



Village Council Regular Meeting

September 18, 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** 8/28/25 Committee as a Whole Minutes
- [2.](#) **MOTION TO APPROVE** 8/28/25 Council Meeting Minutes
- [3.](#) **MOTION TO APPROVE** 9/4/25 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. Finance - Tony Pinter
13. Safety - Cathy Paessun
14. Legislation - Tommy Grant

Mayor's Report

Citizen Comments

Legislation

- [15.](#) **MOTION TO APPROVE** ORDINANCE 2025-16 Shortcutting
AN ORDINANCE AMENDING SECTION 432.38 OF THE CODIFIED ORDINANCES
OF THE VILLAGE OF MINERVA PARK (3rd reading)

- [16.](#) **RESOLUTION 2025-19** Accepting Amounts and Rates
A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY
THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES

AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY (1st reading-intent to waive the 3rd reading and pass as an emergency)

17. RESOLUTION 2025-21 Valley Rd. Improvement 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 (1st reading)

18. RESOLUTION 2025-22 Pool Bath House

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL BATH HOUSE PROJECT AND DECLARING IT AN EMERGENCY (1st reading-intent to waive 3rd reading and pass as an emergency)

19. RESOLUTION 2025-23 Transfer of Funds

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARE AND EMERGENCY (1st reading-intent to waive 3rd reading and pass as an emergency)

Old Business

Pool	Maintenance Building	Road Project
20. Pool	Maintenance Building	Roadway Project

New Business

21. Trick or Treat 2025 Date MORPC recommends Thursday October 30.

New Business

22. MOTION TO ENTER EXECUTIVE SESSION

MOTION THAT COUNCIL ENTER EXECUTIVE SESSION UNDER OHIO REV. CODE 121.22 (G)(1) TO DISCUSS THE APPOINTMENT OF A PUBLIC OFFICIAL

Adjourn

Village of Minerva Park

Committee as a Whole – Meeting Minutes

Date: August 28, 2025

Location: Council Chambers

Attendance: Council President Camara; Mayor Southard; Councilmembers Martin, Grant, Passeun, Koss; Fiscal Officer Wilcheck

1. Call to Order

Council President Camara called the Committee as a Whole meeting to order. Attendance was taken as above.

2. Street & Infrastructure Issues

- **Resident Driveway Complaint (MLR Project):**

A resident reported heavy construction trucks damaged his driveway during the MLR street project. Discussion covered:

- Whether cracks were pre-existing or worsened by current work.
- Possible aerial or pre-construction photos.
- Responsibility of the contractor vs. the Village.
- Need for a clear protocol for handling damage complaints and ensuring only one staff member manages each case to avoid duplication.
- Barb will follow up with Mike/engineering team; Camara offered to speak directly with the resident.

- **North Lake Court Water Line Replacement:**

Staff recommended complete replacement of the aging main line back to its connection at Shore Drive/Furman Road and bundling the work with a future roadway mill-and-fill project.

- Estimated cost: \$100,000 for paving; \$100,000–\$200,000 for water line.
- Work likely to be scheduled for early spring 2026 to avoid winter conditions.
- Project still in the engineering stage; no immediate council action required.

- **Sewer Line Complaint:**

A contractor reported a broken connection. Investigation showed it was on private property and not in the Village right-of-way; no permit was required. Council clarified permit requirements when contractors do enter Village right-of-way.

3. Construction Safety & Traffic Control

- **Barricades/Signage:**

Members noted confusion at night due to non-flashing barricades and “one-way” changes during school traffic. Discussion included adding reflectors, battery packs, and repositioning signs for better visibility.

- **Radar/Prop Cameras:**

- A portable “prop” speed camera was removed from the MLR area and may be redeployed to Jordan Road or another location during future projects.
- Chief Hutchinson will confirm camera placement.

4. Flock & PTZ Cameras

- Reviewed current placement of Flock license-plate cameras; discussed moving a unit from a low-traffic area to Jordan or Farview to better cover all eight Village entrances.
- The PTZ (“Condor”) camera upgrade and maintenance were noted.

5. Signage Review

- Several new “No Outlet” and “Children at Play” signs are mounted too high to be visible from SUVs; stop signs are beginning to crack.
- Council agreed to a full sign inventory/assessment similar to one performed seven years ago.

6. Village Services & Events

- **Leaf Pickup:** Staff will coordinate with the construction schedule to minimize conflicts.
 - **Food Trucks:** Fish & chicken truck Friday; Suge’s BBQ on September 10 for “First Responders Night.”
 - **Pool Season:** Only a few days remain; baby-pool motor to be replaced after closing. A former resident offered to paint a U.S. flag or Village emblem on the pool floor for the nation’s 250th anniversary.
 - **Landscaping:** Discussion of updating Farview entrance beds and possibly seeking sponsorships.
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7. Pool Pass Policy

Council discussed allowing unused day-passes to roll over to the next season or offering discounts on new passes in exchange for unused ones. Staff to explore tracking and cost implications.

8. Budget & Finance

- Members expressed the need for improved tracking of payroll and seasonal labor expenses to avoid year-end appropriation adjustments.
 - Three pieces of legislation on the next agenda were previewed: (1) appropriation ordinance, (2) suspension of second readings, and (3) police officer appointment.
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9. Amphitheater Rental Policy

Council briefly discussed whether to charge a fee for use of the new amphitheater once electricity is installed.

10. Meeting Schedule

Councilmembers considered adjusting committee start times to allow fuller discussion without rushing.

11. Adjournment

With no further business, the Committee as a Whole meeting was adjourned.



Village Council Regular Meeting

August 28, 2025 at 7:30 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

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

ALSO IN ATTENDANCE: Mayor Southard, Police Chief Delp, Planner Fischer

Pledge of Allegiance

Swearing in of Officer Frank Rhodes

Minutes

MOTION TO APPROVE 8/14/25 Committee as a Whole Minutes

Motion made by Council President Camara, Seconded by Pinter.

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

MOTION TO APPROVE 8/14/25 Council Meeting Minutes

Motion made by Council President Camara, Seconded by Paessun.

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

Guest Speaker

Kevin Hoffman of the Westerville City Schools Levy Campaign shared a presentation and slide show explaining the November 2025 Ballot Issue requesting a .75% income tax. Discussion followed.

Committee as a Whole Report

Streets - Stacey Koss

An updated document regarding the 2025 Roadway Project will be developed to address recent concerns expressed by residents regarding the document. Street signs in the Village will be assessed for condition.

Services - J.P. Martin

Working with Groundmaster regarding MLR and construction; review of upcoming food trucks. Reports that residents can opt out of mosquito spraying-spraying is only done if West Nile positive mosquitos are found in Minerva Park.

Recreation & Parks - Jason Camara

Last day of pool season 2025 will be 9/1; memberships for 2026 will go on sale in January. RFP's have been received for the bathhouse project-they are under review. Bids will be sought to plant at entrances of the Village.

Citizen Comments

Senator Bill DeMorea spoke to share updates from the Ohio Legislature. Arrangements to be made regarding have a representative present to Council regarding projects on SR 161.

Legislation

ORDINANCE 2025-16 Shortcutting

AN ORDINANCE AMENDING SECTION 432.38 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK (2nd reading)

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORD 2025-17

Motion made by Grant, Seconded by Koss.

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

MOTION TO APPROVE ORDINANCE 2025-17 Supplemental Appropriations

AN ORDINANCE TO REALLOCATE APPROPRIATIONS AND MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025 (1st reading-intent to suspend the rules that require 3 readings)

Motion made by Grant, Seconded by Pinter.

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

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RES 2025-18

Motion made by Grant, Seconded by Koss.

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

MOTION TO APPROVE RESOLUTION 2025-18

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF FRANK RHODES II AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Paessun.

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

Old Business

Some permits for Maintenance Garage have been approved; initial brush clearing has taken place. Construction will move forward as approved permits are received.

New Business

The resident survey is in beta testing. Staff will send results to the survey developer; he will make revisions and send back to staff for final review. Hope is to get the survey out in September.

A quote has been received from Groundmaster to reinforce the creek bed-especially near the tunnel. The hope is to slow down erosion. Staff is seeking second estimate. Council agreed that-if the bid was less than \$10,000 and the project would help-the Mayor need not bring it back to council.

New Business (continued)

A resident shared a concern about the intersection of 161 and Farview: he feels that the intersection is dangerous-especially for west-bound traffic trying to turn onto Farview. He would like to see a traffic light installed. This is under the purview of ODOT and Franklin County-not the Village.

Reminder that First Responder's Night is coming up 9/10 5:30-7:30 PM; food trucks, helicopters, area first responder agencies, face painting, inflatable maze and fun for all!

Adjourn

Motion made by Paessun, Seconded by Koss.

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

Village of Minerva Park

Council Work Session – September 4, 2025 at 7:00 p.m.

Attendance: Council President Camara called the meeting to order at 7:00 p.m. Present were Councilpersons Pinter, Martin, Koss and Grant. Mayor Southard, Village Planner Fischer, Fiscal Officer Wilcheck (for part of the meeting), and Attorneys Shamp Batchelor were also in attendance.

1. Sidewalk and Pathway Planning – Minerva Lake Road Corridor

- **Task Orders:** Planner Fischer recommended officially closing **Jacobs Engineering Task Orders 36 (Minerva Lake Road Master Plan)** and **37 (Village Pathway Master Plan)**. These studies were largely completed and have been overtaken by LinkUS/COTA corridor planning. About **\$70,000 in appropriated but unspent funds** would revert to the capital line.
- **New Task Order Proposal:** He introduced **Task Order 41**, estimated at **\$100,000**, to do a comprehensive feasibility, right-of-way, and topographic survey for a **five-foot sidewalk/path** along Minerva Lake Road from Cleveland Avenue to Farview Road. This would focus strictly on the pedestrian facility without road widening. Actual costs could rise or fall depending on how much survey and design work Council authorizes.
- **Council Discussion:**
 - Koss asked why the estimate was so high compared with past engineering fees.
 - Pinter suggested the Village issue a **Request for Qualifications (RFQ)** to multiple firms instead of defaulting to Jacobs, to ensure competitive pricing.
 - Martin and Grant said they want “shovel-ready” plans so the Village can apply for reimbursement and future rounds of LinkUS funding.
- **Funding Deadlines:** Staff emphasized that LinkUS sales-tax dollars and some state funds are **reimbursable only after Village expenditures** and must be spent by **mid-2026**. Deviating from the approved Minerva Lake Road corridor could weaken the project’s high regional-connectivity score and jeopardize eligibility.
- **Technical Issues:** Members examined right-of-way widths, noting the **north side** generally offers more space but widths vary. They talked about potential **mid-block crosswalks**, tie-ins to **Jordan Road** and the **Greenline**, and impacts on mature trees. There was also discussion of **AEP utility poles**; Fischer explained burying them would cost several million dollars and would fall on the Village, making it infeasible at this time.

2. Using the State Grant & Master Planning Strategy

- **Grant Overview:** The Village currently has a **\$250,000 state grant** earmarked for engineering and pathway planning. Council generally agreed to pivot from concrete sidewalks to **asphalt shared-use paths** because they are cheaper, easier to maintain, and less disruptive to residents.
- **Comprehensive Design Approach:** Rather than designing one segment at a time, Council wants to **engineer the entire system up front**—Minerva Lake Road, Jordan Road, and connectors to the pool and the MI section—so costs, tree impacts, and easements are fully known.
- **Procurement Strategy:** Council decided to split work between Jacobs and other firms or to issue an RFQ/RFP to maximize competition. They will **keep the total budget undisclosed** during bidding to encourage lower prices.
- **Public Engagement:** Members called for **maps, flip charts, and public open houses** to show proposed phases and get resident feedback. They want a **phased master plan** clearly identifying which segments would be built first, to reduce surprises and encourage community buy-in.
- **Other Funding:** Safe Routes to School and other grants could be layered on top of LinkUS to stretch dollars. Final determination of which side of Minerva Lake Road the path will occupy will be based on engineering results, not assumptions.

3. Scheduling and Other Business

- **Meeting Schedule:** The next full Council meeting will be **Sept. 18**. The **Sept. 25** date conflicts with conditional-use hearings, so Council will decide later whether to hold a work session that evening.
- **Pool/Bathhouse Project:**
 - Staff presented a new **state grant opportunity of up to \$500,000** with a November deadline. It is a **1:1 matching grant** and can only be used for an **outdoor bathhouse**.
 - The pool rebuild is estimated at about **\$2 million**. Council discussed **phasing** construction and designing the bathhouse so it could later be **expanded or roughed-in for an event pavilion** without jeopardizing grant eligibility.
 - **RFP Responses:** Seven firms submitted proposals for bathhouse design. Several were eliminated for late or incomplete bids or unaffordable fees. Staff recommended **Branstetter Carroll, Inc.** because of its deep experience in municipal pool projects and ability to handle design, bid documents, and construction oversight.
 - Council plans to review all proposals, may hold **interviews on Sept. 16**, and expects to vote on selection at the **Sept. 18 meeting**. President Camara

reminded members not to contact bidders directly to preserve the procurement's integrity.

- **Community Concerns:**

- Residents sent mixed feedback on the Village's new speed controls; Police Chief Delp will follow up after bereavement leave.
- Ongoing **water/sewer line breaks** and **driveway damage complaints** are awaiting responses from the Village engineer and contractor.

- **Events:** Minerva Lake Road project remains on schedule. **Halloween trick-or-treat** is expected on **Oct. 30**, with formal approval at the Sept. 18 meeting.
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4. Overall Outcome

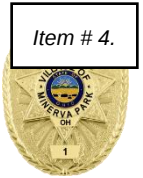
Council reached consensus to:

- Close out obsolete Jacobs task orders and redirect remaining funds.
- Use the \$250,000 state grant to create a full asphalt pathway engineering plan for Minerva Lake Road, Jordan Road, and key connectors.
- Prepare a public-friendly phased master plan to support future grants.
- Advance the pool/bathhouse project by evaluating RFP responses and applying for a new \$500,000 grant.
- Adjust the meeting schedule and confirm community event dates.



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Monday, September 8, 2025

TO: Mayor, Council

FR: Chief Matt Delp

RE: **Chief's Report for August 2025**

Madame Mayor and Members of Council,

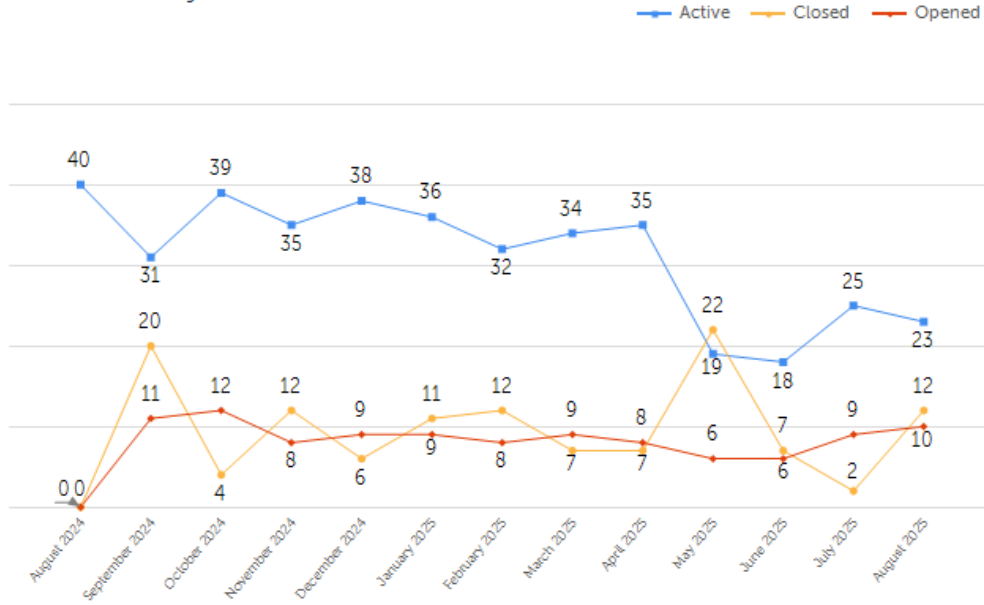
Police activity for August 2025 remained minimal, with no significant incidents to report.

I am pleased to announce that the department has returned to full staffing with the addition of Officer Frank Rhodes, who joined us on August 26, 2025. Officer Rhodes brings 18 years of valuable experience from the Franklin County Sheriff's Office and is currently completing a brief Field Training period. He will be joining patrol duties in the near future.

The following pages contain the vital statistics for police activity.

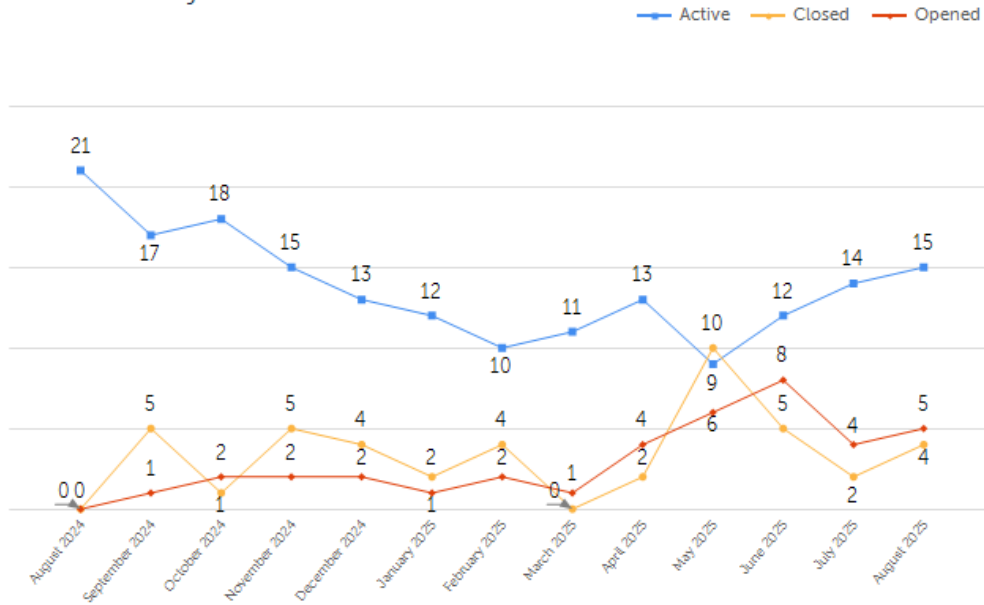
	Aug 2025	Previous Year	Difference
Traffic Stops	81	92	-11
Citations Issued	27	31	-4
Police Reports	10	5	5
Active Cases	23	37	-14
Calls for Service	336	358	-22

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



For Cases opened between 8/1/2025 and 8/31/2025 for all case types

Item # 4.

Case Subtype	Cases	%
Complaint	3	17.65 %
Destruction/Damage/Vandalism	1	5.88 %
DUI	1	5.88 %
Hit Skip	2	11.76 %
Larceny/Theft	5	29.41 %
Motor Vehicle Theft	1	5.88 %
Possession	1	5.88 %
Traffic Stop	3	17.65 %
Total	17	100.00 %

8/31/2024 - 8/31/2025				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	5	13	14	4
Breaking and Entering	0	0	0	0
Burglary	0	3	3	0
Complaint	9	34	31	12
Counterfeiting/Forgery	0	1	1	0
Destruction/Damage/Vandalism	1	3	4	0
DOA - Unknown	0	0	0	0
DOA-Suicide	0	0	0	0
Domestic Violence	3	6	9	0
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	6	23	24	5
Menacing	2	0	2	0
Motor Vehicle Theft	2	3	4	1
Person in Jeopardy	0	1	1	0
Pornography / Obscene Material	0	0	0	0
Property Damage	1	0	1	0
Property Impound	1	8	9	0
Property in Jeopardy	1	1	2	0
Protection Order	1	0	1	0
Rape	0	0	0	0
Request for Assistance	1	0	1	0
Robbery	1	1	2	0
Sexual Assault	1	1	2	0
Shooting	1	0	1	0
Traffic Stop	0	0	0	0
Unspecified Call	3	4	7	0
Warrant	1	3	3	1
Total	40	105	122	23

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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	September 15, 2025		
Copies to	File		

Task Order No. 30: Maintenance Building

- We're coordinating with Blendon Township to revise the building permit to allow for different foundation concrete formwork (to accelerate construction) and to provide natural gas unit heaters in lieu of electrical unit heaters per the Village's request.

Task Order No. 31: Lake Improvements Detailed Design

- All work that the Village intends to perform under this task, based on council's direction to focus on Kilbourne Run, is complete.
- As of 08/22 invoice, there is approximately \$120,000 of authorized funding remaining.
- We are awaiting direction from the Village as to either completing closing this task order or executing a modification to reduce its remaining funding to \$5,000 to allow for miscellaneous tasks on the concept, if needed.

Task Order No. 34: 2025 Roadway Improvements (Northland Plaza Drive)

- This task order will be officially closed now that we received payment for the 08/22 invoice. All work associated with the services during construction of 2025 Roadway Improvements project is covered by Task Order No. 38.

Task Order No. 35: 2025 Water Line Improvements

- The Village's utility locator marked the water line for North Lake Court on 08/21. Based on the water line's location, we recommended a water line replacement project combined with a minor roadway project including removing the island in the North Lake Court cul-de-sac.
- We are currently preparing a scope and a fee for this proposed project, which would be Task Order No. 41. The intent would be to bid and construct the project in 2026.

Task Order No. 36: Pedestrian Path Master Plan

- Based on council's direction regarding sidewalks, this task order will be non-performed. We are using this task order to solicit budget pricing from a surveying consultant so that Village administration and council will have that information for planning purposes.
- We intend to close this task order when our accounting month ends on 09/26.

Task Order No. 37: Minerva Lake Road Master Plan

- Based on council's direction regarding sidewalks, this task order will be non-performed and has been closed internally.
- We intend to formally close this task order when our accounting month ends 09/26.

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

- The top courses of pavement have been milled for both lanes.
- All drainage structures have been installed.
- Strawser is currently filling various low spots and will continue with curb and gutter placement.

Task Order No. 39: Kilbourne Run Erosion Mitigation

- This task order was executed on 08/29. We are working on project setup and preparing the overall delivery schedule.

Task Order No. 40: Valley Road Reconstruction and Utility Improvements

- This project is pending Village execution of the task order.

Violation Report - AUGUST 2025

Violation Date	Date Resolved	Subject	Mode
08/26/2025	08/26/2025	HIGH GRASS	POSTED
08/26/2025	08/26/2025	HIGH GRASS	POSTED
08/26/2025		TREE NEEDS TRIMMING	POSTED
08/26/2025		TREE NEEDS TRIMMING	POSTED
08/20/2025		TREE NEEDS TRIMMING	POSTED
08/20/2025		TREE NEEDS TRIMMING	POSTED
08/25/2025	08/26/2025	TIRES IN FRONT YARD	POSTED
08/20/2025	08/25/2025	HIGH GRASS	POSTED
08/20/2025	08/25/2025	TRASH	POSTED
08/20/2025	08/25/2025	TRASH	POSTED
08/18/2025	08/19/2025	HIGH GRASS	POSTED
08/18/2025	08/25/2025	HIGH GRASS	POSTED
08/18/2025	08/25/2025	HIGH GRASS NOTICE	POSTED
08/11/2025	08/13/2025	HIGH GRASS	POSTED
08/13/2025	08/19/2025	TRASH	POSTED
08/13/2025	08/19/2025	TRASH CANS	POSTED
08/13/2025	08/19/2025	TRASH CANS	POSTED
08/12/2025	08/13/2025	TRASH	POSTED
08/12/2025		MATERIALS STORED ON DRIVEWAY	MAILED
08/11/2025	08/25/2025	HIGH GRASS	POSTED
08/11/2025	08/13/2025	HIGH GRASS	POSTED
08/06/2025	08/11/2025	HIGH GRASS	POSTED
08/06/2025	08/11/2025	TRASH	POSTED
08/06/2025	08/13/2025	HIGH GRASS	POSTED
08/06/2025	08/11/2025	TRASH	POSTED
08/04/2025	08/06/2025	HIGH GRASS	POSTED
08/04/2025	08/11/2025	WEEDS	POSTED
07/22/2025	08/04/2025	TRASH	POSTED
07/22/2025	08/04/2025	TRASH	POSTED
07/22/2025	08/04/2025	HIGH GRASS	POSTED
07/21/2025	08/04/2025	JUNK ON DRIVEWAY	POSTED
07/21/2025	08/04/2025	JUNK ON DRIVEWAY	POSTED
07/21/2025	08/05/2025	HIGH GRASS	POSTED
07/21/2025	08/04/2025	WEEDS	POSTED
07/21/2025	08/11/2025	HIGH GRASS	POSTED
07/21/2025	08/04/2025	HIGH GRASS	POSTED
07/16/2025		TRASH CANS	POSTED
07/15/2025	08/04/2025	TRAILER IN DRIVEWAY	POSTED
07/15/2025	08/04/2025	TRAILER IN DRIVEWAY	POSTED
07/14/2025	08/12/2025	WEEDS	POSTED
07/14/2025	08/25/2025	WEEDS	POSTED
07/02/2025	08/18/2025	TREE NEEDS TRIMMING	MAILED
05/12/2025		PEELING PAINT ON HOUSE	POSTED
04/15/2025		ROTTING ROOF	MAILED
03/10/2025		BAD ROOF	MAILED
11/06/2024		ROTTING ROOF	MAILED

Permit Report - AUGUST 2025

Record Count : 9

Permit Type	Status	Date of Application	Local Permit No.	Property Address
ACCESSORY STRUCTURE (2)	Approved	08/04/2025	PIP-09-2025	2567 MAPLEWOOD DR
	Approved	08/21/2025	PIP-12-2025	4808 BLACK SYCAMORE DR
DOOR REPLACEMENT (1)	Approved	08/19/2025	PIP-10-2025	2786 WILDWOOD RD
DRIVEWAY (1)	Approved	08/18/2025	DSP-04-2025	3110 MINERVA LAKE RD
FENCE (2)	Approved	08/25/2025	F-07-2025	2545 JORDAN RD
	Approved	08/26/2025	F-08-2025	2671 WOODLEY RD
PORTABLE STRUCTURE (1)	Approved	08/27/2025	POD-03-2025	2530 LAKEWOOD DR
RIGHT OF WAY (1)	Approved	08/26/2025	ROW-04-2025	3228 MINERVA LAKE RD
WINDOW REPLACEMENT (1)	Approved	08/20/2025	PIP-11-2025	2732 MINERVA LAKE RD

ORDINANCE 2025-16**AN ORDINANCE AMENDING SECTION 432.38 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK.**

WHEREAS, the Village of Minerva Park desires to amend the language in Section 432.38 of the Codified Ordinances to provide greater clarity about the purpose of the shortcutting prohibition;

WHEREAS, the Village Council desires to implement these changes to the Codified Ordinances and Zoning Map of the Village.

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

Section 1. That Section 432.38 of the Codified Ordinances of the Village of Minerva Park is hereby repealed in its entirety and replaced with the language included in the attached and incorporated **Exhibit A**.

Section 2. That it is found 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 all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

Section 3. That this ordinance shall be in full force and effect from the earliest period allowed by law.

First Reading: August 14, 2025
 Second Reading: August 28, 2025
 Third Reading: September 18, 2025
 Passed: September 18, 2025

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

ORD 2025-16
EX. A

Exhibit A

432.38 – Shortcutting across private property.

(a) No person shall operate a vehicle across public or private property marked with signs “No Through Traffic” or words of similar import for the purpose of passing from one roadway to another.

(b) No person shall operate a vehicle across public or private property for the purpose of avoiding compliance with a traffic control device.

(c) It shall be prima-facie evidence of a violation of this section for the operator of a vehicle to cross public or private property as provided herein without using the service of such property, stopping the engine or both.

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RESOLUTION 2025-19

Item # 16.

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY

WHEREAS, the Council of the Village of Minerva Park, in accordance with the Chapter 5705, Revised Code, adopted a Tax Budget for the year commencing January 1, 2026; and,

WHEREAS, the Budget Commission of Franklin County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part is within, the ten-mill tax limitation.

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

Section 1. The amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

Section 2. There be and is hereby levied on the tax duplicate of the Village of Minerva Park the rate of each tax necessary to be levied within and without the ten-mill limitation for tax year 2025 (collection year 2026) as follows:

Fund	Amount to be Derived from Levies Outside the 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mil Limitation	Estimate of Full Tax Rate to be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	\$297,198.66	\$63,507.58	1.00	8.20

Section 3. The Fiscal Officer is hereby directed to certify a copy of this resolution to the Franklin County Auditor.

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 submit a certified copy of this Resolution to the Franklin County Auditor by the due date of October 1, 2025. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-21

Item # 17.

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

WHEREAS, there presently exists a need for improvements to Valley Road and related utilities from Minerva Lake Road north to the pool parking lot; and

WHEREAS, based on the 2022 Pavement Condition Report, Valley Road has a Pavement Condition Index (PCI) rating of 22 and was placed in the PCI Category of 22; and

WHEREAS, a PCI rating from 0 (zero) to 40 indicates the pavement has major defects indicating the need for major rehabilitation or reconstruction and the pavement is structurally inadequate; and

WHEREAS, the engineering work has been authorized; and

WHEREAS, the reconstruction of Valley Road must be completed before the opening of the 2026 pool season and the beginning of pool improvements planned for the fall of 2026.

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

Section 1. The Council hereby authorizes the Mayor and Fiscal Officer to advertise for bids upon the completion of the engineering work.

Section 2. The Council hereby authorizes Mayor and Fiscal Officer to enter into contract with the lowest and best bidder, based on the recommendation of the Village Engineer, for the Valley Road improvements.

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 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 immediately begin improvements to the road and related utilities in order to avoid conflicts planned pool improvements. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council

Tiffany Hughes, Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: October 9, 2025
Passed: October 9, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-22

**A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO
ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND
CONSTRUCTION OVERSIGHT FOR THE POOL BATH HOUSE PROJECT
AND DECLARING IT AN EMERGENCY**

WHEREAS, the Village of Minerva Park owns and operates the municipal pool and related facilities; and

WHEREAS, the Village has determined that the bath house at the pool needs to be replaced; and

WHEREAS, the Village published a Request for Proposals on Constructioncontract.com and emailed the same to several architectural firms; and

WHEREAS, proposals were received August 22, 2025, and reviewed by Village Staff and Council; and

WHEREAS, based on the recommendation of Village Staff and comments from Village Council, _____, Inc. is deemed to be the best and most experienced responder, as set forth in their response dated August 22, 2025.

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

Section 1. Council hereby awards a contract to _____, Inc for the design, preparation of the bid document for construction and oversight of construction and authorizes the Mayor and Fiscal Officer to enter into contract on behalf of the Village for the purpose of completing the above-mentioned project.

Section 2. The Cost for such services shall not exceed \$76,500.

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 begin the project in order to remain on schedule for construction and meet the desired opening date for the bath house. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-23

Item # 19.

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARE AND EMERGENCY

WHEREAS, Section 5705.14, Revised Code, allows for the transfer of funds from the General Fund to the Storm Sewer Improvement Fund; and,

WHEREAS, the Council of the Village of Minerva Park finds it necessary to provide funds for the storm sewer improvements along Minerva Lake Road.

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

Section 1. Council finds, determines and declares that it is necessary to transfer funds from the General Fund to the Storm Sewer Improvement Fund (4902).

Section .2 The Fiscal Officer shall transfer the funds upon passage 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 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 4. This Ordinance 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: to transfer the funds to meet Minerva Lake Road project expenditures. Therefore, this Resolution shall take effect and be in force from and immediately after its passage by the Council.

Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Solicitor