



Village Council Regular Meeting

May 14, 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** 4/9/26 Council Meeting Minutes
- [2.](#) **MOTION TO APPROVE** 4/23/26 Committee as a Whole Minutes
- [3.](#) **MOTION TO APPROVE** 4/23/26 Council Meeting Minutes
- [4.](#) **MOTION TO APPROVE** 5/7/26 Council Work Session Minutes

Village Official Reports

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

Committee as a Whole Report

- [13.](#) Finance Safety Legislation
Other Committee as a Whole Business

Mayor's Report

Citizen Comments

Legislation

- [14.](#) **MOTION TO APPROVE** ORDINANCE 2026-04 Concession Discounts
AN ORDINANCE REVISING EXHIBIT A OF ORDINANCE 14-2024: SETTING POLICY FOR PRICING OF CONCESSIONS, SPECIAL EVENT ADMISSIONS, AND OTHER ITEMS SOLD AT THE MINERVA PARK POOL AND DECLARING AN EMERGENCY (3rd reading - intent to pass as an emergency)
- [15.](#) **MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** for ORDINANCE 2026-07

16. MOTION TO APPROVE ORDINANCE 2026-07 Revising ORD 03-2008 (Solicitor Permits)

AN ORDINANCE AMENDING ORDINANCE 03-2008 AND DECLARING AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

17. ORDINANCE 2026-08 Council Oversight of Appointment Process

AN ORDINANCE ADOPTING INTERNAL PROCEDURES FOR COUNCIL REVIEW OF POLICE DEPARTMENT APPOINTMENTS PURSUANT TO ORC 737.16 FOR THE VILLAGE OF MINERVA PARK (1st reading)

18. MOTION TO APPROVE RESOLUTION 2026-06 Fee Schedule

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

19. RESOLUTION 2026-07 North Lake Court Waterline Project

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE NORTH LAKE COURT WATERLINE IMPROVEMENTS AND DECLARING IT AN EMERGENCY (2nd reading - intent to pass as an emergency upon 3rd reading)

20. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RESOLUTION 2026-09

21. MOTION TO APPROVE RESOLUTION 2026-09 Advance to TIF Fund

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE MINERVA PARK TAX INCREMENT FINANCING TAX EQUIVALENT FUND AND TO DECLARE AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

22. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS for RESOLUTION 2026-10

23. MOTION TO APPROVE RESOLUTION 2026-10 PILOT Advances

Old Business

24. Pool Maintenance Building Other Old Business

New Business

Adjourn



Village Council Regular Meeting

April 09, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

Motion made to excuse Councilperson Pinter by Koss, Seconded by Grant.
Voting Yea: Camara, Koss, Martin, Paessun, Grant

Pledge of Allegiance

Confirmation of Mayoral Appointment to the Planning & Zoning Commission

Motion made to confirm the appointment of Elizabeth Bennett to the Planning & Zoning Commission by Koss, Seconded by Paessun.
Voting Yea: Koss, Martin, Paessun, Grant, Camara

Minutes

MOTION TO APPROVE 3/12/26 Committee as a Whole Minutes

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

MOTION TO APPROVE 3/12/26 Council Meeting Minutes

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

MOTION TO APPROVE 4/2/26 Work Session Minutes

Motion made by Paessun, Seconded by Grant.
Voting Yea: Council President Camara, Koss, Martin, Paessun, Grant

Village Official Reports

Police - Chief Matt Delp

Report in packet; nothing to add

Fiscal Officer - Jeffrey Wilcheck

March Financial Report has been sent out.

Engineer - Mike Flickinger

Mayor Southard reported on Task Orders regarding the Maintenance Building, the MLR Project, Erosion on Kilbourne Run, Reconstruction of Valley Rd., and Road/Utility Improvements on North Lake Court.

Legal – Joe Bachelor for Jesse Shamp

Working on "Good Neighbor" legislation.

Village Planning - Eric Fischer

Electricity at the amphitheater is now operational; The Village has applied for 250k in capital funding to assist with projects; hopes are that the traffic light on Cleveland near Jordan may be installed by the end of May.

Zoning Officer - John Canty

Report in packet.

Planning & Zoning - Tommy Grant

Meeting set for 4/15 @ 7PM; will welcome new member Elizabeth Bennett.

MPCA - Jason Camara

Met 4/8: Spring Fling Saturday 4/11 (40 registered kids w/older kids helping); Arts in the Park (6/6) registration underway-visit mympca.org; Sip n Dips/Family Fun Night have been scheduled at the pool; will work with maintenance on shipping container to be painted and brought to the maintenance garage site for MPCA use.

MinervaFlora to do invasive plant removal 4/25 & 5/2; will have a garden themed craft at spring fling; will have a plant sale at Arts in the Park; and a wildflower walk on 4/18 @ Ridgewood Park; next meeting is 5/3 at 3:00 PM.

Committee as a Whole Report

Finance: Tony Pinter Safety: Cathy Paessun Legislation: Tommy Grant

Other Committee as a Whole Business

Safety reports that some concerns about street parking have been shared; these may be addressed in the "Good Neighbor" legislation being prepared by legal.

Legislation reviewed items on the agenda.

Wording of Specs for Trash Pick-up bid is being reviewed; plan is to send out in time for June approval of selected contractor.

Mayor's Report

Residents at 3219 Minerva Lake Rd. have requested reimbursement for damage done to their sewer line during the MLR construction project.

Motion to approve reimbursement in the amount of \$5643.00 made by Camara, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Paessun Voting Nay: Grant

Councilperson Pinter's son has been employed by the Community Pool for several years.

Motion made to acknowledge his employment (Councilperson Pinter will recuse himself from any action that might affect his son) by Paessun, Seconded by Koss.

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

Citizen Comments

Tony Benedetti of Berry Lane Court shared concerns about the upcoming repair/replacement of the Minerva Park Community Pool. He believes that the pool is repairable, and presented an option to fix the walls of the pool.

Legislation

MOTION TO AMEND THE AGENDA to go into executive session under RC 121.22 (G)(1) to consider the employment or compensation of public employees or officials made by Camara, Seconded by Paessun.
Voting Yea: Council President Camara, Koss, Martin, Paessun, Grant

RETURN FROM EXECUTIVE SESSION

MOTION TO AMEND THE AGENDA to include ORDINANCE 2026-05

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

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORD 2026-05

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

MOTION TO APPROVE ORDINANCE 2026-05 Transfer of Appropriations

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

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

ORDINANCE 2026-04 - Pool/Concession Discounts

AN ORDINANCE REVISING EXHIBIT A OF ORDINANCE 14-2024: SETTING POLICY FOR PRICING OF CONCESSIONS, SPECIAL EVENT ADMISSIONS, AND OTHER ITEMS SOLD AT THE MINERVA PARK POOL AND DECLARING AN EMERGENCY (1st reading-intent to pass as an emergency upon the 3rd reading)

RESOLUTION 2026-06 Fee Schedule

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE AND TO DECLARE AN EMERGENCY (1st reading-intent to pass as emergency upon 3rd reading)

Old Business

Project Updates:

Pool survey is ready to go-will begin week of April 15 and run through April 30.

Final (?) permit submitted for Maintenance Building; hopeful for completion in May.

New Business

Councilperson Grant inquired about past lake clean-up events; discussion followed regarding planning for such an event in 2026.

Adjourn

Motion made by Council President Camara, Seconded by Koss.

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

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Committee as a Whole Meeting

Date: April 23, 2026

Time: 6:31 PM

Attendees: Councilpersons Martin, Grant, Passion, Koss, Pinter, Camara; Mayor Southard, Fiscal Officer Wilcheck, Chief Delp, Planner Fischer

Meeting Overview

This session primarily focused on operational updates across **Services, Streets, and Parks & Recreation**, along with emerging governance and infrastructure concerns. No formal committee agenda items were scheduled; discussion was driven by updates and active issues.

Key Discussion Areas & Outcomes

1. Services – Community Cleanup Initiative

- **Topic:** Planning a lake/community cleanup with dumpster support.
- **Plan:**
 - Coordinate with vendor (Local Waste) for dumpster delivery.
 - Proposed **May 2 (primary)** and **May 9 (rain date)**.
 - Consider keeping dumpster up to two weeks depending on vendor availability.
- **Enhancements Discussed:**
 - Community engagement (food, drinks, incentives).
 - Clear guidelines on acceptable waste (e.g., no treated lumber).
- **Action Items:**
 - Confirm vendor availability and rules.
 - Publicize event once confirmed.

2. Services – Waste Collection Contracts

- Trash bid documents finalized and will be distributed to **4 vendors**.
- Leaf collection contract:
 - Currently under discussion; preference for **multi-year (2–3 year)** agreement for budget stability.

3. Streets – Infrastructure & Emergency Repair Concerns

A. Increasing Emergency Repair Costs

- Multiple recent incidents where residents initiated emergency repairs (e.g., sewer/plumbing issues) resulting in **high-cost invoices to the Village** (example: ~\$16,000).
- Concerns:
 - Lack of oversight and verification.

- Potential contractor overcharging.
- No requirement for multiple estimates.

B. Permit & Oversight Gaps

- Current gap: **No permit required for certain external plumbing work** unless it impacts right-of-way.
- Incident highlighted:
 - Contractor hit a **gas line**, causing road closure and safety risk.
 - No prior notification or permit.

Consensus / Direction:

- Develop a **formal emergency repair policy**, including:
 - Clear definition of “emergency.”
 - Required **notification to the Village**.
 - Possibly **mandatory multiple estimates**.
 - Exploration of **street opening permits** and deposits.
- Benchmark against other municipalities (e.g., Westerville).

Action Items:

- Research best practices and draft policy.
- Consult legal counsel.
- Improve resident communication on reporting procedures.

4. Streets – Ongoing Projects

A. Minerva Lake Road Project

- Retaining wall construction pending.
- Resident complaints about **lawn damage (grading/grass quality)**.
- Contractor (Strawser) unresponsive regarding restoration concerns.

Next Steps:

- Continue outreach to contractor.
- Consider Village intervention (reseeding) if unresolved.

B. Tree Management

- Multiple fallen/damaged trees from storms.
- Some removals complicated by **utility lines**.
- Additional estimates being obtained.

Strategic Consideration:

- Evaluate broader tree removal/maintenance while contractors are onsite.

5. Parks & Recreation – Pool Operations

Membership

- Current: **97 members** (target ~200+; typical ~250).
- Discount promotion active through end of April.

Maintenance & Readiness

- Pool preparation underway.
- Target fill date: **by May 14** (for certification).
- Weather dependency noted.

Events Approved

1. Resident Preview Day

- **Date:** May 16
- **Time:** 12:00–4:00 PM
- **Details:** Free entry for residents (ID required)

2. Memorial Day Event

- **Date:** May 25
- **Time:** 12:30–2:30 PM
- **Details:** Hot dogs (donation-based), community event

Operational Notes

- Food must be donation-based (not sold).
- Staffing/logistics need coordination.

6. Parks & Recreation – Pool Aesthetic Proposal

- Proposal to paint “America 250” mural.
- Concerns:
 - **Safety (visibility in water)** if dark colors used.
 - Maintenance and longevity.
- **Outcome:**
 - Tentative agreement:
 - Proceed only with **non-dark design (e.g., “250” only)**.
 - Final approval pending design adjustments.

7. Governance – Solicitor Permit Reform

- Current system:
 - Fixed expiration dates (inefficient).
 - Requires Social Security numbers (privacy concern).

Proposed Changes:

- Shift to **time-based permits** (6 months / 1 year).
- Remove Social Security number requirement.
- Potential fee restructuring (e.g., higher for longer permits).

Considerations:

- Must align with legal constraints (fees tied to administrative cost, not deterrence).
- Compare with neighboring municipalities.

Action Items:

- Draft revised ordinance and fee structure.

- Present for future approval.

Key Themes & Strategic Takeaways

- **Need for stronger procedural controls** around emergency infrastructure repairs.
- **Increased contractor oversight** and accountability.
- Continued focus on **community engagement initiatives** (cleanup, pool events).
- Importance of **clear communication with residents** to prevent costly misunderstandings.
- Ongoing effort to **modernize administrative processes** (permits, contracts).

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

April 23, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Pinter, Paessun, Martin, Koss, Grant, Camara
ALSO IN ATTENDANCE: Mayor Southard, Chief Delp, Fiscal Officer Wilcheck,
Planner Fischer

Pledge of Allegiance

Minutes

MOTION TO APPROVE 4.9.26 Committee as a Whole Minutes

Motion made by Camara, Seconded by Koss.

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

MOTION TO APPROVE 4.9.26 Council Meeting Minutes

Citizen Comments

Tony Benedetti of Berry Lane Court noted that maintenance of the drain for the South Lake is supposed to be done yearly. He also shared that he believes that the pool walls and floor wall can be repaired and that only the pumps/filtering system need to be replaced.

Legislation

ORDINANCE 2026-04 Concession Discounts

AN ORDINANCE REVISING EXHIBIT A OF ORDINANCE 14-2024: SETTING POLICY FOR PRICING OF CONCESSIONS, SPECIAL EVENT ADMISSIONS, AND OTHER ITEMS SOLD AT THE MINERVA PARK POOL AND DECLARING AN EMERGENCY (2nd Reading)

MOTION TO SUSPEND THE RULES REQUIRING THREE READINGS FOR
ORDINANCE 2026-06

MOTION TO APPROVE ORDINANCE 2026-06 Supplemental Appropriations

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)

Motion made by Grant, Seconded by Pinter.

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

RESOLUTION 2026-06 Fee Schedule

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE, AND TO DECLARE AN EMERGENCY (2nd reading)

RESOLUTION 2026-07 North Lake Court Waterline

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE NORTH LAKE COURT WATERLINE IMPROVEMENTS AND DECLARING IT AN EMERGENCY (1st reading - intent to pass as an emergency on the 3rd reading)

MOTION TO SUSPEND THE RULES REQUIRING THREE READINGS FOR RESOLUTION 2026-08**MOTION TO APPROVE** RESOLUTION 2026-08 Payment for Legal Work

A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO PAY FBT GIBBONS FOR LEGAL WORK COMPLETED AND DECLARING AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Camara.

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

Old Business

Discussion held regarding rental of the Community Room. Processing of refunds in different month than the payment has become an accounting problem. Staff to investigate possible options; discussion to continue in May Work Session

New Business

Brief discussion held re down tree on MLR-staff seeking 3 estimates for removal; Finance Committee to meet 5/19 @ 8:00 AM; Chief Delp reports that drivers may cross the new double yellow at the east end of MLR to go around parked cars/bicycles/etc., and to enter driveways; Lake Clean-up 2026 will be Saturday 5/2 from 9-noon with rain date of 5/9. Council President Camara reminded Council NOT to "reply all" to emails or to engage in discussion with other Council members over social media. Staff will reach out to Brandstetter-Carroll for availability on 5/7 to review final plans for the pool house-work session has been set for 6 to accommodate the possibility.

Adjourn

Motion to adjourn made by Camara, Seconded by Koss.

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

Meeting adjourned at 8:16 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Village Council Work Session – May 7, 2026

In attendance: Council members Grant, Pinter, Koss, Martin, Paessun, and Camara
 Also in attendance: Mayor Southard, Attorney Joe Bachelor, Planner Fischer,
 Representatives of Brandstetter-Carroll

Primary Topics:

1. Pool Facility / Concession & Restroom Building Design Review
2. Budget & Scope Reduction Discussion
3. Administrative and Ordinance Updates
4. Noise, Parking, and Community Ordinance Policy Review

1. Pool Facility Project Review

Project Status

Brandstetter-Carroll presented updated construction drawings and design refinements for the proposed pool support facility, including:

- Restrooms
- Concession stand
- Guard/check-in areas
- Storage
- Mechanical space
- Breezeway entrance

The architects stated the project is currently:

- In construction document development
- Under internal quality-control review
- Being prepared for:
 - permit submission,
 - bidding,
 - and potential fall 2026 construction start

Proposed Timeline

To maintain the goal of construction immediately after swim season:

- Bids should ideally be issued by end of June
- Bid review and contractor selection in July
- Construction awards in August
- Construction start after Labor Day / pool closure

Architects estimated construction duration at approximately:

- September through late spring

2. Facility Design Overview

Building Size

- Approximately **2,400 square feet**

Architectural Features

- Mid-century modern appearance
- Dual mono-slope rooflines
- Concrete masonry unit (CMU) construction
- Clerestory translucent polycarbonate windows
- Open interior ceilings for airflow and natural light

Functional Areas

Pool Entry / Check-In

- Central breezeway entrance from parking lot
- Guard/check-in station
- Office access

Concession Area

Includes:

- Concession counter
- Storage room
- Ice maker
- Freezer/cooler
- Three-compartment sink
- Handwashing sink
- Stainless prep table

Restroom Facilities

Current plan includes:

- Two multi-stall restrooms
- Three private/family restrooms
- Two shower-equipped family restrooms
- Janitorial and mechanical spaces

3. Budget Concerns & Cost Discussion

Estimated Construction Cost

Architects reported:

- Current estimated construction cost: **~\$900,000**
- Recommended contingency: approximately **\$50,000**
- Total projected exposure: nearly **\$950,000+**
- Professional fees already incurred were NOT included

Original Working Budget

Council referenced:

- Original target budget: approximately **\$600,000**

Cost Per Square Foot

Estimated range discussed:

- \$300–\$375 per square foot

Council expressed substantial concern that:

- Actual bids may exceed estimates
- Previous village projects significantly exceeded projected pricing

Several members noted prior examples where:

- Municipal projects came in hundreds of thousands above estimates

4. Scope Reduction Discussions

Council spent extensive time discussing ways to reduce project costs while preserving functionality.

Major Cost Reduction Concepts Discussed

A. Reduce Building Square Footage

Council repeatedly emphasized:

“Nothing else matters if we don’t reduce square footage.”

Potential target:

- Reduce from 2,400 sq. ft. closer to:
 - 1,600–2,000 sq. ft.

B. Eliminate or Reduce Family Restrooms

Potential changes:

- Remove exterior family restroom blocks
- Consolidate showers into larger ADA stalls
- Maintain code-required restroom counts while reducing footprint

Discussion included:

- ADA accessibility
- Adult changing accommodations
- Pool capacity requirements

C. Shrink Concession Area

Concerns raised that:

- Current concession footprint may be significantly oversized
- Existing concession operations function in a much smaller space

Ideas included:

- Galley-style concession layout
- Shared/flexible office-concession space
- Reduced storage
- Rough-in utilities now for future expansion later

D. Reduce Breezeway Width

Discussion centered on:

- Whether current 12-foot breezeway is oversized
- Possible reduction to:
 - 8–10 feet

Council physically measured and debated stroller/wheelchair circulation requirements.

E. Material Simplification

Potential savings discussed:

- Eliminate glazed decorative block
- Use standard painted CMU
- Reduce accent materials and architectural treatments

However, architects noted:

- Material substitutions alone would not achieve needed savings

F. Alternate Bid Packages

Architects proposed creating alternates for:

- Concession fit-out equipment
- Decorative materials
- Counters/cabinetry
- Other non-essential finishes

This would allow:

- Core shell construction now
- Deferred interior upgrades later if bids exceed budget

5. Concession Operations Discussion

Council discussed long-term philosophy regarding concessions:

- Revenue generation vs. resident amenity
- Whether a full concession operation remains necessary
- Possibility of simplified service or vending-only approaches

Important operational considerations included:

- Health department requirements
- Three-compartment sink requirements
- Licensing limitations
- Ability to prepare/sell hot food

Staff noted:

- Removing food-service infrastructure now could create expensive retrofits later

8. Grant Compliance Concerns

Council discussed the importance of:

- Maintaining alignment with the original grant application

Specifically:

- The facility must remain a functional pool/concession support structure
- It cannot evolve into a generic shelter/pavilion inconsistent with grant intent

7. Additional Administrative Updates

Tree Removal

Administration reported:

- Additional dead cottonwood tree identified
- Updated estimates requested
- Davey Tree expected to perform work
- Property owner agreements already signed

Solicitor Permit Ordinance Update

Administration proposed:

- Six-month solicitor permit: **\$60**
- One-year permit: **\$100**

Additional revisions:

- Simplify expiration dates
- Remove Social Security number collection

Council generally supported preparing legislation for future approval.

8. Noise Ordinance Review

Village legal counsel presented:

- Existing noise ordinance framework
- Comparisons with nearby municipalities

Current Ordinance

Noise violations currently exist when:

- Sound is audible beyond 50 feet from property line, OR
- Noise exceeds 85 decibels

Attorney emphasized:

The “or” language provides enforcement flexibility.

