



Village Council Regular Meeting

February 13, 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** 1/23/25 Committee as a Whole Minutes
- [2.](#) **MOTION TO APPROVE** 1/23/25 Council Meeting Minutes
- [3.](#) **MOTION TO APPROVE** 2/6/25 Council Work Session Minutes

Village Official Reports

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

Committee as a Whole Report

12. Finance - Tommy Grant
13. Safety - Cathy Paessun
14. Legislation - David McNamara

Mayor's Report

Citizen Comments

Legislation

- [15.](#) **ORDINANCE 2025-01** Amending P & Z Duties
AN ORDINANCE AMENDING CHAPTER 1202.04(d) OF THE VILLAGE OF MINERVA
PARK CODIFIED ORDINANCES (1st reading)
- [16.](#) **RESOLUTION 2025-04** - TIRC Designees

A RESOLUTION APPOINTING CATHY PAESSUN and BARBARA SUTTON AS THE VILLAGE DESIGNEES FOR THE TAX INCENTIVE REVIEW COUNCIL AND COMMUNITY REINVESTMENT AUTHORITIES (2nd reading)

17. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for RESOLUTION 2025-06

18. **MOTION TO APPROVE** RESOLUTION 2025-06

AN RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO A CONTRACT FOR KENNELING AND AT-HOME CARE OF THE POLICE DOG FOR THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY OHIO AND DELCARING AND EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Old Business

New Business

Adjourn



Committee as a Whole

January 23, 2024 at 7:00 PM

2829 Minerva Lake Rd.

Minutes

Item # 1.

Present:

Councilpersons, Martin, Koss, McNamara, Grant, Camara
Mayor Tiffany Southard, Police Chief Matt Delp, Planner Eric Fischer

AGENDA REVIEW: 00:00:42 of Audio Recording

- ⊗ Quick review of items on legislative agenda

STREETS COMMITTEE: 00:03:46

- ⊗ Water issue on E. Shore Dr-Columbus Fire, Columbus Water, TJ Excavating responded; Columbus water fixed line; TJ will be back to do estimate on hydrant repair
- ⊗ Parking during recent snow-MPPD passed out flyers; signage? Add to speed limit signs? Portable flashing signs for events like this?
- ⊗ Council President Camara asked about camera in Hawthorne parking lot: Chief Delp states this is a product test for a local company-no association with the schools (although permission given)
- ⊗ Council President Camara requested an update on Minerva Lake Rd Project funding: still awaiting updates

SERVICES COMMITTEE: 00:20:19

- ⊗ Food trucks to be back in February; awaiting final confirmations

REC & PARKS COMMITTEE: 00:24:44

- ⊗ Pool memberships available-request admin send flyers to schools
- ⊗ Interviews will be held with possible architects for phase 1 of pool renovation
- ⊗ Landscaper-discussion held and agreement made to contract with 5 seasons. Details of services to be shared with MinervaFlora
- ⊗ Council President Camara inquired about signs at entrances promoting village events; discussion followed

OTHER: 00:40:18

- ⊗ Admin will resubmit documents pertaining to placing liquor option on November ballot to liquor control and BOE-

Meeting adjourned at 7:15 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

January 23, 2025 at 11:56 AM

2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Camara, McNamara, Koss, Martin, Grant ABSENT: Paessun

Motion to excuse Councilperson Paessun made by McNamara, Seconded by Council President Camara.

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

ELECTION OF COUNCIL PRESIDENT 00:00:52 of Video Recording

Motion to nominate Councilperson Camara to serve as President for 2025 made by Martin, Seconded by Grant.

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

MAYOR APPOINTMENT OF MEMBERS TO PLANNING & ZONING COMMISSION

This item has been postponed until 2/13/25

Pledge of Allegiance

Minutes 00:03:31

MOTION TO APPROVE 1.9.25 Committee as a Whole Minutes

Motion made by McNamara, Seconded by Koss.

Voting Yea: McNamara, Koss, Martin, Grant

Voting Abstaining: Council President Camara

MOTION TO APPROVE 1.9.25 Council Meeting Minutes

Motion made by Koss, Seconded by McNamara.

Voting Yea: McNamara, Koss, Martin, Grant

Committee as a Whole Report 00:04:12

5. Streets - Stacey Koss

- Hydrant/Water line issue on E. Shore Dr.: TJ Excavating to be on site Monday for assessment/estimate; Village to research portable signage for events like this
- Still waiting for updates on Minerva Lake Rd. Project
- Parking during Snow Emergency: MPPD posted flyers after 1st snow storm; many less cars in street during 2nd event

6. Services - J.P. Martin

- Food trucks back in February; waiting for confirmation from trucks.

7. Recreation & Parks - Jason Camara

- Pool Memberships are available; admin will reach out to Northland Swim Club and MP Schools with flyers.

- 5 Seasons will be landscaper in 2025; admin will refine specifics of contract and share with MinervaFlora.
- Admin will be interviewing possible architects for phase one of pool facility renovation.

Citizen Comments 00:12:15 None

Legislation 00:12:20

MOTION TO APPROVE RESOLUTION 2024-38 Certifying Tax Renewal

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 (3rd reading)

Motion made by McNamara, Seconded by Council President Camara.

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

RESOLUTION 2025-04 - TIRC Designee

A RESOLUTION APPOINTING CATHY PAESSUN and BARBARA SUTTON AS THE VILLAGE DESIGNEES FOR THE TAX INCENTIVE REVIEW COUNCIL AND COMMUNITY REINVESTMENT AUTHORITIES (1st reading)

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RES. 2025-05

Motion made by McNamara, Seconded by Council President Camara.

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

MOTION TO APPROVE RESOLUTION 2025-05 as an Emergency - Fee Schedule

A MOTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE 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 Council President Camara.

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

Old Business 00:15:11

- Council President asked for an update on the Lake Project; waiting for updates from engineer

New Business 00:15:23 None

Adjourn

Motion made by Council President Camara, Seconded by Koss.

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

Meeting Adjourned at 7:32 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Council Work Session

Item # 3.

February 6, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Present:

Councilpersons Martin, McNamara, Grant, Camara,
Mayor Tiffany Southard, Planner Eric Fischer

DISCUSSION OF PROPOSED VILLAGE SURVEY: 00:00:37 of Audio Recording

- Planner Fischer shared the survey that was done in 2018; Councilperson Paessun developed a draft as well-this was distributed by email
- Some questions will be open ended
- Scale of agreement maybe 1-5 rather than 1-9?
 - Topics to be included: Communications, maintenance, services, pool, infrastructure, police, code enforcement
- Discussion and revision to drafts to continue

DISC GOLF: 00:55:57

- Plan 1 is to place new holes near the established 7 at Minerva France Elementary; Plan 2 is to start near the Basketball Court
- Proposal is for 2 holes/year to be installed
- Discussion held regarding hole placement and next steps

LEGISLATION: 01:10:22

- RES 2025-04 TIRC Representative (2nd reading)
- RES 2025-06 Canine Officer (1st reading-intent to suspend readings and pass as emerg.)

OTHER ITEMS 00:51:11 of Audio Recording

- Councilperson Martin asked that the no parking signs be replaced on Valley Rd.
- Councilperson Martin asked about the leftover wood from the current tree project-
 - Could it be turned into mulch? – no-must be properly prepared
 - Discussion held regarding logs left
 - Mayor Southard added that the only trees being taken are invasive, dead, dying and those too close to the shore of the lake; they are only working on the North shore of the South Lake on Village Property; after this specific project is done, other trees around the lakes will be surveyed
- Maintenance Garage update: Notice of Commencement has been filed with Fr. Co. Recorder; preconstruction meeting tentative for later in February
- Some applicants received for P & Z vacancies; to be discussed further
- Fire Hydrant Update: we have reached out to another company to try to move things along
 - Unable to locate 2; working to getting estimates for others
- Councilperson Grant asked about procedure for revising chapter 12 of code; ordinance can be created for council to approve

Meeting adjourned at 8:28 PM



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Monday, February 3, 2025

TO: Mayor, Council

FR: Chief Matt Delp

RE: **January 2025 Chief's Report**

Madame Mayor and Members of Council,

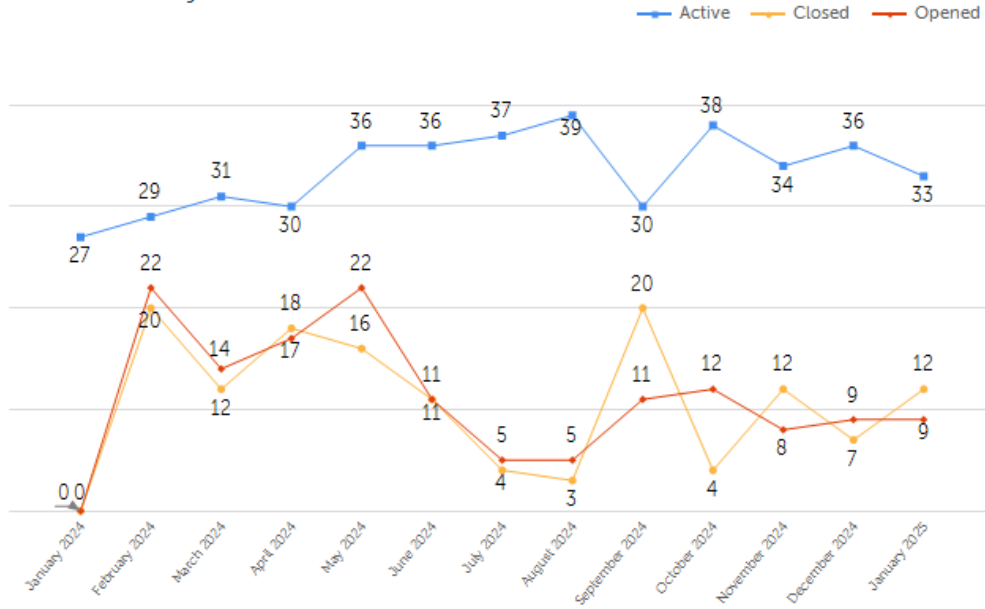
In January, we received the bittersweet news that two of our esteemed officers, Seth Pinney and Peter Ferguson, will be joining the Reynoldsburg Police Department. Their final day with us will be Saturday, February 8th, 2025. We extend our heartfelt wishes for their continued success as they embark on this new chapter in their law enforcement careers.

We recently completed our Ohio Collaborative recertification. This state panel, which established Ohio's first law enforcement standards in 2015, evaluates agencies' compliance with crucial policies and procedures. Our successful recertification demonstrates our continued commitment to meeting and exceeding these standards, strengthening public trust through accountable policing.

The following pages contain the vital statistics for police activity.

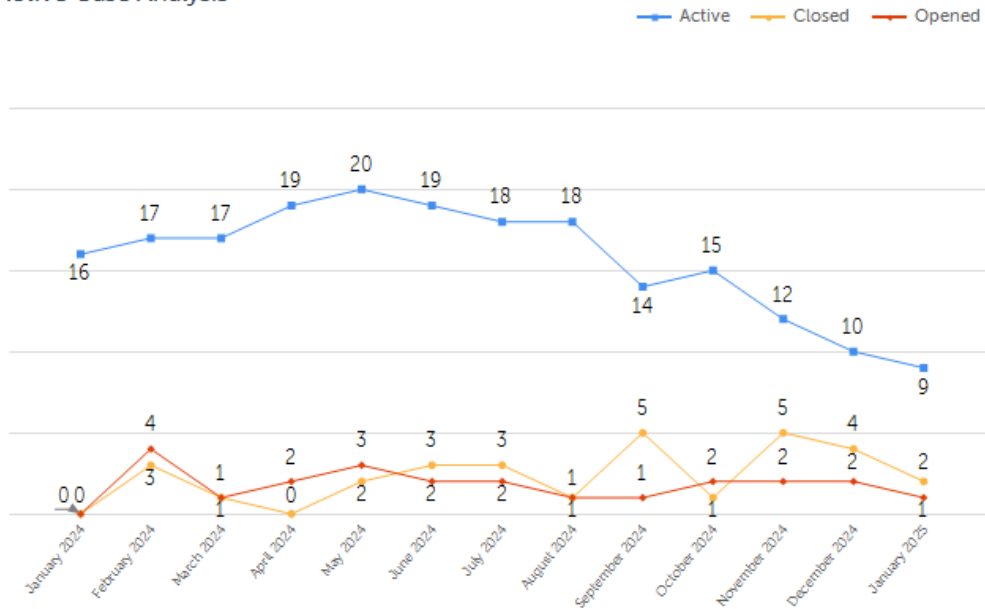
	January 2025	Previous Year	Difference
Traffic Stops	76	47	29
Citations Issued	28	15	13
Police Reports	9	15	-6
Active Cases	33	24	9
Calls for Service	265	274	-9

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



Case Subtype	Cases	%
Assault	1	10.00 %
Complaint	4	40.00 %
Domestic Violence	1	10.00 %
Larceny/Theft	1	10.00 %
Property in Jeopardy	1	10.00 %
Traffic Stop	1	10.00 %
Unspecified Call	1	10.00 %
Total	10	100.00 %

1/31/2024 - 1/31/2025				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	2	26	22	5
Breaking and Entering	0	0	0	0
Burglary	1	5	5	1
Complaint	6	53	49	9
Counterfeiting/Forgery	0	1	1	0
Destruction/Damage/Vandalism	0	2	1	1
DOA - Unknown	0	0	0	0
DOA-Suicide	0	0	0	0
Domestic Violence	2	5	3	4
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	6	18	21	3
Menacing	2	0	2	0
Motor Vehicle Theft	1	4	2	3
Person in Jeopardy	0	3	3	0
Pornography / Obscene Material	0	1	1	0
Property Damage	0	1	1	0
Property Impound	0	4	4	0
Property in Jeopardy	0	3	3	0
Protection Order	1	0	0	1
Rape	0	0	0	0
Request for Assistance	1	0	0	1
Robbery	1	1	1	1
Sexual Assault	0	6	6	0
Shooting	1	1	1	1
Traffic Stop	0	0	0	0
Unspecified Call	2	9	10	1
Warrant	1	4	3	2
Total	27	147	139	33

Two Easton Oval, Suite 500
Columbus, Ohio 43219
United States
T +1.614.888.3100
F +1.614.888.0043
www.jacobs.com

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	February 13, 2025		
Copies to	File		

Task Order No. 28: 2025 Roadway Improvements (Minerva Lake Road)

- With the announcement of MORPC funding for the project, we began revising the documents based on feedback and direction from the October 2024 open house.
- The intent is to bid the project this Spring with the goal of issuing notice to proceed on or about 07/07 since the funds cannot be requested until 07/01 per the pending agreement with MORPC.

Task Order No. 30: Maintenance Building

- The Village and the contractor executed all the necessary documents including the agreement, the Notice of Commencement, and Notice to Proceed.
- We've been coordinating with the contractor on early submittals and final information necessary to submit to the local building department to secure the building permit. We intend to submit to the building department the week of 02/17.
- A preconstruction meeting is tentatively scheduled for 02/28.

Task Order No. 31: Lake Improvements Detailed Design

- We started the work associated with the permitting process, including submitting documentation to the Ohio Department of Natural Resources (ODNR) and the U.S. Fish and Wildlife Service for their review and comment.
- We anticipate continuing coordination with the appropriate permitting agencies in order to have their reviews complete before on or about 07/01.
- We anticipate beginning detailed design work in early March to develop the preliminary drawings necessary for the U.S. Army Corps of Engineer review on or about 07/01.

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

- We started preliminary design work for the project, including conceptual project phasing and maintenance of traffic.
- We developed a scope of work for required surveying services, and assisted the Village in soliciting the surveying professional.

Permit Report -January 2025

Generated by Zoning Code Enforcement Officer on 01/31/2025 03:00 PM

Record Count : 1

Permit Type	Status	Date of Application	Local Permit No.	Property Address
PLUMBING (1)	Approved	01/22/2025	P-01-2025	2639 WILDWOOD RD

Violation Report - January 2025

Generated by Zoning Code Enforcement Officer on 1/31/2025 03:00 PM

Record Count: 8

Violation Date	Date Resolved	Subject
01/21/2025		BLOCKED SIDEWALK
01/15/2025	01/21/2025	TRASH CANS
01/15/2025	01/21/2025	TRASH CANS
01/15/2025	01/21/2025	TRASH CANS
01/15/2025	01/21/2025	BLOCKED SIDEWALK
01/15/2025	01/21/2025	BLOCKED SIDEWALK
01/14/2025	01/21/2025	INOPERABLE VEHICLE
01/14/2025	01/15/2025	BLOCKED SIDEWALK

ORDINANCE 01-2025**AN ORDINANCE AMENDING CHAPTER 1202.04(d) OF THE VILLAGE OF MINERVA
PARK CODIFIED ORDINANCES**

WHEREAS, the Village of Minerva Park has established a Planning and Zoning Commission as permitted under Ohio law and has set forth the duties of the Commission in Chapter 1202.04 of the Village of Minerva Park Codified Ordinances; and

WHEREAS, the Village of Minerva Park Village Council wishes to amend the duties in order to better specify the role of the Planning Commission and to eliminate confusion about the proper authority of the Commission.

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

Section 1. The Village of Minerva Park hereby amends Chapter 1202.04 as shown in the attached Exhibit A, which is attached hereto and incorporated herein.

Section 2. This Ordinance shall be in full force and effect at the earliest date permitted by law.

Section 3. 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

First Reading: February 13, 2025

Second Reading: February 27, 2025

Third Reading: March 13, 2025

Passed: March 13, 2025

Tiffany Southard, Mayor

ATTESTS:

APPROVED AS TO FORM:

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Village Solicitor

Exhibit A

§ 1202.04 DUTIES.

The Planning and Zoning Commission shall:

- (a) Conduct studies and surveys relative to overall planning for the growth, development, redevelopment, rehabilitation and renewal of the village, prepare such plans, reports and maps as are required to support their findings, and make such recommendations to Council as it feels are in the best interests of the village;
- (b) Continuously review and report to Council its recommendations concerning the village's capital improvement programs and the village's subdivision, platting and zoning ordinances and regulations;
- (c) Cooperate with other governmental or private planning agencies, securing such studies, surveys and reports prepared by such agencies to ensure maximum benefits for the village;
- (d) Review and recommend ~~approve~~ or ~~disapprove~~ for any plans to change, relocate, widen, extend or vacate streets, alleys, parks, playgrounds, recreation areas and other public ways and places, including such drawings and data required to be submitted with the application, if such plans are submitted to the Commission by the Village Council for a recommendation or if such plans are initiated by the Planning Commission. The Commission is hereby empowered to request and to require such additional data and drawings as are deemed necessary to ~~render a decision~~ make a recommendation on the application submitted;
- (e) Review all requests for rezoning or variances from existing zoning or building regulations. Such applications and the Commission's recommendations shall be forwarded to Council for final approval or disapproval; and
- (f) Establish such rules, regulations and procedures as are necessary to ensure the prompt and orderly processing of all matters brought before it, including coordination with the Village Fiscal Officer, Engineer, and such other officials as shall be deemed necessary.
- (g) Applications for permits to change, modify, or remodel existing residential structures or other structures on the property or grounds of a landowner shall be approved administratively by Village staff so long as the applications comply with all requirements of the Village Code. Applications which deviate from the Code shall be submitted to the Commission as a variance request if the Applicant is unable to comply with Code requirements after consultations with Village Staff. Applications will be distributed by Village Staff to the appropriate Public Bodies for their review as directed by the Code, where applicable.

**A RESOLUTION APPOINTING CATHY PAESSUN and BARBARA SUTTON AS THE
VILLAGE DESIGNEES FOR THE TAX INCENTIVE REVIEW COUNCIL AND
COMMUNITY REINVESTMENT AUTHORITIES**

WHEREAS, pursuant to Ohio Revised Code Section 5709.85, a Tax Review Council (“TIRC”) shall be established for every Community Reinvestment Area, Enterprise Zone and Tax Increment Finance District and that said TIRC’s shall be composed of a minimum of seven (7) members whose purpose is to review and make recommendations to the Board of Commissioners in the regard to agreements entered into as a result of the creation of these incentive programs; and

WHEREAS, pursuant to Ohio Revised Code Section 5709.85 the Franklin County Board of Commissioners shall appointment three (3) of the minimum seven (7) members of each TIRC; and

WHEREAS, the term of appointment to the designated Tax Incentive Review Councils and Community Reinvestment Authorities is set for a period of three (3) years; and

BE IT RESOLVED BY COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO:
That the following individuals are hereby appointed to be a representative of the Village of Minerva Park for a term ending December 31, 2025:

Section 1. The Council of Village of Minerva Park hereby appoints Cathy Paessun and Barbara Sutton, current residents of The Village of Minerva Park, as the designees for TIRC for the Village of Minerva Park, Ohio.

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. This resolution shall take effect and be in full force from the earliest period allowed by law.

First Reading: January 23, 2025
Second Reading: February 13, 2025
Third Reading: February 27, 2025
Passed: February 27, 2025

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

AN RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO A CONTRACT FOR KENNELING AND AT-HOME CARE OF THE POLICE DOG FOR THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY OHIO AND DELCARING AND EMERGENCY

WHEREAS, the Village of Minerva Park (“Village”) is committed to providing a Canine Officer for service to the Village of Minerva Park; and

WHEREAS, the Village of Minerva Park desires to follow guidance established by the Department of Labor under the Fair Labor Standards Act (FLSA); and

WHEREAS, the FLSA mandates that the handler be compensated for feeding, grooming, kenneling, and care for the dog at the handler’s home. The Department of Labor has held that time spend in the at-home care of police dogs is compensable time.

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

Section 1. The Police Chief of the Village of Minerva Park shall enter into a contract with the Canine Officer For feeding, grooming, kenneling, and general care of the Canine including Medical Care.

Section 2. This contract shall compensate in a manner negotiated between the Police Chief and the Canine Officer.

Section 3. The contract may renew automatically or a new contract may be negotiated on the anniversary date.

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. 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 6. 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 have in place a contract for Canine compensation. WHEREFORE, this Resolution shall take effect and shall be in force immediately upon passage by Council.

First Reading: February 13, 2025
Second Reading: Waived
Third Reading: Waived
Approved: February 13, 2025

Tiffany Southard, Mayor

ATTESTS

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor