



Village Council Regular Meeting

April 24, 2025 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** 4.2.25 Committee as a Whole Minutes
- 2. MOTION TO APPROVE** 4.10.25 Council Meeting Minutes

Village Committee Reports

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

Citizen Comments

Legislation

- 6. ORDINANCE 2025-07** Amending Lot Width

AN ORDINANCE AMENDING SECTION 1246.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK (2nd reading)

- 7. ORDINANCE 2025-09** Council Salary Increase

AN ORDINANCE TO INCREASE THE SALARY OF THE COUNCIL MEMBERS OF THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, STATE OF OHIO (1st reading)

- 8. RESOLUTION 2025-09** Transfer of Funds

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS (2nd reading-intent to pass as an emergency upon 3rd reading)

Old Business

New Business

Adjourn



Committee as a Whole

April 10, 2025 at 6:30 PM
2829 Minerva Lake Rd.

Minutes

Item # 1.

Present:

Councilpersons Martin, McNamara, Paessun, Grant, & Camara
Mayor Tiffany Southard, Fiscal Officer Wilcheck, Police Chief Delp

FINANCE COMMITTEE: 00:01:06 of Audio Recording

- March financial report has been sent out
- Tax revenue: property up slightly, TIF not as good as last year-recent reassessments and levies have changed this; income tax up 6%
- Grants received: \$345K for pool buildings, \$1Million Grant \$100k loan for Minerva Lake Rd. Project
- Legislation review: ORD 2025-08 is a supplemental appropriation for the purchase of the desired radar signs; RES 2025-9 transfers funds for upcoming projects; RES 2025-10 is to certify the levy renewal to the board of elections;
- Councilperson Grant asked about payment for recent sewer work on Alder Vista; fiscal will work with staff regarding this
- Discussion held regarding Council Salary: would only effect those taking office in Jan. 2026 going forward. Fiscal recommends 350/month for Council and \$400/month for Council President, and will prepare legislation reflecting this for Council approval.

SAFETY COMMITTEE: 00:15:54

- Councilpersons Paessun and Grant met with Chief Delp to discuss radar speed signs; recommendation is to purchase 2 mobile signs along with accessories and software.

LEGISLATION COMMITTEE: 00:23:07

- Review of upcoming legislation regarding Lot Widths, Supplemental Appropriations, Transferring of Funds, and Certifying a Renewal Tax Levy

OTHER ITEMS: 00:24:08

- Mayor Southard reports that the chipping crosswalk will be reviewed by the contractor; potholes are to be filled as soon as weather permits; Jet's Pizza approached the Village about selling Pizza at the pool-staff will review permitting requirements.
- Councilperson asked about the beds

Meeting adjourned at 7:04 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

April 10, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Camara, McNamara, Martin, Paessun, Grant

ABSENT: Councilperson Koss

ALSO IN ATTENDANCE: Mayor Southard, Chief Delp, Planner Fischer, Fiscal Officer Wilcheck

Motion to approve above absence made by Paessun, Seconded by Martin.

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

Pledge of Allegiance

Minutes

- 1. MOTION TO APPROVE 3/27/25 Committee as a Whole Minutes**
Motion made by Council President Camara, Seconded by Paessun.
Voting Yea: Council President Camara, McNamara, Martin, Paessun, Grant
- 2. MOTION TO APPROVE 3/27/25 Council Meeting Minutes**
Motion made by Paessun, Seconded by McNamara.
Voting Yea: Council President Camara, McNamara, Martin, Paessun, Grant
- 3. MOTION TO APPROVE 4/3/25 Council Work Session Minutes**
Motion made by Paessun, Seconded by Council President Camara.
Voting Yea: Council President Camara, McNamara, Martin, Paessun, Grant

Village Official Reports

- 4. Police - Chief Matt Delp**
Report in Packet-nothing to add
- 5. Fiscal Officer - Jeffrey Wilcheck**
March Financial report has been sent; brief update given on tax revenue; brief review of finance legislation on the agenda;
Grants received: \$345,000 for Pool Building Renovations; \$1,000,000 grant and \$100,000 loan received for Minerva Lake Rd. Project
- 6. Engineer - Mike Flickinger**
Report in Packet: updates regarding Minerva Lake Road and Northland Plaza Drive Projects, Maintenance Building, Lakes, and Storm Sewer Project
- 7. Legal - Jesse Shamp-Excused**

8. Village Planning - Eric Fischer

Update on recent plumbing/sewer project on Alder Vista: Homeowner had plumbing repair done-contractor realized issues with Village-owned sewer pipes and did repairs for which homeowner paid. Request to consider reimbursement to homeowner for portion of repair bill that was for Village Sewers. Fiscal will review and report back to Council.

Brief review of zoning legislation on the agenda

9. Zoning Officer - John Canty

Report in Packet

10. Planning & Zoning - Tommy Grant

Met in March to discuss bat houses, disc golf, and to welcome 2 new members; next meeting is 4/16 at Black Sycamore Pond.

11. MPCA - Jason Camara

Met 4/9; upcoming events: 4/26 Spring Fling, 6/7 Arts in the Park, 3 Sip & Dips, 7/26 Family Fun Night; "Starch Madness" was successful-intent to do more events like this; Newsletter deadline 4/23-will include scholarship & graduation announcements; MinervaFlora will be planting recently purchased trees this weekend, and will continue invasive removal on weekends through May; a presentation by Westerville City Schools will be held 4/23 at 6PM in the Municipal Building; request made for large pots to be placed outside of municipal building for children to plant and observe seeds.

Committee as a Whole Report**12. Finance - Tommy Grant**

March Financial report is posted; brief summary given of tax revenues and grants received.

13. Safety - Cathy Paessun

Councilpersons Paessun and Grant met with Chief Delp: radar speed signs were discussed-purchase of 2 mobile radar signs and accompanying accessories/software was approved. Chief Delp has been appointed by Governor Mike DeWine to the Ohio AMBER Alert Advisory Committee.

14. Legislation - David McNamara

Brief review of legislation on the agenda.

Mayor's Report

Admin has been in contact with contractor about potholes-they will be filled as soon as weather permits; Vendor who installed crosswalk striping will be coming out to check on chipping paint; 75 pool memberships as of today.

Citizen Comments – None**Legislation****15. ORDINANCE 2025-07 Lot Width Amendment**

AN ORDINANCE AMENDING SECTION 1246.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK (1st reading)

16. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for
ORDINANCE 2025-08

Motion made by McNamara, Seconded by Grant.

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

17. MOTION TO APPROVE ORDINANCE 2025-08 Supplemental Appropriations
AN ORDINANCE TO 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 McNamara, Seconded by Council President Camara.

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

18. RESOLUTION 2025-09 Transferring of Funds
A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS (1st reading-intent to
pass as an emergency-NO REQUEST TO WAIVE READINGS)

19. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for
RESOLUTION 2025-10

Motion made by McNamara, Seconded by Grant.

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

20. MOTION TO APPROVE RESOLUTION 2025-10

A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR
PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL
FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD
OF ELECTIONS AND TO DECLARE AN EMERGENCY (1st reading-intent to suspend
the rules that require 3 readings and pass as an emergency)

Motion made by McNamara, Seconded by Paessun.

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

Old Business

Council President Camara asked for updates:

- ⊗ Electricity at entrance (Farview & 161)-planner Fischer is working with Westerville Schools to determine next steps
- ⊗ Ivy on Oak Tree-the ivy is not on the Ohio list of noxious weeds-Code Enforcement will work on need to prune the tree

New Business

- ⊗ Creation of a Survey Subcommittee
 - Motion to create Survey Subcommittee made by Council President Camara, Seconded by Grant.
- Voting Yea: Council President Camara, McNamara, Martin, Paessun, Grant

- Chair of Survey Subcommittee
 - Motion to appoint Councilperson Paessun as chair of Survey Subcommittee made by Council President Camara, Seconded by Grant.
Voting Yea: Council President Camara, McNamara, Martin, Paessun, Grant
- Councilperson McNamara was recognized for his 5+ years of service to the Village. He was presented with a certificate and a Tulip Poplar tree which will be planted in the Village.

Adjourn

Motion made by McNamara, Seconded by Council President Camara.

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

Meeting Adjourned at 7:42 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

ORDINANCE 2025-07

AN ORDINANCE AMENDING SECTION 1246.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK.

WHEREAS, the Village of Minerva Park desires to maintain the lot dimensions currently existing in the R-3 Suburban Residential District; and

WHEREAS, in order to effectuate this goal, the Village wishes to extend the lot width necessary for development in the R-3 District; and

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 1246.03(b) of the Codified Ordinances of the Village of Minerva Park are amended as depicted 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: April 10, 2025
 Second Reading: April 24, 2025
 Third Reading: May 8, 2025
 Passed: May 8, 2025

ATTEST

 Jeffrey Wilcheck, Fiscal Officer

 Tiffany Southard, Mayor

APPROVED AS TO FORM

 Jesse Shamp, Solicitor

ORD 2025-07 Exhibit A**1246.03 - Development standards.**

In addition to the provisions of chapter 1272, the following standards for the arrangement and development of land and buildings are required in the R-3 Suburban Residential District.

(a) *Lot area and coverage.*

(1) For each dwelling unit there shall be a lot area of not less than 10,000 square feet. The average net density, exclusive of public rights-of-way, for an area to be platted into single-family lots, shall not exceed three (3) dwelling units per acre.

(2) For all other permitted uses and conditional uses, the lot area shall be adequate to meet the sanitation requirements of the county board of health, but shall not be less than that prescribed for such use.

(3) Only one (1) principal use shall be permitted on a lot, and such lot shall not be covered more than 30 percent by structure.

(b) *Lot width.* For a dwelling there shall be a lot width of 80 feet or more at the front line of the dwelling, and such lot shall have access to and abut on a public right-of-way for a distance of 90 feet or more. For a conditional use the lot width shall be adequate to meet the development standards of the R-3 District.

(c) *Side yards.* For dwellings or associated accessory buildings there shall be a total of side yards of 18 feet or more, with a minimum of eight (8) feet on one (1) side.

(d) *Rear yards.* For main buildings there shall be a rear yard of 25 percent or more of the lot depth, except that a rear yard of more than 50 feet shall not be required.

(e) *Maximum height.* No dwelling structure shall exceed 35 feet in height. The maximum height for other structures shall not exceed a safe height as determined by the planning and zoning commission.

**AN ORDINANCE TO INCREASE THE SALARY OF THE COUNCIL MEMBERS
OF THE VILLAGE OF MINERVA PARK**

WHEREAS, the Council of the Village of Minerva Park desires to increase the salary of the Council Members of Minerva Park given an increase in responsibilities, workload, and hours worked per week due to numerous projects initiated and mandated in the Village of Minerva Park; and

WHEREAS, Council acknowledges that the Ohio Revised Code and Ohio Ethics Commission opinions prohibit in-term pay increases such that this increase shall only take effect upon the election and swearing in of a new term for current or future members.

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

Section 1. The annual salary of the Council Members of the Village of Minerva Park shall be four thousand eight hundred dollars (\$4,800) payable in monthly installments. Annual salary for the President of Council shall be five thousand four hundred dollars (\$5,400) payable in monthly installments.

Section 2. The increase in salary shall become effective for those Council Members whose terms begin January 1, 2026 and thereafter.

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

Section 4. This ordinance shall take effect at the earliest period allowed by law.

First Reading: April 24, 2025
Second Reading: May 8, 2025
Third Reading: May 22, 2025
Passed: May 22, 2025

Tiffany Southard, Mayor

ATTESTS

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-09

Item # 8.

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS

WHEREAS, Section 5705.14, Revised Code, allows for the transfer of funds from the General Fund to any other fund; and,

WHEREAS, the Council of the Village of Minerva Park desire to set aside funds for certain projects within the Village.

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 other funds as identified below:

From	To	Amount
General Fund	Pool Improvements	\$50,000
General Fund	Street Improvements	200,000
General Fund	Storm Sewer Improvements	50,000
General Fund	Comp Absences	10,000
Total		<u>\$310,000</u>

Section 2. The Fiscal Officer shall transfer the funds upon passage of this resolution and the appropriation of the funds.

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 before the expiration of the appropriations provided in Ordinance 37-2022. Therefore, this Ordinance shall take effect and be in force from and immediately after its passage by the Council.

Tiffany Southard, Mayor

First Reading: April 10, 2025
Second Reading: April 24, 2025
Third Reading: May 8, 2025
Passed: May 8, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor