conditions: Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- 5) Confidential Matters Defined by Law: Required to be kept confidential by federal law or regulations or state statutes;
- 6) Security Details: Details relative to the security arrangements and emergency response protocols for council or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the council or public office;

Committees-Appointment of Standing Committees

Each member of Village Council shall be appointed as the designated representative for one of the following areas:

- Recreation & Parks;
- Finance;
- Legislation;
- Safety;
- Streets;
- Services

In lieu of standing committees, the Village Council shall meet before each Village Council

meeting as a Committee as a Whole (CAW). Each designated representative for the aforementioned areas shall provide a report to the CAW as necessary for discussion or for information purpose.

The formation of a CAW does not preclude Village Council or the Mayor from appointing additional ad hoc committees as necessary through a majority vote. Any ad hoc committees shall consist of 3 members of Village Council.

Each designated representative shall be responsible for the information set forth below:

- Recreation & Parks: The recreation and parks committee shall make recommendations to council for the care and maintenance of the Village grounds and facilities including the pool, lakes/ponds, playground, basketball court, shelters and reserves. This is accomplished with support from the Village Administration.
- Finance: To provide financial oversight, make recommendations and regular reports to council. This is accomplished with support of the Fiscal Officer and the Mayor.
- Legislation: To provide oversight, make recommendations, assist in drafting and review of ordinances and resolutions. This is accomplished with the support of Village Administration including the Mayor, Fiscal Officer, and Solicitor.
- Safety: To provide oversight to the Police, Fire and EMS services of the village. This is accomplished through regular meetings with the department heads, Mayor, and Fiscal Officer. To work with Code Enforcement specifically to review and clarify code ordinances. This is accomplished with support from the Village Administration and code enforcement officer.
- Streets: To provide oversight regarding maintenance of streets and sewers both sanitary and storm, as well as related infrastructure. This is accomplished through the support of the Village Engineer and Mayor.
- Services: To provide oversight regarding Refuse Removal, Leaf Pick-up, maintenance of Village properties and to provide support for effective and timely communications to Village residents. This is accomplished through the support of the Village Administration, Mayor and Residents.

Committee Meeting Notification and Posting

The CAW shall notify the Mayor and Fiscal Officer as to the date, time, and place of its meetings. Meetings should be held in the community building or other public buildings to allow any interested citizens to attend.

Village staff shall then post notification of the CAW meeting at the Community Building as per The Postings of Regular, special and Work/Study Sessions Meetings section as soon as notified of such meeting and never later than 24 hours before the meeting is to begin and any other notification required by Ohio Revised Code and Sunshine Laws.

Sub-Committee Rules and Responsibilities

Purpose of Sub-Committee

The CAW may form sub-committees as necessary for the purpose of expediting a defined project/task or where involvement of residents would be beneficial to reaching a defined goal, including assistance in assessing public opinion or gathering data or technical details.

Subcommittees shall be formed by a majority vote of Village Council.

EXHIBIT A
RULES OF CONDUCT FOR THE VILLAGE COUNCIL OF MINERVA PARK OHIO
LAST REVISED JANUARY 14, 2019

- 2.1 All members of the Village Council have equal votes. No council member has more power than any other, and all members shall be treated with equal respect.
- 2.2 As a Council member it is important, at all times, to act in a manner that enhances community confidence.
- 2.3 These Rules of Conduct to not prohibit or infringe on any member's right to freedom of speech or expression of an opposing viewpoint. Members are entitled and encouraged to share their viewpoints(s) provided it is done in a professional manner, and with utmost respect for others.
- 2.4 No member of the legislative authority, especially when acting in his/her official capacity or in dealing with the public, shall commit any act or utter any comments which would bring embarrassment to the Village of Minerva Park
- 2.5 Members should, at all times, ensure their actions and statements provide a positive image and public perception of the Village and work to enhance and improve the Village, other members of Council, and Village employees. At no time shall a member of the council commit an act or make remarks which are derogatory, degrading, belittling, sarcastic or malicious toward another member of council, the Village, Mayor or Village employees. Opposing viewpoints of council members, the Mayor or Village employees may be shared, are not presented in a manner violating these rules of conduct or any other laws of the Village or State of Ohio.
- 2.6 Members of the Village Council shall conduct themselves in accordance with all aforementioned sections and the following:
 - 2.6.1 Act properly, professionally and in accordance with the requirements of the law and the terms of the Rules of Conduct.
 - 2.6.2 Fully participate in village council meetings and other public forums, while demonstrating respect kindness, consideration, and courtesy to others.
 - 2.6.3 Act in good faith; honestly, for the purpose of the community and not one's personal agenda; always acting in the interest of the community and council, without exceeding their lawful powers.
 - 2.6.4 Make no allegations which are unseemly or derogatory in public forums pertaining to matters of Village business, employees, or other council members.
 - 2.6.5 Refrain from any form of conduct, especially in performance of their official duties and while in public forums, which may cause any reasonable person

- unwarranted offense or embarrassment; or bring embarrassment to the Village.
- 2.6.6 Observe the highest standards of honesty and integrity and avoid conduct which may suggest any departure from this standard.
 - 2.6.7 Ensure confidential information is guarded and handled with the utmost sensitivity.
 - 2.6.8 Always act in accordance with their obligation of loyalty to the Council and Village, serving as a model of leadership and civility to the community

Enforcement

- 3.1 Violation of these established rules may be considered malfeasance, misfeasance, or non- feasance; and is a violation of rules established under Ohio Revised Code Section 731.45. (1)
- 3.2 Violation of these rules may result in disciplinary action in accordance with provisions of Ohio Revised Code Section 731.45.
- 3.3 These rules shall be enforced by the Council of the Village of Minerva Park as provided by Ohio Revised Code Section 731.45.
- 3.4 These Rules are hereby incorporated in the Rules of Council by reference.

(1) LAW Writer® Ohio Laws and Rules
 Revised Code» Title [7] VII MUNICIPAL CORPORATIONS» Chapter 731:
 ORGANIZATION
 731.45 Rules - journal - expulsion of members.

"The legislative authority of a municipal corporation shall determine its own rules and keep a journal of its proceedings. It may punish or expel any member for disorderly conduct or violation of its rules and declare the seat vacant for absence without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against him and has had an opportunity to be heard.

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2025 Council Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WORK SESSION February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

COMMITTEE/COUNCIL March						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
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27	28	29	30			

May						
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25	26	27	28	29	30	31

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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27	28	29	30	31		

August						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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28	29	30				

October						
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November						
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23	24	25	26	27	28	29
30						

December						
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28	29	30	31			

RESOLUTION 2025-27

A RESOLUTION ESTABLISHING FEES FOR MEMBERSHIP FOR THE MINERVA PARK POOL FOR THE 2026 SUMMER SEASON AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park operates the Minerva Park Pool, and

WHEREAS, rates for memberships and day passes must be set for the 2026 Summer Season.

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

Section 1 The Membership fees for the 2026 Season at the Minerva Park Pool are shown in Exhibit A.

Section 2 Early Bird/Renewal discount
 \$25 discount for residents only between January 1 & April 30
 \$25 discount for any member who renews before April 30
 ONLY ONE DISCOUNT PER MEMBERSHIP

Section 3 Resident rates shall apply to those who are employed within the Village of Minerva Park; proof of Employment within the Village shall be required (for example-recent pay stub, copy of employee ID, etc.); Resident rates shall be extended to members of the Northland Swim club who “renew” membership at the Minerva Park Community Pool

Section 4 The fee for “babysitter/caregiver shall be \$70

Section 5 The Mayor is hereby authorized to set fees for special events so long as such fees are Charged based on the costs reasonably incurred by the Village for hosting such events.

Section 6 Birthday Party (during pool hours): \$115 for 2 hours (includes 2 adult/10 child admissions, 10 ice cream and 10 waters, tablecloth & extras TBD)

Section 7 Fees: payments made by credit card may be subject to a convenience fee as charged by the credit card service company

Section 8 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 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 9 All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts. Thereof.

**RESOLUTION 2025-27
(continued)**

Section 10 This Resolution is hereby declared to be an emergency measure, to be effective immediately upon passage, such emergency being necessary for the preservation of the public health, safety, and welfare of the Village and its inhabitants, to wit so that fees are in effect for membership sales on 1/1/2026. Therefore, this Ordinance shall take effect and be in force from and immediately after its passage by the Council

Commented [B51]: If this passes on 11/20, the emergency language can be removed.

First Reading: October 23, 2025
Second Reading: November 13, 2025
Third Reading: November 20, 2025
Passed: November 20, 2025

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

Classic		
# MEMBERS	RESIDENT	NON-RESIDENT
1	\$ 130.00	\$ 160.00
2	\$ 190.00	\$ 235.00
3	\$ 250.00	\$ 295.00
4	\$ 275.00	\$ 325.00
5	\$ 300.00	\$ 350.00
6	\$ 320.00	\$ 375.00
7	\$ 340.00	\$ 400.00
8	\$ 360.00	\$ 425.00
9	\$ 380.00	\$ 450.00

Weekend/Evening		
# MEMBERS	RESIDENT	NON-RESIDENT
1	\$ 100.00	\$ 130.00
2	\$ 160.00	\$ 205.00
3	\$ 220.00	\$ 265.00
4	\$ 245.00	\$ 295.00
5	\$ 270.00	\$ 320.00
6	\$ 290.00	\$ 345.00
7	\$ 310.00	\$ 370.00
8	\$ 330.00	\$ 395.00
9	\$ 350.00	\$ 420.00

Premium (limited availability)	
# MEMBERS	RESIDENT ONLY
1	\$ 290.00
2	\$ 345.00
3	\$ 395.00
4	\$ 410.00
5	\$ 420.00
6	\$ 430.00

Children under 3 as of pool opening date
(May 24, 2026) are free!

Day Passes		
	Resident	Non-Resident
Age 3 and Up	\$12	\$15
Holiday (5/25, 6/19, 7/4, 9/7)	\$15	\$20
	MEMBER/RESIDENT	NON-MEMBER/NON-RESIDENT
10 Pack	\$100	\$130
SENIOR (65+) MEMBERSHIP***		
SINGLE	SENIOR + 1	SENIOR + 2
\$100	\$150	\$200

*** At least one member must be 65 or over as of pool opening date (May 24, 2026)
the additional member(s) is either a spouse or child aged 12 & under

A RESOLUTION AUTHORIZING THE MAYOR TO SEEK FINANCIAL ASSISTANCE VIA THE LAND AND WATER CONSERVATION FUND FOR FUNDING OF IMPROVEMENTS TO THE MINERVA PARK MUNICIPAL POOL AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the Federal Land And Water Conservation Fund program; and

WHEREAS, the Village of Minerva Park desires financial assistance under the Land and Water Conservation Fund.

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

Section 1. The Mayor is hereby authorized to apply to the Ohio Department of Natural Resources financial assistance for the following capital infrastructure improvement project:

Minerva Park Municipal Pool Improvements Project, Phase II

Section 2. That the Mayor is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

Section 3. That the Village of Minerva Park does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Land and Water Conservation Fund.

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. 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 immediately file the application by the due date. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: October 23, 2025
Second Reading: Waived
Third Reading: Waived
Passed: October 23, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor