



Village Council Regular Meeting

January 23, 2025 at 11:56 AM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

1. **ELECTION OF COUNCIL PRESIDENT**
2. **MAYOR APPOINTMENT OF MEMBERS** TO PLANNING & ZONING COMMISSION

Pledge of Allegiance

Minutes

3. **MOTION TO APPROVE** 1.9.25 Committee as a Whole Minutes
4. **MOTION TO APPROVE** 1.9.25 Council Meeting Minutes

Committee as a Whole Report

5. Streets - Stacey Koss
6. Services - J.P. Martin
7. Recreation & Parks - Jason Camara

Citizen Comments

Legislation

8. **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)
9. **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)
10. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for RESOLUTION 2025-05
11. **MOTION TO APPROVE RESOLUTION 2025-05** as an Emergency - Fee Schedule Correction
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)

Old Business

New Business

Adjourn



Committee as a Whole

Item # 3.

January 9, 2024 at 6:30 PM
2829 Minerva Lake Rd.

Minutes

Present:

Councilpersons, Martin, Grant, Koss, McNamara, Paessun
Mayor Tiffany Southard, Police Chief Matt Delp, Law Director Jesse Champ

FINANCE COMMITTEE: 00:00:35 of Audio Recording

- Nothing new to report-Finalizing 2024 Financial Reports

SAFETY COMMITTEE: 00:01:42

- Chief reports some officers are in process with other agencies-will be recruiting for replacements
- Discussion held re parking during snow events: post cards? Door hangers? Info sheets about procedure?

LEGISLATIVE COMMITTEE: 00:18:27

- Quick review of legislative agenda

MAYOR: 00:18:47

- Is council interested in partial/full subsidy of CPR class for residents? Perhaps use the PEP grant to help fund this? Perhaps not charge for the room, but participants would pay for class
- Pool memberships are available at minervapark.gov; one sold already! Social Media & advertising to go out next week

Meeting adjourned at 6:58 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

January 09, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT-David McNamara, Stacey Koss, JP Martin, Cathy Paessun, Tommy Grant

ABSENT-Jason Camara

MOTION TO APPROVE absence of Council President Camara made by Koss, 2nd by Paessun; approved with unanimous “aye” vote

ALSO IN ATTENDANCE-Mayor Tiffany Southard, Planner Eric Fischer, Law Director Jesse Shamp

Pledge of Allegiance

Minutes 00:01:19 of Video Recording

- 1. MOTION TO APPROVE** 12.12.24 Committee as a Whole Minutes
Motion made by McNamara, Seconded by Koss.
Voting Yea: McNamara, Koss, Martin, Paessun, Grant
- 2. MOTION TO APPROVE** 12.12.24 Council Meeting Minutes
Motion made by Koss, Seconded by McNamara.
Voting Yea: McNamara, Koss, Martin, Paessun, Grant
- 3. MOTION TO APPROVE** 1.2.25 Work Session Minutes
Motion made by Koss, Seconded by Paessun.
Voting Yea: McNamara, Koss, Martin, Paessun, Grant

Village Official Reports 00:02:12

4. Police - Chief Matt Delp
Report in Packet
5. Engineer - Mike Flickinger
No report received; Mayor spoke briefly on behalf: Maintenance Garage construction expected to start in March; working on a Task Order re Northland Plaza Drive repair/replacement.
6. Legal - Jesse Shamp
Working with Dept of Liquor Control and Board of Elections re putting an issue on the May ballot to allow liquor sales in the Village.
7. Fiscal Officer - Jeffrey Wilcheck
Mayor reports that Fiscal is Closing 2024; expect reports late January/early February.

8. Village Planning - Eric Fischer
nothing new to report
9. Zoning Officer - John Canty
report in packet
10. Planning & Zoning - Tommy Grant
P & Z Will meet 1/15 at 7PM.
11. MPCA - Jason Camara
1/8 meeting was cancelled; will meet 2/12

Village Committee Reports 00:08:02

12. Finance - Tommy Grant
Fiscal is wrapping up end of year reports.
13. Safety - Cathy Paessun
Residents are encouraged to wear reflective gear when out walking early mornings and at night; Residents are reminded to remove cars from streets when 2" of snow or Level 1 Snow Emergency
14. Legislation - David McNamara
quick review of legislative agenda

Mayor's Report 00:10:00

Pool memberships are now available! 1 membership has been purchased!

Citizen Comments 00:10:28

Tony Benedetti of Berry Lane Ct shared concerns about Code Enforcement. He believes addresses of violators should be posted in the monthly report. He also would like to see the report reviewed in more depth by council. Mr. Benedetti also spoke to resident usage of Right Of Ways in the Village. He believes that a permit is required to do things in the right of way (little library, blessing box, wishing well).

LOT SPLIT PROPOSAL 2575 Jordan Rd.

Voting Yea: McNamara, Grant

Voting Nay: Koss, Martin, Paessun

Legislation 00:19:16

16. 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 (2nd reading)

17. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS FOR
RESOLUTION 2025-01

Motion made by McNamara, Seconded by Paessun.

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

18. MOTION TO APPROVE RESOLUTION 2025-01 as an emergency CP Confirmation
A RESOLUTION AFFIRMING THE APPOINTMENT OF CODY PALMER AS A FULL-
TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO 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: McNamara, Koss, Martin, Paessun, Grant

19. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS FOR
RESOLUTION 2025-02

Motion made by McNamara, Seconded by Grant.

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

20. MOTION TO APPROVE RESOLUTION 2025-02 as an emergency-Fee Schedule
A RESOLUTION TO AMEND AND REVISE THE MINERVAPARK 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 Grant.

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

21. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for
RESOLUTION 2025-03

Motion made by McNamara, Seconded by Grant.

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

22. MOTION TO APPROVE RESOLUTION 2025-03 as an emergency Property Tax
Advances

A RESOLUTION REQUESTING THE COUNTY TREASURER TO PROVIDE
ADVANCE PAYMENTS OF TAXES AND OTHER SOURCES PAYABLE TO THE
VILLAGE AS THEY BECOME AVAILABLE DURING 2024 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 Grant.

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

Old Business

00:25:40

Councilperson Passeun inquired about MinervaFlora-are they an organized group like MPCA? MinervaFlora is a group of volunteers in Minerva Park that takes on various gardening projects in the Village.

New Business

00:26:17

Happy Birthday to Maintenance Supervisor Brian Sutton!

Please move cars off of the street-snow accumulation expected Friday into Saturday.

Adjourn

RESOLUTION 2024-38

**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**

WHEREAS, the amount of taxes that may be raised within the 10-mill limitation by levies on the current tax duplicate will be insufficient to provide adequate amounts for the necessary requirements of the Village of Minerva Park and it is necessary to renew an existing tax levy for the purpose hereinafter set forth; and

WHEREAS, Village voters approved a four (4.0) mill tax levy November 3, 2020, for a period of five (5) years for the purposes contained in Ohio Revised Code Section 5705.19(A) and the Council of the Village of Minerva Park believes it is necessary and in the best interests of Village residents to renew said levy at the May 6, 2025, primary election; and

WHEREAS, the Village Council passed Resolution 2024-37 on December 12, 2024 which declared the necessity of the renewal tax levy and requested certification and specific information from the Franklin County Auditor as required by Ohio law; and

WHEREAS, on January 8, 2025, the Franklin County Auditor certified to the Village that the tax revenue that would be generated by a 4.0 mill renewal tax levy is \$144,000 based on the assessed valuation of the Village of \$63,507,580.

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

Section 1. The Village Council finds it necessary to submit to the electors of the Village the question of whether to renew a tax levy in excess of the 10-mill limitation for the benefit of the Village of Minerva Park pursuant to R.C. 5705.19(A) for the purpose of providing for the current expenses of the Village, at a rate not exceeding 3.2 mills for each one dollar of valuation, which amounts to thirty-two cents (\$.32) for each one hundred dollars (\$100) of valuation, for a period of time of five (5) years, such levy being a renewal of an existing 3.2 mill levy, which is currently in effect.

Section 2. The question of approving a renewal levy shall be submitted to the electors of said Village of Minerva Park at the election to be held at the usual voting places for said Village of Minerva Park on May 6, 2025.

Section 3 Said renewal levy be extended on the tax list and duplicate of the Village of Minerva Park for the current year and for the next 5 tax years if the majority of electors voting thereon vote in favor of the levy.

Section 4 The Fiscal Officer of the Village of Minerva Park be and is hereby directed to certify, not less than 90 days prior to the election, a copy of this Resolution, a copy of the Resolution declaring it necessary to levy a tax in excess of the ten-mill limitation, and a copy of the Certification of the Franklin County Auditor to the Board of Elections of Franklin County, Ohio and the Franklin County Auditor, Ohio, as provided by law, and to notify the Board of Elections to cause notice of election on the question of approving the renewal levy to be given as required by law.

RESOLUTION 2024-38
(Continued)

Item # 8.

Section 5. 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 6. The Village Council hereby declares this to be an emergency measure necessary for the public peace, health, safety, and welfare of the residents of the Village of Minerva Park and arises out of the need for the Fiscal Officer to file with the Franklin County Board of Elections so that the levy appears on the May 6, 2025, primary election ballot. Wherefore, this resolution shall take effect and shall be in force from and after its passage and pursuant to Chapter 5705 of the Revised Code.

Tiffany Hughes, Mayor

First Reading: December 12, 2024
Second Reading: January 9, 2025
Third Reading: January 23, 2025
Passed: January 23, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Solicitor

**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, 2024:

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

**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;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of 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. Any time fees are raised by an outside agency (Franklin County, City of Columbus, etc.), every effort will be made to revise the fee schedule at the soonest possible date.
- 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: January 23, 2025
Second Reading: Waived
Third Reading: Waived
Passed: January 23, 2025

ATTEST:

APPROVED AS TO FORM:

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESIDENTIAL

Single Family Residential	\$450
Multi-Family Residential	\$1000 + \$300 per unit
Accessory Structure Permit	\$100
Addition/Remodeling Permit	\$100
Alternative Energy System Permit	\$50
Deck Permit	\$25
Driveway/Sidewalk 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 Container Permit	\$25
Storage Bldg./Shed Permit	\$25
Swimming Pool/Spa Permit	\$50 above ground/\$100 in ground
Demolition (Structures over 200 sq ft)	\$150
Appeal	\$100
Variance	\$50
Conditional Use	\$400
Rezoning/Amending Map	\$1500
Reinspection Fee	\$75
Amendment to Plan	\$50
Resubmission Fee	\$50
Late Submittals	\$50

COMMERCIAL

Plumbing Permit	\$135
Plumbing Each Fixture	\$40
0-3,000 Sq Ft Building	\$700
3,001-9,999 Sq Ft. Building	\$1500
Over 10,000 Sq Ft Building	\$1500 + \$500 per Sq Ft Increment
Addition	\$400
Exterior Maintenance/Change of Materials	\$100
Fence	\$200

COMMERICAL SIGNS

25 Sq Ft or Less	\$150
Over 25 Sq Ft	\$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 Fees for Grass Cutting	Per Contractor
Folding Chair Rental	\$2/chair
Black & White Copies (Per Page)	\$0.10
Color Copies (Per Page)	\$0.25
Flash Drive (8G)	\$3.00
Records Retrieval from off-site Storage	\$28 per delivery
Community Room Rental/Cleaning	\$150-cc must be on file (to be charged if
Tent/Canopy (Per Tent/Per Event)	\$35
Pool Rental (Resident Member)	\$250-2 Hours/\$100 Each Additional Hour
Pool Rental (Non-Resident Member)	\$300-2 Hours/\$100 Each Additional Hour

PUBLIC SAFETY FEES

Police Report (Per Page)	\$0.10
Special Duty Officer (Per Hour)	\$58
Special Duty Cruiser (Additional Per Hour)	\$35
Solicitation Registration Fee	\$60
Peddler Registration Fee	At Discretion of Mayor
Mobile Ice Cream Vendor	At Discretion of Mayor
Block Party	\$0
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

Final Plat Review	\$1,000 + \$100 Per Unit/Lot
	OR \$50 Per Partial Acre/Full Acre Subdivision
Sewer Tap Fee	\$7,588
Over 2 Inches	%0-75% of City of Columbus Fees at
	*Applicant must also pay Columbus their full
Storm Sewer Fee (Per Residential Home)	\$1,000
Storm Sewer Fee (Per Commercial Structure)	10% of the Minerva Park Water Fees
Water Tap Fee ¾ Inch	\$2,749
Water Tap Fee 1 Inch	\$3,914
Water Tap Fee 1.5 Inch	\$6,839
Water Tap Fee 2 Inch	\$10,326
Water Tap Fee Over 2 Inches	50-75% of City of Columbus fees at Discretion
	*Applicant must also pay Columbus their full

FINANCE CHARGES

The Village reserves the right to assess interest charges at the prime of an invoice rate on all 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 PROJECT FEES

Special projects that involve the Village ROW and/or Village Land may require additional review & 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.