



Village Council Regular Meeting

March 27, 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** 3/13/25 Committee as a Whole Minutes
- 2. MOTION TO APPROVE** 3/13/25 Council Meeting Minutes

Committee as a Whole Report

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

Citizen Comments

Legislation

- 6. MOTION TO APPROVE** ORDINANCE 2025-01 Amending P & Z Duties
AN ORDINANCE AMENDING CHAPTER 1202.049(d) OF THE VILLAGE OF MINERVA PARK CODIFIED ORDINANCES (3rd reading)
7. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for
ORDINANCE 2025-06
- 8. MOTION TO APPROVE** ORDINANCE 2025-06 Supplemental Appropriations
AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONF FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025 (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency)
9. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for
RESOLUTION 2025-08
- 10. MOTION TO APPROVE** RESOLUTION 2025-08 Appointment of JD
A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF JOSUE DeJESUS AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency)

Old Business

New Business

Adjourn



Committee as a Whole

Item # 1.

March 13, 2025 at 6:30 PM

2829 Minerva Lake Rd.

Minutes

Present:

Councilpersons Grant, Koss, Martin, Paessun, McNamara, Camara
Mayor Tiffany Southard, Fiscal Officer Wilcheck

FINANCE COMMITTEE: 00:01:12 of Audio Recording

- Supplemental Appropriation Ordinance on agenda
- 2 Task Orders have been submitted by engineer: 1 for pathways, 1 for MLR from Farview to Cleveland Ave- expect supplemental to pay for these
- RITA subpoena update: 478 Nonfilers-413 subpoenas went out to non-filers – only 101 replied. Working with legal on possible citations into Mayors Court to increase filing rates
- ORD 2025-05 Revisions to Employee Handbook: handed out proposed changes for discussion
- Council President Camara shared a financial request from MinervaFlora. The free tree program in which they typically participate has lost funding. They request \$500 from Council to purchase 250 tree seedlings in the greenspaces. After checking the budget, Fiscal Officer Wilcheck asked that Council move to make said donation during the upcoming Council Meeting.

STREETS COMMITTEE: 00:015:15

- Updates regarding upcoming Road Improvement Projects will be reviewed during upcoming Engineer's Report

SERVICES COMMITTEE: 00:015:52

- An apology letter was received from Elevated Pizza (no show food truck from 3/7; working to have a few backups available
- Will begin working on leaf pickup bids for fall 2025

RECREATION & PARKS COMMITTEE: 00:18:25

- Pool Memberships are available
- 2 promising applications received for Concession Manager-interviews to be held soon

SAFETY COMMITTEE: 00:20:43

- 3 open police positions-interviews are underway with hopes to have positions filled as soon as possible
- Quote received for 2nd radar speed sign; slightly higher than the one purchased; would need supplemental appropriation for this; reviewing need with Chief

LEGISLATIVE COMMITTEE: 00:22:50

- Brief review of items for supplemental appropriations

OTHER ITEMS: 00:23:37

- Mayor will review Engineer report during council meeting
- Have received 2 quotes for tree surveys (both from certified arborists); waiting for one more quote-working with legal regarding access/easements
 - Discussion held regarding responsibility of trees: Difference between MI section residents and those in the legacy section regarding trees in Right of Way/Easement etc.
- 2 nominees for planning & zoning-one to be voting, one non-voting-discussion of options

Meeting adjourned at 7:11 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

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2829 Minerva Lake Rd.

Minutes

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Pledge of Allegiance

APPOINTMENT BY MAYOR OF 2 NEW MEMBERS TO THE PLANNING & ZONING COMMISSION

Council approved Mayor's appointment of Brandon Cooper as a voting member and Kaleigh Brown as a non-voting member of the Planning & Zoning Commission.

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

Minutes

MOTION TO APPROVE 2.13.25 Committee as a Whole Minutes

Motion made by McNamara, Seconded by Paessun.

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

MOTION TO APPROVE 2.13.25 Council Meeting Minutes

Motion made by Koss, Seconded by Paessun.

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

MOTION TO APPROVE 3.6.25 Council Work Session Minutes

Motion made by McNamara, Seconded by Paessun.