Topics Discussed

- Motorcycle and recreational vehicle noise
- Commercial noise concerns
- Lawn equipment

- Leaf blowers
- Long-duration nuisance noise
- Electric vs. gas-powered equipment trends
- Event and entertainment exemptions

Council generally favored:

- Keeping ordinances relatively simple and enforceable

9. Public Records & Police Body Camera Requests

Discussion included:

- Potential fees for body-camera footage requests
- Costs associated with redaction and staff time
- Concerns over excessive or frivolous public records requests

Council directed further discussion with:

- Police Chief
- Village Solicitor

10. Street Parking Ordinance Discussion

Legal counsel began reviewing:

- Existing parking restrictions
- Benchmarking from other communities

Topics included:

- Parking near stop signs
- Parking on wrong side of streets
- Cul-de-sac visibility concerns
- Commercial vehicle parking

Discussion remained preliminary and policy-oriented.

Motion to enter executive session under ORC 122.22(G)(1) to discuss compensation of a public employee made by Council President Camara; 2nd by Councilperson Paessun. Motion approved with unanimous “aye” vote.

Key Themes & Takeaways

Strong Budget Concern

Council appeared unified that:

- The project in its current form exceeds acceptable budget expectations

Priority on Reducing Size

Most members agreed:

- Meaningful savings require reducing square footage
- Minor “nickel-and-dime” changes alone will not solve the budget gap

Maintain Functionality

Despite reductions, council generally wants to preserve:

- ADA accessibility
- Modern appearance
- Basic concession functionality
- Family usability

Need for Rapid Revision

Council requested:

- Revised concepts and reductions before end of May
 - Updated pricing scenarios
 - Alternate options to help guide decisions before bidding deadlines
-

Action Items

Brandstetter-Carroll

- Revise design concepts with reduced square footage
- Explore restroom consolidation
- Reconfigure concession layouts
- Provide alternate material/construction options
- Return updated estimates before end of May

Administration

- Continue tree removal coordination
- Prepare solicitor permit ordinance revisions
- Coordinate discussions regarding body-camera request fees

Council / Legal

- Continue ordinance discussions regarding:
 - Noise, Parking, Commercial vehicle regulation, rec. vehicle concerns

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Tuesday, May 12, 2026

TO: Mayor, Council

FR: Chief Matt Delp

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

Madame Mayor and Members of Council,

The police department has successfully completed its annual firearms qualification program. All officers achieved qualification with their duty handguns, as well as any additional authorized firearms, including rifles and shotguns. I am pleased to report that every officer who participated met or exceeded the required standards.

I would also like to highlight Minerva Park's involvement in "Operation Unity," which took place on May 5th. While this event falls just outside the reporting period for April, the outcomes were significant enough to merit early mention. Operation Unity was a coordinated, 12-hour enforcement initiative involving multiple law enforcement agencies, focused on the Cleveland Ave corridor from Oakland Park to State Route 161, and spanning from Karl Rd. on the west to Sunbury Rd. on the east. The results of this collaborative effort were truly remarkable.

Operation Unity #2	
	Totals
Traffic Stops	218
Traffic Citations	129
Traffic Warnings	93
Seatbelt Citations	15
Seatbelt Citations Warnings	4
Distracted Driving Cites	21
Felony Arrest (including warrant)	2
Mids. Arrests (including warrant)	19
No Ops	26
Illegal Guns Seized	0

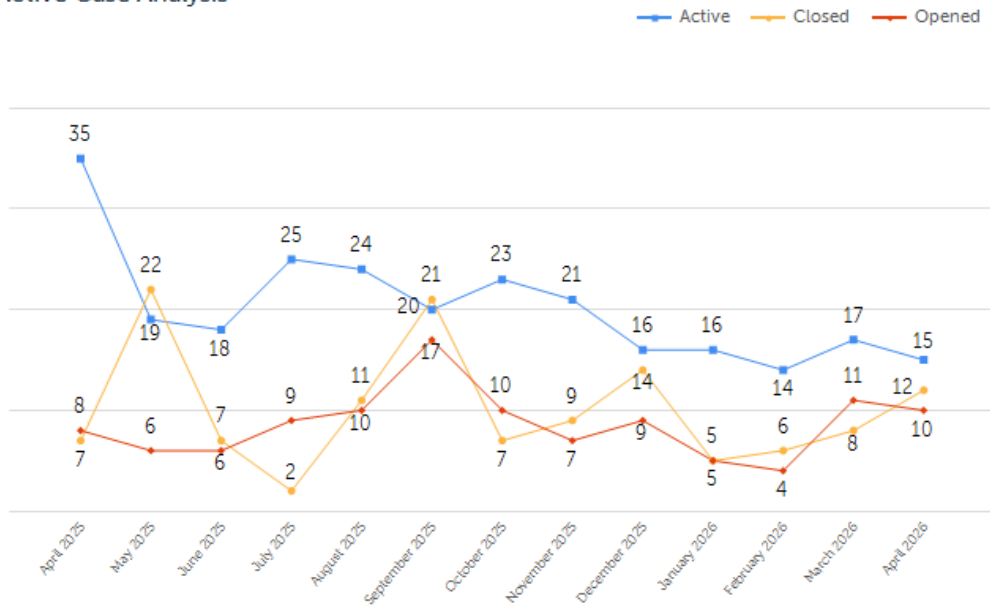
	Totals
Stolen Vehicles Recovered	1
Impounded Vehicles- Other Cars, Trucks, Boats, Etc.	13
Juvenile Arrests	0
# of Citizens Contacted Directly for Crime Prevention	6
Cocaine Seized (grams)	2
Fentanyl Seized (grams)	1
Marijuana Seized (grams)	2
Drug Paraphernalia Seized	3
Wagon 48 Prisoner Transports	5

Although inclement weather necessitated an early conclusion to the operation at 7:00 pm, rather than the originally scheduled 12 hours, the team adapted effectively. The operation was still regarded as a success, despite the reduced timeframe.

The following pages contain the vital statistics for police activity.

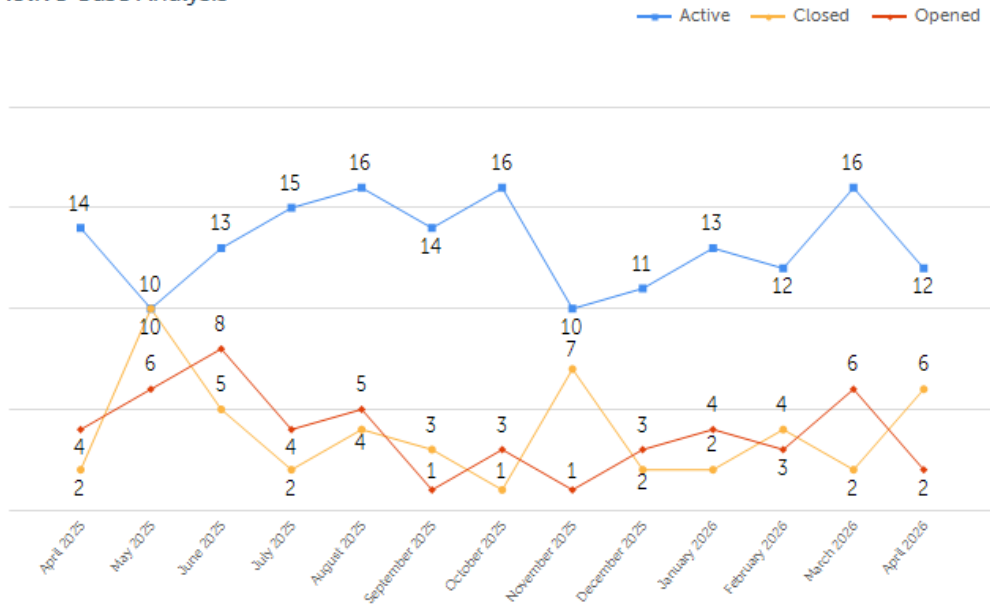
	APR 2026	Previous Year	Difference
Traffic Stops	78	92	-14
Citations Issued	35	30	5
Police Reports	10	8	2
Active Cases	15	35	-20
Calls for Service	320	299	21

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



For reports taken between 4/1/2026 and 4/30/2026 for all case types

Case Subtype	Cases	%
Assault	1	8.33 %
Complaint	5	41.67 %
Larceny/Theft	2	16.67 %
Person in Jeopardy	1	8.33 %
Traffic Stop	2	16.67 %
Unspecified Call	1	8.33 %
Total	12	100.00 %

4/30/2025 - 4/30/2026				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	7	5	12	0
Breaking and Entering	0	0	0	0
Burglary	1	0	1	0
Complaint	7	43	45	5
Counterfeiting/Forgery	0	0	0	0
Destruction/Damage/Vandalism	1	3	4	0
DOA - Unknown	0	1	1	0
DOA-Suicide	0	0	0	0
Domestic Violence	2	7	9	0
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	7	22	22	7
Menacing	1	0	1	0
Miscellaneous	0	2	1	1
Motor Vehicle Theft	3	2	5	0
Person in Jeopardy	0	3	3	0
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	0	7	7	0
Property in Jeopardy	0	0	0	0
Protection Order	1	0	1	0
Rape	0	1	1	0
Request for Assistance	1	1	2	0
Robbery	1	0	1	0
Sexual Assault	0	2	1	1
Shooting	0	0	0	0
Traffic Stop	0	0	0	0
Unspecified Call	1	5	6	0
Warrant	2	0	1	1
Total	35	104	124	15

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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	May 14, 2026		
Copies to	File		

Task Order No. 30: Maintenance Building

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

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

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

Task Order No. 39: Kilbourne Run Erosion Mitigation

- We submitted the technical memorandum (TM) based on the alternatives meeting on 04/15. We anticipate officially closing this task order in May.

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

- Detailed design for this project is currently on hold pending coordination with the swim club design professional so that utility improvements – specifically sanitary sewer and storm sewer – can be coordinated with the Valley Road project to meet the needs of the improved facility.

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

- We revised the delivery schedule per Village request to release this project for bidding in 2026.
- We continued detailed design and coordinating with the utility providers.

Permit Report - APRIL 2026

Record Count : 11

Permit Type	Status	Date of Application	Local Permit No.	Property Address
ACCESSORY STRUCTURE (1)	Approved	04/22/2026	PIP-09-2026	2758 WILDWOOD RD
DECK/PATIO (1)	Approved	04/22/2026	PIP-08-2026	3272 MINERVA LAKE RD
DOOR REPLACEMENT (1)	Approved	04/23/2026	PIP-10-2026	2925 KERRWOOD DR
DRIVEWAY (1)	Approved	04/13/2026	DSP-02-2026	5444 CLEVELAND AV
PLUMBING (1)	Approved	04/27/2026	P-05-2026	2750 MAPLEWOOD DR
RIGHT OF WAY (3)	Approved	04/01/2026	ROW-04-2026	2587 BRIAR ROSE AV
	Approved	04/20/2026	ROW-06-2026	2529 WILDWOOD RD
	Approved	04/20/2026	ROW-05-2026	2508 MINERVA LAKE RD
ROOF REPLACEMENT (1)	Approved	04/15/2026	PIP-07-2026	3094 QUIET BROOK VALE
WINDOW REPLACEMENT (2)	Approved	04/10/2026	PIP-06-2026	2636 WOODLEY RD
	Approved	04/28/2026	PIP-12-2026	5299 ELMHURST AV

Violation Report - APRIL 2026

Record Count : 24

Violation Date	Date Resolved	Subject	Courtesy Mode/Mail/By
04/27/2026		HIGH GRASS	POSTED
04/29/2026		PARKING LOT DISREPAIR	MAILED
04/28/2026	04/29/2026	CMV IN DRIVEWAY	POSTED
04/27/2026	04/29/2026	HIGH GRASS	MAILED
04/27/2026		HIGH GRASS	POSTED
04/27/2026	04/29/2026	HIGH GRASS	POSTED
04/27/2026		HIGH GRASS	POSTED
04/27/2026	04/28/2026	HIGH GRASS	POSTED
04/27/2026		HIGH GRASS	POSTED
04/27/2026		HIGH GRASS	POSTED
04/27/2026	04/29/2026	HIGH GRASS	POSTED
04/28/2026		HIGH GRASS	MAILED
04/22/2026	04/27/2026	HIGH GRASS	POSTED
04/22/2026		TRASH CANS	POSTED
04/22/2026	04/27/2026	TRASH	POSTED
04/22/2026	04/27/2026	HIGH GRASS	POSTED
04/22/2026	04/27/2026	HIGH GRASS	POSTED
04/22/2026	04/28/2026	HIGH GRASS	POSTED
04/22/2026	04/27/2026	TRASH	POSTED
04/21/2026		FENCE	MAILED
04/21/2026		BROKEN MAILBOX	MAILED
04/13/2026	04/14/2026	HIGH GRASS	POSTED
03/31/2026		DUMPSTER SCREENING	MAILED
03/25/2026	04/13/2026	DUMPING IN RESERVE	MAILED

AN ORDINANCE REVISING EXHIBIT A OF ORDINANCE 14-2024: SETTING POLICY FOR PRICING OF CONCESSIONS, SPECIAL EVENT ADMISSIONS, AND OTHER ITEMS SOLD AT THE MINERVA PARK POOL AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park operates the Minerva Park Pool with a concession stand; and

WHEREAS, the Village Council desires to establish a policy for pricing of concessions, special event admissions, and other items sold at the Minerva Park Pool.

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

Section 1: Pricing for concessions, special event admission, and other items sold at the Minerva Park Pool shall be set by the administration in a manner to cover expenses and shall be approved by the Mayor.

Section 2: Discounts must be specified and approved by Council prior to being offered as listed in Exhibit A.

Section 3: It is hereby found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that any and all deliberations of this Council and any of its committees that resulted in such a 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: Exhibit A will be revised to only include an employee discount often per cent (10%) a fifty per cent (50%) discount at the end of pool season for the concession stand.

Section 4: Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park such that the policy can be put in place immediately for the 2026 pool season. As such, this Ordinance shall take effect immediately upon passage.

First Reading: April 9, 2026
Second Reading: April 23, 2026
Third Reading: May 14, 2026
Passed: May 14, 2026

Tiffany Southard, Mayor

ATTESTS

APPROVED AS TO FORM

Jeffrey Wilchek, Fiscal Officer

Jesse Shamp, Solicitor

ORDINANCE 2026-04 POOL PRICING EXHIBIT - A

Discount Name	location	options	amount
Employee Discount	Concessions		10%
All Products	All	End of Season	50%

ORDINANCE 2026-07

AN ORDINANCE AMENDING ORDINANCE 03-2008 AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park approved Ordinance 03-2008 regulating Solicitors and Peddlers in the Village, and

WHEREAS, the Village now wishes to revise Ordinance 03-2008 to remove certain requirements as adopted by Ordinance 03-2008.

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

Section 1. Ordinance 03-2008 shall remain in full effect except for the following amendments which are reflected in the attached **Exhibit A** which is incorporated herein:

- The requirement for provision of a social security number on an application is hereby removed;
- The application for a permit shall include a requirement to select a term for the permit of either six months or one year

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 Ordinance to allow for correct processing of fees from applicants. WHEREFORE, this Ordinance shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

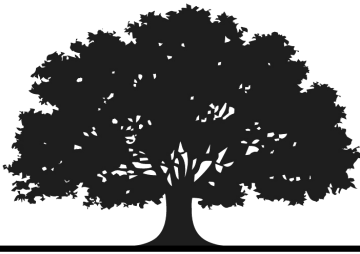
First Reading: May 14, 2026
Second Reading: Waived
Third Reading: Waived
Passed: May 14, 2026

ATTEST:

APPROVED AS TO FORM:

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Village Solicitor



PEDDLERS & SOLICITORS

Registration

Village of Minerva Park

Organization Information

Name of Organization	Address
Phone #	Website (If applicable)

Applicant

Name	Address		
DOB	Driver's License #	Phone #	
Supervisor	Supervisor Phone #		

Vehicle Information

Vehicle Owner	Make & Model	☐ Insurance
Color	State	License Plate #

I attest that the information contained in this application is true and correct. Any violation of Chapter 860 of the Village of Minerva Park Codified Ordinances will result in revocation of this permit. I authorize the Village and/or its agents to conduct a background investigation and forever waive my liability from Minerva Park and/or its agents regarding such investigations.

Signature

Date

DEPARTMENT USE ONLY

☐ Approved ☐ Disapproved because:	Expiration Date ☐ JUNE 30 ☐ DECEMBER 31	
Authorizing Agent	Date Approved	Permit No:

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

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

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

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

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

Section 1. Purpose and Construction.

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

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

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

Section 2. Information Requested for Council Review.

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

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

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

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

Section 4. Council Consideration.

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

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

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

Section 5. Probationary Period.

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

Section 6. Effective Date.

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

First Reading: May 14, 2026
 Second Reading: May 28, 2026
 Third Reading: June 11, 2026
 Passed: June 11, 2026

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

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

RESOLUTION 2026-06

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

WHEREAS, the Village also repeals Resolution 2023-10 which tied fee increases to an annual rate of inflation; 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.

Tiffany Southard, Mayor

First Reading: April 9, 2026
 Second Reading: April 23, 2026
 Third Reading: May 14, 2026
 Passed: May 14, 2026

ATTEST:

APPROVED AS TO FORM:

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

VILLAGE OF MINERVA PARK FEE SCHEDULE		REV 5/2026
RESIDENTIAL		
SINGLE FAMILY RESIDENTIAL	\$450	\$350/UNIT ADDTL.
MULTI-FAMILY RESIDENTIAL	\$1,000	
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	\$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)	\$350	
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 months	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.
		OR \$50 PER PARTIAL ACRE/FULL ACRE SUBDIV.
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	\$10,326	
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/FEES NOT PAID AFTER THIRTY (30) DAYS		
RETURNED ITEM/INSUFFICIENT CHECK	\$50	OR ACTUAL COST
STOP PAYMENT REQUEST/LOST CHECK	\$50	OR ACTUAL COST
UNSCHEDULED FEES		
FEES MAY BE DETERMINED BY THE MAYOR FOR ITEMS NOT SPECIFIED IN THIS FEE SCHEDULE		
AND MAY RANGE FROM \$10 - \$500		
*SPECIAL PROJECTS FEES		
SPECIAL PROJECTS THAT INVOLVE THE VILLAGE ROV 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		

RESOLUTION 2026-07

Item # 19.

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

WHEREAS, there presently exists a need to replace the waterline on North Lake Court including the intersection of North Lake Court, East Shore Drive and Kerrwood Drive; and

WHEREAS, the Village has been notified of several water leaks over the last few years; and

WHEREAS, the engineering work has been authorized; and

WHEREAS, bids need to be advertised in June, contract awarded in August with construction to begin in September for an estimated completion of December 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.

Section 3. The mayor shall report the engineer's recommendation for the award of a contract.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 5. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the need to immediately begin the bid process and contract award for the project. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: April 23, 2026
Second Reading: May 14, 2026
Third Reading: May 28, 2026
Passed: May 28, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-09

Item # 21.

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE MINERVA PARK TAX INCREMENT FINANCING TAX EQUIVALENT FUND AND TO DECLARE AN EMERGENCY

WHEREAS, the Village of Minerva Park (the Village) needs to provide resources in order to meet debt service requirements on the Village of Minerva Park, Ohio Tax Increment Financing (TIF) Revenue Bonds, Series 2022; and,

WHEREAS, the Village anticipates final property tax settlement from the Franklin County Auditor in June 2026, which will provide the PILOT payments collected for the debt service payment.

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

- Section 1.** The Fiscal Officer is authorized to advance \$133,400 from the General Fund to the Minerva Park Tax Increment Financing Tax Equivalent Fund (2901).
- Section 2.** The Minerva Park Tax Increment Financing Tax Equivalent Fund shall repay the advance to the General Fund upon receipt of the first half property tax settlement from the Franklin County Auditor.
- 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 the scheduled June 1, interest payment and avoid default on the revenue bonds,” wherefore, this resolution shall take effect and be in force from and after its passage.

First Reading: May 14, 2026
Second Reading: Waived
Third Reading: Waived
Passed: May 14, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Solicitor

**A RESOLUTION REQUESTING THE COUNTY TREASURER TO PROVIDE
AN ADVANCE OF PAYMENTS IN LIEU OF TAXES FROM RESIDENTIAL
TAX INCREMENT FINANCING INCENTIVE DISTRICT TO THE VILLAGE
AS THEY BECOME AVAILABLE DURING 2026 AND TO DECLARE AN
EMERGENCY**

WHEREAS, pursuant to Section 321.34 of the Ohio Revised Code, the Village of Minerva Park requests the Franklin County Auditor provide an advance of payments in lieu of taxes (PILOT) from residential tax increment financing incentive district as they become available for distribution; and

WHEREAS, the Franklin County Auditor's Office has made it possible for Advances of PILOT payments to be distributed via electronic transfer effective from the date of this resolution thru December 31, 2026.

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

Section 1. The Village of Minerva Park Fiscal Office is hereby directed by the Village Council to request an advance of PILOT payments from the residential tax increment financing incentive district as they become available during 2026.

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

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

Tiffany Southard, Mayor

First Reading: May 14, 2026
Second Reading: Waived
Third Reading: Waived
Passed: May 14, 2026

ATTEST APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor