



Village Council Special Meeting

July 16, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

- 1. MOTION TO APPROVE** 6/25/26 Tax Budget Hearing Minutes
- 2. MOTION TO APPROVE** 6/25/26 Committee as a Whole Minutes
- 3. MOTION TO APPROVE** 6/26/26 Council Meeting Minutes

Citizen Comments

Motion Regarding Pool House Plans

4. MOTION TO APPROVE PROPOSED POOL HOUSE DESIGN (DESCRIBED) FOR THE MINERVA PARK COMMUNITY POOL SO THAT THE ARCHITECT PAY PREPARE DOCUMENTS FOR BID

Legislation

5. RESOLUTION 2026-15

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY (2nd reading - intent to pass as an emergency on the 3rd reading)

6. RESOLUTION 2026-16 Fee Schedule

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE, AND TO DECLARE AN EMERGENCY (2nd reading - intent to pass as an emergency on the 3rd reading)

Old Business

New Business

Adjourn

Tax Budget Hearing Minutes: July 9, 2026 6:15 PM

Attendance: Councilpersons Camara, Koss, Martin, Paessun, Pinter & Grant; Fiscal Officer Wilcheck

Meeting Purpose

The meeting was convened to conduct the Village's required public Tax Budget Hearing for Calendar Year 2027. Fiscal Officer Jeff Wilcheck presented the proposed tax budget, explaining that the hearing is required by state law to justify the collection of authorized property taxes and to enable the Village to participate in the distribution of Local Government Funds received through the county.

Mr. Wilcheck noted that the tax budget is separate from the Village's annual appropriations budget, which will be developed and adopted later in the year. The tax budget must be approved by July 15 and filed with the County Auditor by July 20.

2027 Budget Assumptions

The proposed tax budget was developed using the following planning assumptions:

- 4% increase in wages
- 10% increase in healthcare costs
- 3% increase in all other operating expenditures
- Continued annual 0.75% increase in police pension contribution rates until reaching 24%

Estimated property tax revenue for 2027 is **\$500,500**.

Mr. Wilcheck also advised Council that the Village's assessed property valuation for tax year 2026 had decreased slightly (approximately \$25,000), although the exact figure was not immediately available.

General Fund Outlook

The General Fund is projected to end 2027 with an estimated carryover balance of approximately **\$787,000**, which Fiscal Officer Wilcheck stated is close to the Village's target reserve level.

Debt Service Review

The hearing included a review of the Village's outstanding debt obligations:

Ohio Public Works Commission (OPWC) Loans

Interest-free OPWC loans remain outstanding for Sewer Phase II and Sewer Phase III improvements.

Annual debt service includes:

- Sewer Phase II: **\$14,500**
- Sewer Phase III: **\$10,010**

MP-TIF Debt

The MP-TIF Tax Equivalent Fund continues to receive PILOT (Payment in Lieu of Taxes) revenues used to pay principal and interest on the Village's TIF bonds.

- Annual debt service: approximately **\$490,000**
- Annual TIF revenues have remained relatively stable at approximately **\$750,000**

Mr. Wilcheck expressed concern regarding increasing deductions made by the County Auditor for county levies that are not exempt from the TIF. Those deductions are projected to total approximately **\$196,000–\$198,000** next year, and he indicated they will continue to monitor this trend.

Road and Transportation Funds

The Fiscal Officer reviewed the Village's Motor Vehicle License (MVL) funds.

County Engineer MVL Fund

- Estimated year-end balance: **approximately \$164,000**
- Funds are restricted for use on **North Brook Road**
- Funds remain with the County Engineer until the Village submits and receives approval for an eligible project.

Village Permissive MVL Fund

- Estimated year-end balance: **approximately \$115,000**
- Funds may be used on any Village road.
- Current planning is focused on future improvements to **North Lake Road**.

Mr. Wilcheck explained that projects utilizing County Engineer MVL funds require approximately one year of advance planning and coordination with the County Engineer and County Commissioners.

Utility Funds

Council reviewed the following utility maintenance funds:

- Storm Sewer Maintenance
- Waterline Maintenance
- Sewer Line Maintenance

Mr. Wilcheck noted that utility rates have not been reviewed in several years and recommended that Council revisit the rates during the coming year to ensure revenues remain adequate.

He reminded Council that previous rate adjustments reduced water and sanitary sewer charges to offset storm sewer-related charges and indicated that another comprehensive review would be appropriate.

Capital Improvements and Other Funds

Additional information included within the tax budget package consisted of:

- Various inactive and minimally active Village funds
- Capital project funds
- Outstanding debt schedules
- Permanent improvement project summaries

The permanent improvement schedules were expanded to include:

- Historical expenditures through 2025
- Estimated expenditures for 2026
- Planned expenditures for 2027
- Preliminary projections for 2028

Mr. Wilcheck explained that these projections provide Council with a longer-term view of anticipated capital needs before development of the appropriations budget later in the year. The hearing materials also included an amended Official Certificate of Estimated Resources establishing the Village's appropriation limits.

Council Discussion

Council asked for clarification regarding how permissive MVL funds are received and administered.

Mr. Wilcheck explained that:

- The Village-enacted permissive MVL is distributed directly from the State.
- The County Engineer MVL remains with the County until the Village submits an approved project request.
- Advance notification and planning are required before those funds can be accessed.

Council indicated the explanation addressed their questions.

Meeting Action

Following the conclusion of discussion and with no additional questions from Council, the hearing was closed.

A motion was made and seconded to adjourn.

Vote: Motion carried unanimously by voice vote ("Aye").

Key Takeaways

- The 2027 Tax Budget fulfills the Village's statutory requirements and supports continued collection of authorized property taxes.

- Conservative planning assumptions were used to account for inflationary increases in wages, healthcare, and pension costs.
- The General Fund is projected to maintain a healthy reserve balance.
- Debt obligations remain manageable, although increasing TIF-related county levy deductions will continue to be monitored.
- Significant road funding remains available through both County Engineer and Village MVL programs.
- Utility rates should be reviewed during the upcoming budget cycle.
- Capital improvement planning continues through 2028 to support long-term financial management.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Committee as a Whole Meeting Minutes July 9, 2026 6:31 PM

Attendance: Councilpersons Camara, Koss, Martin, Paessun, Pinter, Grant; Law Director Shamp, Fiscal Officer Wilcheck, Planning Director Fischer, Chief Delp

Meeting Overview

The Committee as a Whole met to review matters related to finance, public safety, and pending legislation. Major discussions focused on budget amendments, capital projects, the proposed pool house, recent public safety incidents, Fourth of July operations, and legislation scheduled for Council consideration.

Finance

June Financial Report

Fiscal Officer Jeff Wilcheck reported that June financial activity remained generally consistent with prior months. However, he expressed concern regarding income tax collections, noting that the Village's advance payment for June was approximately **\$40,000 lower than the same period in 2025**. While he indicated this could be due to timing differences and monthly fluctuations, he stated that collections would continue to be monitored throughout the remainder of the year.

Council noted that similar concerns had arisen during the previous year before revenues ultimately finished approximately 3.5–3.8% above prior-year levels.

Ordinance 2026-11 – Budget Amendments

Mr. Wilcheck reviewed the requested appropriations included in Ordinance 2026-11, including:

- **\$30,000 increase** to the Village Solicitor budget to cover anticipated legal expenses associated with the Charter Commission.
- Increase to the **Police CPT Reimbursement Fund** to accommodate additional Attorney General grant reimbursements for police training.
- **\$50,000 increase** to the MP-TIF Tax Equivalent Fund to offset growing County Auditor deductions for levies and related fees.
- Increase in the **Waterline Maintenance Fund** from \$150,000 to **\$200,000** to ensure adequate appropriations for the North Lake Court waterline replacement project, currently estimated at approximately **\$175,000** and out for bid.

Resolution 2026-15 – Sidewalk and Pathway Project

Council reviewed a resolution authorizing a **\$100,000 advance from the General Fund** to the Capital Projects Fund for sidewalks and pathways.

Mr. Wilcheck explained that reimbursement grants require project expenses to be paid before reimbursement can be requested. The advance will provide sufficient cash flow during construction and is expected to be repaid upon project completion, estimated in two to three years.

Pool House Project

A significant portion of the meeting focused on the proposed municipal pool house project.

Updated Design

Council reviewed revised architectural plans featuring:

- A central breezeway design
- Prefabricated roof trusses
- Asphalt shingles replacing the previously proposed metal roof
- Brick façade enhancements

Although substituting asphalt shingles reduced roofing costs by approximately **\$30,000**, increases in other construction materials kept the overall project estimate between **\$650,000 and \$655,000**.

Project Schedule

Mr. Wilcheck emphasized that maintaining the construction schedule is critical to opening the pool by late May 2027.

Key milestones include:

- Final design approval in July
- Bid advertisement by late July or early August
- Contract award by late August or early September
- Construction beginning in late September

Any significant delays could jeopardize completion before the 2027 pool season.

Utility Coordination

Council discussed the need to coordinate the pool project with the Valley Road waterline improvements to ensure adequate water service. Preliminary discussions indicate an eight-inch water line should satisfy future pool requirements, though final connection details remain under review.

Design Discussion

Council members generally reacted positively to the revised design while discussing several potential refinements.

Topics included:

- Comparing long-term maintenance costs of metal versus asphalt roofing.
- Including a metal roof as a bid alternate so Council can evaluate pricing before making a final decision.
- Additional storage opportunities within the concession area.
- Potential enlargement of the concession service window.
- Whether a larger sink should be incorporated into the concession area for operational convenience while maintaining the intended food service licensing level.

The committee requested additional pricing information regarding sink alternatives and applicable building code requirements.

Public Input

Several members expressed interest in obtaining additional public feedback before finalizing the design.

Council agreed to schedule a **public town hall meeting** the following Wednesday at **6:30 p.m.** to present the revised pool house plans and receive community input before selecting a final design.

Finance Committee Planning

Council discussed scheduling Finance Committee meetings during October and November to begin preparation of the 2027 appropriations budget.

Professional Services

Council discussed recurring payments to Clemans Nelson & Associates.

Mr. Wilcheck explained that the firm continues to provide specialized human resources guidance and employment-related consulting services and remains a cost-effective resource for the Village.

Public Safety

Safety Committee Report

Councilperson Paessun summarized the July 6 Safety Committee meeting.

Basketball Court Investigation

Chief Delk reported that although police investigated a reported firearm incident at the basketball courts, **no confirmed evidence of a firearm was found.**

A confrontation did occur, and based upon overall public safety concerns, committee members generally supported keeping the basketball hoops removed at this time while continuing to monitor conditions.

Chief Delk noted that juvenile crime and repeat offenders remain a regional challenge affecting many surrounding communities.

The Village's Flock camera system proved valuable during the investigation.

Vehicle Break-In Investigation

Council received additional information regarding a recent series of vehicle break-ins.

Key points included:

- Nine victims were targeted within approximately nine minutes.
- The incidents are believed to be connected to an organized group operating throughout Franklin County and neighboring jurisdictions.
- Suspects typically operate between **5:00 a.m. and 7:00 a.m.**, using stolen vehicles before abandoning them elsewhere.
- Investigators reported that firearms have been stolen from several vehicles during these crimes, increasing public safety concerns.

Chief Delk encouraged residents to avoid leaving valuables, particularly firearms, inside unattended vehicles.

Phantom Fireworks Review

Council discussed preliminary observations from the 2026 Fourth of July Phantom Fireworks operations.

Overall, police reported the event was manageable, although several operational improvements were identified.

Discussion included:

- Insufficient parking capacity creating traffic congestion.
- Vehicles parking in prohibited areas.
- Difficulty exiting nearby businesses and residential driveways.
- Heavy traffic circulating while searching for parking.
- Potential need for improved "No Parking" signage.
- Interest in assigning officers specifically to traffic management.
- Consideration of using outside law enforcement agencies that possess authority to direct traffic on Cleveland Avenue.

Council also learned that Phantom experienced record customer volume across all locations due to America 250 celebrations.

Additional observations and recommendations will be discussed during the Village's annual post-event meeting with Phantom Fireworks representatives.

Traffic Safety Improvements

Council discussed installation of additional flashing stop signs.

Based on recommendations from Chief Delk, the next proposed installation would be at the **northbound and southbound approaches of Farview Avenue and Minerva Lake Road.**

Estimated costs range from **\$1,000 to \$2,200 per sign**, with staff to determine the final purchasing process.

Police Recruitment

Council discussed a potential police recruitment strategy involving sponsorship of academy candidates.

The concept would provide salary support while recruits attend the police academy in exchange for a contractual commitment to remain employed with the Village for a specified period following graduation.

Chief Delk noted that academy training now lasts approximately six months and that funding constraints have previously limited the Village's ability to pursue this option.

Council agreed to gather additional information for future consideration.

Legislation

Council reviewed legislation scheduled for formal consideration, including:

- Ordinance repealing and reinstating provisions of a prior ordinance.

- Ordinance approving budget amendments.
- Third reading of the rubbish collection ordinance.
- Resolution approving the 2027 Tax Budget.
- Resolution authorizing the General Fund advance for sidewalks and pathways.
- First reading of revisions to the Village fee schedule, including increased right-of-way permit fees to better recover utility locating costs.

Council also received a working draft of the proposed **Good Neighbor Omnibus Legislation**, addressing potential revisions to noise and parking regulations. Members were asked to review the draft before discussion at an upcoming work session and not to conduct deliberations by email.

Meeting Conclusion

Following completion of committee reports and legislative review, Council adjourned the Committee as a Whole meeting by unanimous voice vote.

Key Takeaways

- Budget amendments were recommended to address legal expenses, infrastructure projects, and grant reimbursements.
- The pool house project remains on a compressed schedule, with a public town hall planned before final design approval.
- Income tax collections warrant continued monitoring despite historical fluctuations.
- Organized vehicle break-ins remain a significant regional public safety concern.
- Council identified several operational improvements for future Phantom Fireworks events.
- Additional traffic safety improvements and police recruitment initiatives remain under evaluation.
- Multiple ordinances and resolutions are prepared for Council action during the regular meeting.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting: July 9, 2026 7:15 PM

Attendance: Councilpersons Camara, Koss, Martin, Paessun, Pinter, & Grant; Chief Delp, Fiscal Officer Wilcheck, Law Director Shamp, Planning Director Fischer

Executive Overview

Council conducted routine business, approved prior meeting minutes, received departmental reports, and approved several pieces of legislation. Major topics included police staffing and operations, ongoing capital projects, Charter Commission progress, sidewalks and pathway planning, community programming, communications upgrades, and fiscal matters.

Department & Committee Reports

Police Department: Chief Matt Delp

Chief reported that monthly calls for service declined significantly across nearly every category. While no specific explanation could be identified, Council viewed the reduction as an anomaly rather than a confirmed trend.

The Chief also provided an update on the department's transition to four 10-hour shifts while operating with approximately one-third fewer officers.

Key observations:

- Overtime remained exceptionally low, with only four overtime hours recorded during June.
- Longer shifts have allowed supervisors to cover scheduling gaps more efficiently.
- Officers have responded favorably to the new schedule and appreciate longer consecutive periods off.
- The primary concern remains officer safety during periods when only one officer is on duty before neighboring agencies can provide backup.
- Council expressed appreciation for the continued visible police presence throughout the Village despite staffing shortages.

Fiscal Report: Fiscal Officer Jeff Wilczak

- June financial reports were distributed to Council.
- Supplemental appropriations are required to cover:
 - Charter Commission legal expenses
 - North Lake Court project costs
 - Other anticipated expenditures
- Tax Budget Resolution was prepared for timely submission to the Franklin County Budget Commission.

Engineering Report: Updates included:

Maintenance Building

Construction administration continues, including:

- contractor coordination
- permit revisions
- review of pay requests
- certified payroll
- responses to RFIs
- coordination with the Columbus Division of Water

North Lake Court Improvements

- Project advertised July 6.
- Bid opening scheduled for July 31.

MS4 Compliance

A Request for Qualifications (RFQ) has been issued for professional consulting services related to MS4 stormwater compliance. Qualification statements are expected in early August.

Legal Report: Jesse Shamp

Legal Counsel reported continued progress by the Charter Commission.

Highlights include:

- Three meetings have been completed.
- Weekly meetings will continue.
- Draft revisions are progressing faster than initially anticipated.

Discussion focused on possible Charter amendments intended to:

- eliminate unnecessary emergency legislation
- reduce mandatory three-reading requirements for administrative actions
- streamline approvals for police hiring
- simplify legislation driven by state or county deadlines

Council members were encouraged to provide feedback to the Charter Commission.

The Commission also announced interviews for additional commission members scheduled for July 21.

Planning & Zoning: Village Planner Eric Fisher reported:

Sidewalk and Pathway Project

Current work includes:

- field surveying
- engineering coordination
- agreement revisions

A preliminary design is anticipated within approximately three to four months.

Cleveland Avenue Zoning

Council should expect legislation next month regarding Planning & Zoning's recommended zoning modifications.

Council also discussed several zoning enforcement questions, including:

- vehicle repair activities occurring at residences
- follow-up regarding a previously approved redevelopment project near **Staken** Creek

MPCA (Minerva Park Community Association): Jason Camara

Council received an update on recent community events.

Highlights

- Independence Day Declaration reading was well attended.
- Arts in the Park experienced excellent weather and successful attendance.
- Sip & Dip events continue attracting residents.
- Garden Tour attendance exceeded previous years.
- Family Fun Night is scheduled for **July 25** featuring a nacho bar.
- July newsletter will be distributed July 26.

Council encouraged broader promotion of community events, particularly the Garden Tour and Sip & Dip, to improve resident participation.

Committee Reports

Finance: Tony Pinter

- Tax Budget hearing completed.
- Budget planning meetings will begin this fall.
- Fiscal planning sessions anticipated during September and October.

Safety: Cathy Paessun

- Basketball Courts
- Council intends to keep basketball hoops removed for the foreseeable future following prior safety incidents.
- Break-ins
- Recent vehicle break-ins were discussed, along with the importance of maintaining investigative equipment and police resources.
- Phantom Fireworks
- The committee plans a post-event review with Phantom Fireworks representatives.
- Council publicly recognized Chief Delp and department personnel for maintaining public safety despite staffing shortages.

Legislation Committee: Tommy Grant

Work continues on a broader "Good Neighbor" legislative package addressing:

- residential parking
- noise ordinance updates
- neighborhood quality-of-life improvements

Mayor's Report

Highlights included:

- MS4 RFQ advertisement completed.
- North Lake Court bids officially opened.
- Pool memberships reached **312**, representing the highest participation in many years.
- Ohio Aquatics inspection reports were distributed.
- Village communications are transitioning from Nixle/Textedly/Mailchimp to Everbridge.

Benefits of Everbridge include:

- integrated email and text notifications
- automatic social media posting
- website integration
- geographic notification capabilities

Council encouraged continued marketing to increase resident enrollment.

Citizen Comments

Resident Tony Benedetti of Berry Lane Court addressed Council regarding:

- visibility concerns at the Fonda Rosa stop sign
- vegetation and structures obstructing sight triangles
- enforcement of Village code requirements
- concerns regarding permitting information published in Village communications
- requests for improved code enforcement reporting and oversight

Legislative Action

Ordinance 2026-10

Passed (Emergency) Unanimously

AN ORDINANCE REPEALING ORDINANCE 2026-09 AND REINSTATING THE FULL TERMS OF ORDINANCE 2025-19 AND DECLARING AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion to approve made by Paessun; 2nd by Pinter

Ordinance 2026-11

Passed Unanimously

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026 (1st reading - intent to suspend the rules requiring 3 readings)

Council noted that appropriations include **up to \$30,000** for Charter Commission expenses.

Motion to approve made by Grant; 2nd by Pinter

Resolution 2026-13**Passed Unanimously**

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE COLLECTION AND REMOVAL OF RUBBISH, TRASH, RECYCLABLES, GARBAGE, AND YARD WASTE FROM RESIDENCES (3rd reading)

Council cited weekly recycling service and service consistency as significant factors in selecting the provider.

Motion to approve made by Pinter; 2nd by Koss

Resolution 2026-14**Passed (Emergency) Unanimously**

A RESOLUTION TO ADOPT THE TAX BUDGET FOR THE VILLAGE OF MINERVA PARK, OHIO FOR THE YEAR BEGINNING JANUARY1, 2027 AND TO SUBMIT THE SAME TO THE FRANKLIN COUNTY BUDGET COMMISSION AND TO DECLARE AN EMERGENCY (2nd reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion to approve made by Grant; 2nd by Paessun

Resolution 2026-15**First Reading**

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY (1st reading - intent to pass as an emergency upon 3rd reading)

Resolution 2026-16**First Reading**

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE AND TO DECLARE AN EMERGENCY (1st reading)

Old Business**Pool**

Council agreed to hold a community meeting on the pool project the following Wednesday at **6:30 PM** to discuss future plans with residents.

Maintenance Building

Construction continues, although Council expressed frustration regarding project delays.

Key Takeaways

- Police operations remain effective despite staffing shortages, with overtime remaining well below expectations.
 - Charter Commission work continues at an accelerated pace, with procedural reforms under active consideration.
 - Major infrastructure initiatives—including North Lake Court improvements and the sidewalk/pathway project—continue to advance.
 - Community engagement remains strong, highlighted by record pool memberships and successful summer programming.
 - Everbridge implementation will modernize Village emergency and community communications.
 - Council approved supplemental appropriations, the 2027 Tax Budget, and solid waste collection agreements while advancing additional legislation for future consideration.
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Motion to adjourn made by Camara; 2nd by Koss-meeting adjourned @ 8:02 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

RESOLUTION 2026-15

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY

WHEREAS, the Village of Minerva Park (the Village) needs to provide resources in order to meet obligations of the Village of Minerva Park relating to work on the sidewalks and pathways project; and,

WHEREAS, the Village anticipates reimbursement from various grants relating to the project.

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

- Section 1.** The Fiscal Officer is authorized to advance \$100,000 from the General Fund to the Sidewalks and Pathways Fund (4905).
- Section 2.** The Sidewalks and Pathways Fund shall repay the advance to the General Fund upon receipt of all grant proceeds at the completion of the project.
- Section 3.** The Fiscal Officer is authorized to repay the advance as provided in Section 1 without further authorization from Council.
- Section 4.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council 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 5.** This resolution is hereby declared to be an emergency measure necessary for the preservation of the public health, safety and welfare, such emergency arising from the need make provide resources to make payment to contractors prior to the receipt of grant funds, wherefore, this resolution shall take effect and be in force from and after its passage.

First Reading: July 9, 2026
Second Reading: July 16, 2026
Third Reading: July 23, 2026
Passed: July 23, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-16
A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE,
AND TO DECLARE AN EMERGENCY

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

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

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

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

First Reading: July 9, 2026
 Second Reading: July 16, 2026
 Third Reading: August 13, 2026
 Passed: August 13, 2026

 Tiffany Southard, Mayor

ATTEST:

APPROVED AS TO FORM:

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

ALL VILLAGE PERMIT FEES ARE NON-REFUNDABLE

Item # 6.

VILLAGE OF MINERVA PARK FEE SCHEDULE		REVISED 6/2026
RESIDENTIAL		
SINGLE FAMILY RESIDENTIAL	\$450	
MULTI-FAMILY RESIDENTIAL	\$1,000	\$350/UNIT ADDTL.
ACCESSORY STRUCTURE PERMIT	\$100	
ADDITION/REMODELING PERMIT	\$100	
ALTERNATIVE ENERGY PERMIT	\$50	
DECK PERMIT	\$25	
DRIVEWAY/SIDEWALK/CURB PERMIT	\$25	
FENCE PERMIT	\$25	
HOME OCCUPATION PERMIT	\$30	
OCCUPANCY PERMIT	\$150	
PATIO PERMIT	\$25	
PLUMBING PERMIT	\$135	
PLUMBING EACH FIXTURE	\$20	
POD/TEMPORARY STORAGE PERMIT	\$25	
STORAGE BLDG/SHED PERMIT	\$25	
SWIMMING POOL/SPA PERMIT	\$50	\$100 IN GROUND
CHICKEN/DUCK/RABBIT	\$25	
DEMOLITION (STRUCTURES OVER 200 FT ²)	\$150	
APPEAL	\$100	
VARIANCE	\$50	
CONTIDITIONAL USE	\$400	
REZONING/AMENDING MAP	\$1,500	
REINSPECTION FEE	\$75	
AMENDMENT TO PLAN	\$50	
RESUBMISSION FEE	\$50	
LATE SUBMITTALS	\$50	
COMMERCIAL		
PLUMBING PERMIT	\$135	
PLUMBING EACH FIXTURE	\$40	
0-3,000 FT ² BUILDING	\$700	
3,001-9,999 FT ² BUILDING	\$1,500	
OVER 10,000 FT ² BUILDING	\$1,500	\$500 PER FT ² INCREMENT
ADDITION	\$400	
EXTERIOR MAINTENANCE/CHANGE OF MATERIALS	\$100	
FENCE	\$200	
CONTIDITIONAL USE	\$400	
COMMERCIAL SIGNS		
25 FT ² OR LESS	\$150	
OVER 25 FT ²	\$250	
SIGN FACE CHANGE	\$75	

ENGINEERING REVIEW		
RIGHT OF WAY PERMIT	\$700 500	*UP TO 2 HOURS
FLOODPLAIN DEVELOPMENT PERMIT	\$400	
NUMBERING (PER UNIT)	\$25	
VILLAGE ADMINISTRATIVE FEES		
ADMINISTRATIVE FEES FOR GRASS CUTTING	\$150/\$350/\$500	
SERVICE FEE FOR GRASS CUTTING	PER CONTRACTOR	
FOLDING CHAIR RENTAL	\$2	PER CHAIR
BLACK/WHITE COPIES	\$0.10	
COLOR COPIES	\$0.25	
FLASH DRIVE	\$3	
RECORDS RETRIEVAL FROM OFF-SITE STORAGE	\$28	PER DELIVERY
COMMUNITY ROOM RENTAL/CLEANING/DEPOSIT	\$300 FEE	\$300 DEPOSIT
POOL RENTAL (RESIDENT MEMBER)	\$250	\$100 ADDITIONAL HOUR
POOL RENTAL (NON-RESIDENT MEMBER)	\$300	\$100 ADDITIONAL HOUR
PUBLIC SAFETY FEES		
POLICE REPORT (PER PAGE)	\$0.10	
SPECIAL DUTY OFFICER (PER HOUR)	\$65	
SPECIAL DUTY CRUISER (ADDITIONAL PER HOUR)	\$35	
VIDEO REDACTION FEE	\$75	PER HOUR
SOLICITATION REGISTRATION FEE	60/6 month	100/1 year
PEDDLER REGISTRATION FEE	AT DISCRETION OF MAYOR	
MOBILE ICE CREAM VENDOR	AT DISCRETION OF MAYOR	
BLOCK PARTY	\$0	PERMIT REQUIRED
ASSEMBLY/PARADE	\$10	
SHORT TERM RENTAL REGISTRATION FEE	\$250	
GOLF CART INSPECTION	\$25	
DEVELOPMENT FEES-NEW BUILD		
LOT SPLIT	\$250	
PUBLIC USE FEE (PARKS & REC-PER UNIT)	\$500	
PRELIMINARY PLAT REVIEW	\$1,000	\$100 PER UNIT/LOT ADDTL.
FINAL PLAT REVIEW	\$1,000	\$100 PER UNIT/LOT ADDTL.
SEWER TAP FEE	\$7,588	
OVER 2 INCHES		%0-75 OF CITY OF COLUMBUS FEES
STORM SEWER FEE (PER REDIENTIAL HOME)	\$1,000	
STORM SEWER FEE (PER COMMERCIAL STRUCTURE)	10% OF THE MINERVA PARK WATER FEES	
WATER TAP FEE 3/4 INCH	\$2,749	
WATER TAP FEE 1 INCH	\$3,914	
WATER TAP FEE 1 1/2 INCH	\$6,839	
WATER TAP FEE 2 INCH		
WATER TAP FEE OVER 2 INCHES	50-75% OF CITY OF COLUMBUS FEES	

FINANCE CHARGES

THE VILLAGE RESERVES THE RIGHT TO ASSESS INTEREST CHARGES AT THE CURRENT PRIME RATE ON INVOICES/FEEES NOT PAID AFTER THIRTY (30) DAYS

RETURNED ITEM/INSUFFICIENT CHECK	\$50	OR ACTUAL COST
STOP PAYMENT REQUEST/LOST CHECK	\$50	OR ACTUAL COST

UNSCHEDULED FEES

FEES MAY BE DETERMINED BY THE MAYOR FOR ITEMS NOT SPECIFIED IN THIS FEE SCHEDULE AND MAY RANGE FROM \$10 - \$500

***SPECIAL PROJECTS FEES**

SPECIAL PROJECTS THAT INVOLVE THE VILLAGE ROW AND/OR VILLAGE LAND MAY REQUIRE ADDITIONAL REVIEW AND INSPECTION FEES AND WILL BE ASSESSED ON A CASE-BY-CASE BASIS. A QUOTE WILL BE PROVIDED TO THE RESIDENT LANDOWNER PRIOR TO MOVING FORWARD WITH THE REVIEW.

FEES WILL BE THE ACTUAL COST OF THE SERVICES AND MUST BE PAID UP FRONT PRIOR TO THE REVIEW COMMENCING