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

Voting Abstaining: Koss

Village Official Reports

Police - Chief Matt Delp

Reported by Acting Chief Phillips-nothing to add to report in packet

Fiscal Officer - Jeffrey Wilcheck

Not in attendance-see Finance Committee Report

Engineer - Mike Flickinger

Report in Packet: Task orders related to Minerva Lake Rd. Project; Maintenance Bldg.; Lake Remediation; Northland Plaza Dr. Project

Legal - Jesse Shamp excused

Village Planning - Eric Fischer

Expected Lake Funding is part of federal continuing resolution-may be held up until Sept.; MORPC & COTA working on funding for pathways;

Zoning Officer - John Canty

no report this month-Officer was out in Feb.

Planning & Zoning - Tommy Grant

Will meet 3/19; welcome to new members Brown and Cooper!

MPCA - Jason Camara

Met 3/12: Oscar Party cancelled due to lack of ticket sales; 4/26 is Spring Fling; working on annual MPCA Scholarship; 3/22- cohosting "Starch Madness" with Minerva Park Food Club; 3/22 & 29 MinervaFlora will remove invasive and plant new trees in greenspaces; Newsletter deadline is 3/21

MOTION TO DONATE \$500 to Green Columbus for the purchase of trees to be planted in our greenspaces

Motion made by Council President Camara, Seconded by McNamara.

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

Village Committee Reports**Finance** - Tommy Grant

2024 Annual Report was reviewed; income tax revenue has increased; RITA filing concerns continue

Streets - Stacey Koss

Nothing new to report; refer to Engineer's Report for update on Road Improvement Projects

Services - J.P. Martin

Apology received from Elevated Pizza for missing their 3/7 date; research to begin on leaf pickup for fall 2025.

Recreation & Parks - Jason Camara

Pool memberships still available; 5 seasons will begin landscaping service this month; playground mulch has been delivered & spread; hope to get entrances lit and planted

Safety - Cathy Paessun

3 openings on MPPD-interviews underway; residents are encouraged to wear reflective clothing when out in the morning/evening.

Legislation - David McNamara

Quick review of legislation on agenda-see below

Mayor's Report

Working on Tree Survey Quotes, adding 2 new members to planning & Zoning

Citizen Comments

None

Legislation**20. ORDINANCE 01-2025** Amending Village Code Chapter 12 - P & Z

AN ORDINANCE AMENDING CHAPTER 1202.04(d) OF THE VILLAGE OF MINERVA PARK CODIFIED ORDINANCES (2nd reading)

21. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for
ORDINANCE 2025-02

Motion made by McNamara, Seconded by Paessun.

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

22. MOTION TO APPROVE ORDINANCE 2025-02 SRTS Grant Assistance
AN ORDINANCE AUTHORIZING THE MAYOR OR HER DESIGNEE TO PREPARE
AND EXECUTE AN APPLICATION FOR SRTS SCHOOL TRAVEL PLAN
DEVELOPMENT ASSISTANCE AND DECLARING AN EMERGENCY (1st reading -
intent to suspend the rules that require 3 meetings and pass as an emergency)

Motion made by McNamara, Seconded by Paessun.

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

23. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for
ORDINANCE 2025-23

Motion made by McNamara, Seconded by Paessun.

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

Voting Abstaining: Koss

24. MOTION TO APPROVE ORDINANCE 2025-03 Amending Compensation
AN ORDINANCE AMENDING THE WAGE AND SALARY RANGES SECTION 1 OF
ORDINANCE 32-2024 FOR THE VILLAGE OF MINERVA PARK AND DECLARING
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

Voting Abstaining: Koss

25. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for
ORDINANCE 2025-04

Motion made by McNamara, Seconded by Grant.

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

26. MOTION TO APPROVE ORDINANCE 2025-04 Supplemental Appropriations
AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE
CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR
2025

Motion made by McNamara, Seconded by Grant.

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

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

Motion made by McNamara, Seconded by Grant.

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

28. MOTION TO APPROVE ORDINANCE 2025-05 Employee Handbook Revision

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE EMPLOYEE HANDBOOK AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Motion made by McNamara, Seconded by Grant.

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

29. MOTION TO APPROVE RESOLUTION 2025-04

A RESOLUTION APPOINTING CATHY PAESSUN AND BARBARA SUTTON AS THE VILLAGE DESIGNEES FOR THE TAX INCENTIVE REVIEW COUNCIL AND COMMUNITY REINVESTMENT AUTHORITIES (3rd reading)

Motion made by McNamara, Seconded by Council President Camara.

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

30. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2025-07

Motion made by McNamara, Seconded by Grant.

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

31. MOTION TO APPROVE RESOLUTION 2025-07 Amended 4.0 Mill Levy Estimate
A RESOLUTION AUTHORIZING THE FISCAL OFFICER OF THE VILLAGE OF MINERVA PARK TO REQUEST A CERTIFICATION AND ESTIMATE OF REVENUE FROM THE FRANKLIN COUNTY AUDITOR'S OFFICE FOR A FOUR POINT ZERO (4.0) MILL 5-YEAR RENEWAL TAX LEVY 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, Paessun, Grant

Old Business

None

New Business

None

Adjourn

Motion made by Council President Camara, Seconded by Koss.

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

Meeting Adjourned at 7:54 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

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: March 13, 2025

Third Reading: March 27, 2025

Passed: March 27, 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 approval or disapproval 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 of 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 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.

ORDINANCE 2025-06

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025

WHEREAS, it is necessary to supplement the appropriations in Ordinance 35-2024 for the year ending December 31, 2025; and

WHEREAS, the appropriations herein are to be effective for the year ending December 31, 2025.

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

Section 1. The Annual Appropriations in Ordinance 35-2024 is supplemented as presented below:

	<u>Current Amount</u>	<u>Increase/ (Decrease)</u>	<u>Revised Amount</u>
<u>General Fund (1000)</u>			
<u>Community Environment</u>			
<u>Community Planning and Zoning (410)</u>			
Other Expenditures	\$40,000	\$21,000	\$61,000
<u>Other Financing Uses</u>			
Transfers - Out	170,000	140,000	\$310,000
Total General Fund		161,000	
<u>Street Improvement (4903)</u>			
Capital Outlay			
Other Expenditures	0	45,000	45,000
Total Supplemental Appropriations		\$206,000	

Section 2. 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 3. This Ordinance shall be in full force and effect upon its passage.

Tiffany Southard, Mayor

First Reading: March 27, 2025
Second Reading: Waived
Third Reading: Waived
Passed: March 27, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-08

Item # 10.

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF JOSUE DeJESUS AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY

WHEREAS, there is a vacancy in the Village of Minerva Park Police Department for a full-time Police Officer; and,

WHEREAS, the Mayor and Council for the Village of Minerva Park wish to fill the full-time Police Officer position; and,

WHEREAS, Josue DeJesus began serving as a full-time Police Officer in the Minerva Park Police Department on March 24, 2025, and has the necessary qualifications to fill this position; and,

WHEREAS, pursuant to Section 737.16, Ohio Revised Code, the Mayor appointed Josue DeJesus as a full-time Police Officer for the Village of Minerva Park to begin on March 24, 2025, and Council for the Village of Minerva Park now wishes to confirm this appointment.

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

Section 1. Pursuant to Section 737.16, Ohio Revised Code, Council for the Village of Minerva Park hereby confirms the Mayor's appointment of Josue DeJesus as a Full-Time Police Officer beginning March 24, 2025.

Section 2. Pursuant to Section 737.16, Ohio Revised Code, this appointment and confirmation shall be for a probationary period of six months consecutive service, and shall not be finally made until Cody Palmer has satisfactorily served the probationary period and the Mayor, with the concurrence of Council, have finally appointed Cody Palmer.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council 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. 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 5. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare and specifically so that the above-named Officer may immediately begin serving to his/her full capacity Wherefore, this Resolution shall take effect and be in force from and after its passage.

First Reading: March 27, 2025
Second Reading: Waived
Third Reading: Waived
Passed: March 27, 2025

Tiffany Southard, Mayor

ATTESTS

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor