



Village Council Special Meeting

May 21, 2026 at 6:30 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

- 1. MOTION TO APPROVE** 5/14/26 Committee as a Whole Minutes
- 2. MOTION TO APPROVE** 5/14/26 Council Meeting Minutes
- 3. MOTION TO APPROVE** 5/17/26 Council Strategic Planning Session Minutes

Legislation

- 4. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** FOR ORDINANCE 2026-07
- 5. MOTION TO APPROVE** ORDINANCE 2026-07 Solicitor Permits
AN ORDINANCE AMENDING ORDINANCE 03-2008 AND DECLARING AN EMERGENCY (2nd reading - intent to suspend the rules requiring 3 readings and pass as an emergency)
- 6. 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 (2nd reading)
- 7. MOTION TO APPROVE 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 (3rd reading)
- 8. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** FOR RESOLUTION 2026-09
- 9. 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 (2nd Reading - intent to suspend the rules requiring 3 readings and pass as an emergency)
- 10. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** FOR RESOLUTION 2026-10

11. MOTION TO APPROVE RESOLUTION 2026-10 PILOT Advances

A RESOLUTION REQUESTING THE COUNTY TREASURER TO PROVIDE AN ADVANCE OF PAYMENT IN LIEU OF TAXES FROM RESIDENTIAL TAX INCREMENT FINANCING INCENTIVE DISTRICT TO THE VILLAGE AS THEY BECOME AVAILABLE DURING 2026 AND TO DECLARE AND EMERGENCY(2nd reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

12. RESOLUTION 2026-11 Cybersecurity

A RESOLUTION ADOPTING THE VILLAGE OF MINERVA PARK CYBER-SECURITY PLAN (1st reading)

Adjourn

Executive Summary: Committee of the Whole Work Session – May 14, 2026

In Attendance: Councilpersons Martin, Grant, Camara, Pinter

Also in attendance: Fiscal Officer Wilcheck, Chief Delp

Overview

The Committee of the Whole convened on May 14, 2026, to discuss key financial, infrastructure, public safety, and legislative matters impacting the Village. Major discussion topics included preparation for the 2027 tax budget, short-term financing concerns related to delayed county property tax settlements, ongoing pool and capital improvement planning, engineering challenges affecting road projects, public safety technology updates, and pending legislation.

The meeting highlighted several operational and fiscal priorities requiring near-term council action and strategic planning.

1. Financial and Budgetary Planning

Upcoming Finance Committee Meeting

Council discussed the upcoming Finance Committee meeting scheduled for the following Tuesday at 8:00 a.m. The meeting is expected to focus heavily on:

- Development of the tax budget
- Long-term budget planning for 2027
- Wage increase discussions
- Pool operations and future direction
- Capital improvement priorities
- Police vehicle replacement planning
- K-9 program funding and logistics
- Administrative staffing/salary considerations

Council leadership emphasized the importance of establishing clearer strategic direction and measurable planning steps moving forward.

April Financial Report

Fiscal Officer Jeff Wilcheck reported that:

- April financial reports had been distributed earlier in the week.
- Additional materials included payment detail listings intended to improve council transparency into monthly expenditures.
- Income tax revenues remain positive and are approximately **5% higher than the same period last year**.

While encouraged by current trends, Wilcheck noted that income tax collections fluctuate significantly throughout the year and cautioned against overconfidence. Current projections suggest year-end growth could remain in the **3%–5% range** if trends continue.

2. Immediate Cash Flow and Bond Payment Concerns

Delayed County Property Tax Settlement

A significant operational concern involves delays at the county level due to software conversion issues affecting:

- First-half property tax settlements
- PILOT (Payment in Lieu of Taxes) distributions associated with the TIF district

The delays create a short-term liquidity problem because:

- A **\$133,000 bond interest payment** is due June 1.
- The applicable fund currently contains only approximately **\$3,000**.

Proposed Financial Resolutions

To avoid a fund deficit and ensure timely debt service payment, two resolutions were introduced:

Resolution Purpose #1

Request an advance against anticipated PILOT payments from the county.

Resolution Purpose #2 (Backup Plan)

Authorize an advance from the General Fund to the TIF Fund if county funds are not received in time.

Both advances would be repaid once final county settlements are issued.

Council intended to move these resolutions forward at the next meeting.

3. Infrastructure and Capital Improvement Projects

Engineering Capacity Challenges

The Village is experiencing difficulties with its current engineering arrangement.

Key concerns include:

- The current engineering firm no longer maintains adequate local staffing.
- More expensive senior-level engineers are being assigned to projects.
- Engineering costs have risen substantially.

As a result:

- The Village plans to issue an **RFQ (Request for Qualifications)** to identify alternative engineering firms.
- The RFQ process will focus strictly on qualifications rather than pricing, consistent with government procurement standards.

Potential replacement firms were discussed, including EMH&T.

Road Project Status Updates

Valley Road

- Engineering work continues.
- Tentative bidding timeline: Fall 2026.

North Lake Court

- Engineering work is ongoing.
- Possible fall bidding anticipated.
- CH2M Hill remains involved in this project.

Impact on Capital Planning

The engineering transition is delaying several road and infrastructure projects, effectively pushing portions of the capital improvement schedule further into the future.

Council acknowledged the need for updated prioritization and planning.

4. Public Safety and Technology Initiatives

Flock Safety Camera System Review

The Safety Committee recently met with representatives from Flock Safety to review the Village's automated license plate reader (ALPR) camera system.

Topics Reviewed Included:

- Data privacy protections
- Cybersecurity measures
- Data retention policies
- User access controls
- Public transparency practices

Data Governance and Security

Council and Police leadership emphasized that:

- Vehicle images and metadata are retained for only 30 days under Ohio limitations.
- Data is stored through AWS GovCloud infrastructure.
- Access is restricted through:
 - Individual user logins
 - Multi-factor authentication
 - Audit tracking
 - Mandatory case numbers for searches

Police leadership stated that officers cannot perform casual or unauthorized searches.

Regional Information Sharing

The Village participates in selective regional sharing agreements with nearby jurisdictions using Flock systems.

However:

- The Village does not broadly share data nationally.
- Federal sharing is highly restricted, with limited exceptions for Secret Service-related security events.

Operational Effectiveness

Police leadership cited several practical uses of the system, including:

- Identifying suspect vehicles
- Assisting in criminal investigations
- Supporting missing persons cases
- School safety monitoring
- Real-time stolen vehicle alerts

One highlighted case involved suspects repainting a vehicle within hours after a criminal incident; the system still enabled successful tracking through license plate recognition.

System Costs

The Village currently operates:

- Four license plate reader cameras
- One pan-tilt-zoom live monitoring camera at the pavilion/basketball court area

Annual system costs are approximately:

- **\$13,000–\$14,000 per year**
- Under a five-year agreement

Council indicated continued evaluation of system effectiveness and public communication efforts.

5. Traffic Safety and Community Concerns

Ponderosa / Kerrwood Intersection

Council discussed ongoing safety concerns at the Ponderosa and Kerrwood intersection.

Issues identified:

- Drivers missing the stop sign
- Poor traffic flow geometry
- Excessive pavement/open intersection design

Potential solutions discussed:

- Additional pavement striping
- Flashing solar stop-sign enhancements
- Possible redesign into a T-intersection
- Future traffic engineering review

Council generally favored beginning with lower-cost safety improvements before considering full reconstruction.

Radar and Safety Signage

The committee also discussed:

- Radar speed signs
- Enhanced crosswalk signage near schools
- Flashing pedestrian warning systems

Further review and coordination with administration were requested.

Delivery Vehicle Complaints

Concerns were raised regarding Amazon delivery drivers:

- Blocking streets
- Driving aggressively
- Parking improperly

Council members advised distinguishing between:

- Inconvenient behavior (reportable to employers)
- Dangerous conduct (appropriate for police involvement)

6. Legislative Matters

Legislation Reviewed

The committee reviewed several pending ordinances and resolutions, including:

Ordinance 2026-06

- Fee schedule updates
- Third reading
- Intended emergency passage

Ordinance 2026-07

- Solicitor permit regulations
- First reading

Ordinance 2026-08

- Council oversight procedures related to review of Village hires
- First reading

North Lake Court Waterline Project

- Second reading
- Intended emergency passage upon third reading

Procedural Limitations

Due to attendance limitations, council clarified:

- Emergency legislation could proceed
- Readings could occur
- Some procedural actions requiring waiver of readings could not proceed

Additional legislative matters were deferred to a special meeting.

Key Strategic Themes Emerging from the Meeting

Fiscal Stability and Cash Flow Management

Immediate attention is required to manage timing issues associated with county settlements and debt obligations while continuing long-range budget planning.

Infrastructure Delivery Challenges

Engineering staffing shortages and rising consultant costs are materially affecting project timelines and capital planning.

Increased Emphasis on Transparency

Council demonstrated continued focus on:

- Financial transparency
 - Public safety oversight
 - Data governance
 - Public communication regarding surveillance technologies
-

Incremental Public Safety Improvements

The Village continues pursuing practical, technology-driven approaches to:

- Crime prevention
 - Traffic safety
 - School security
 - Public accountability
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Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

May 14, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Camara, Martin, Grant, Pinter

ABSENT: Councilpersons Koss, Paessun

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

Motion to excuse Councilpersons Koss and Paessun made by Grant, Seconded by Camara

Pledge of Allegiance

Minutes

MOTION TO APPROVE 4/9/26 Council Meeting Minutes

Motion made by Grant, Seconded by Pinter.

Voting Yea: Council President Camara, Martin, Grant, Pinter

MOTION TO APPROVE 4/23/26 Committee as a Whole Minutes

Motion made by Pinter, Seconded by Grant.

Voting Yea: Council President Camara, Martin, Grant, Pinter

MOTION TO APPROVE 4/23/26 Council Meeting Minutes

Motion made by Grant, Seconded by Pinter.

Voting Yea: Council President Camara, Martin, Grant, Pinter

MOTION TO APPROVE 5/7/26 Council Work Session Minutes

Motion made by Grant, Seconded by Pinter.

Voting Yea: Council President Camara, Martin, Grant, Pinter

Village Official Reports

Police - Chief Matt Delp

Report in Packet

Fiscal Officer - Jeffrey Wilcheck

Reports have been sent out.

Engineer - Mike Flickinger

Report in Packet covers Task Orders regarding the Maintenance Building, Minerva Lake Rd, Project wrap-up, Kilbourne Run erosion, Valley Rd., and the upcoming water line project on North Lake Court.

Legal - Jesse Champ

Brief discussion regarding numbering of resolutions and ordinances-Legal opinion is that as long as it is consistent, there is no "fight way" to number legislation.

Village Official Reports (continued)

Village Planning - Eric Fischer

- 1) Water utility issue at Maintenance Building is ongoing; temporary occupancy will be granted until it is resolved.
- 2) Phantom Fireworks has sent a request for revision of conditions prior to busy season 2026. Planner Fischer will present to council for discussion.

Zoning Officer - John Canty Report in Packet.

Planning & Zoning - Tommy Grant

Commission met 5/6 to discuss ADU (Accessory Dwelling Unit). A proposal is being developed to present to council.

MPCA - Jason Camara No Report Available.

Committee as a Whole Report

Finance Safety Legislation

Finance-April Reports have been sent out; meeting set for 8am Tues 5/19.

Safety- Met 5/11 to discuss Flock Cameras, Council Oversight Legislation, Public Recording Redaction & fees, and possible signage on Ponderosa.

Mayor's Report Mayor Southard was not in attendance.

Citizen Comments

Tony Benedetti of Berry Lane Court spoke to share his concerns. He has been bringing issues to council that he believes have not been handled correctly - specifically: home daycares should NOT be required to have a home occupancy permit (this was done incorrectly in the past per Mr. Benedetti). He also believes that Ordinance 01-2025 changing the duties of the Planning & Zoning Commission is contrary to State Law.

Legislation

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)

Motion made by Grant, Seconded by Pinter.

Voting Yea: Council President Camara, Martin, Grant, Pinter

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS for ORD 2026-07

Motion not voted on due to less than 5 members being in attendance.

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)

Motion not voted on due to less than 5 members being in attendance. (1st reading)

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)

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)

Motion made by Grant, Seconded by Martin.

Voting Yea: Council President Camara, Martin, Grant, Pinter

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)

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RES 2026-09

Motion not voted on due to less than 5 members being in attendance.

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)

Motion not voted on due to less than 5 members being in attendance.

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS for RES 2026-10

Motion not voted on due to less than 5 members being in attendance.

MOTION TO APPROVE RESOLUTION 2026-10 PILOT Advances

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 (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion not voted on due to less than 5 members being in attendance. (1st reading)

Old Business

Councilperson Pinter: Fiscal has reached out to Brandstetter-Carroll regarding council concerns about pricing of the Pool House-they plan to come back with some options to reduce cost. Council will meet with Rick West of Aladdin Pools to consult about options for the pool renovation/replacement. Council has received another option for a pool consultant (director of aquatics for OSU).

New Business

Councilperson Grant: spoke to Mr. Benedetti's desire to see Planning & Zoning more involved-he believes there are some actions Council can take to include them more. He thanked all of those who helped with the recent Lake Clean-up, and shared the concerns about the pricing of the Pool House.

Adjourn

Motion made by Martin, Seconded by Council President Camara.

Voting Yea: Council President Camara, Martin, Grant, Pinter

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Minerva Park Council Work Session

Date: May 17, 2026 **Time:** 8:10 AM

Type: Quarterly Council Work Session

In Attendance: Council Members Paessun, Koss, Grant, Camara, Pinter

Meeting Purpose

Council convened for its quarterly strategic work session to:

- Revisit and prioritize strategic planning goals
- Review progress on previously identified initiatives
- Discuss infrastructure, governance, communication, and operational planning
- Establish updated action items and implementation priorities
- Improve institutional continuity and operational structure for future administrations

A major theme throughout the meeting was the need to formalize systems, document institutional knowledge, and improve long-term operational sustainability.

Key Strategic Themes

1. Shift Toward Long-Term Operational Planning

Council emphasized the importance of:

- Thinking beyond immediate operational issues
- Planning for future leadership transitions
- Preserving institutional knowledge
- Creating documented systems and repeatable processes

Several members expressed concern that too much knowledge currently exists informally within individual staff members and administrators rather than within structured systems.

Major Concerns Identified

- Risk of institutional knowledge loss if key staff retire or leave
- Lack of centralized documentation
- Need for searchable and organized records
- Need for repeatable workflows and calendars

Proposed Solutions

- Expanded use of OneNote and digital organization systems
 - Creation of operational timelines and calendars
 - Formalized documentation standards
 - Regular administrative check-ins and reporting structures
-

Strategic Planning Review

Council reviewed previously adopted strategic priorities and reorganized several items into updated timelines.

Immediate Priorities (0–2 Years)

Infrastructure Funding and Major Projects

Continue Pursuing External Funding

Council reaffirmed that grant applications and external funding efforts remain an ongoing priority for:

- Bridges
- Infrastructure repairs
- Lake-related improvements
- Culvert and stormwater systems

Four-Bay / Culvert Project

Discussion focused heavily on the four-bay and culvert system tied to:

- Kilbourne Run
- Lake water quality
- Stormwater management
- Future dredging efforts

Council discussed prioritizing use of the Joyce Beatty grant funds for:

- Culvert replacement
- Stormwater infrastructure
- Erosion mitigation
- Related lake improvement work

There was broad agreement that these systems must be addressed simultaneously to avoid repeated road closures and duplicated construction costs.

MS4 Stormwater Compliance

A significant portion of the meeting centered on:

- EPA stormwater requirements
- MS4 compliance obligations
- Administrative burden of environmental reporting

Key Observations

- Even small municipalities maintain dedicated personnel for MS4 compliance
- Current requirements are extensive and ongoing
- Compliance requires structured documentation and maintenance planning

Council Conclusions

- MS4 should become an immediate operational priority
- Maintenance plans must be formalized
- Incremental environmental improvements are preferable to inaction

- Long-term lake sustainability depends on continuous maintenance rather than waiting for full dredging funding

Lake Maintenance and Environmental Management

Council discussed:

- Toxic sediment (“muck”) accumulation
- Dredging costs
- Tree-related pollution
- Erosion mitigation
- Long-term sustainability planning

Tree Management Discussion

Council revisited previously completed tree surveys and discussed:

- Dead and invasive tree removal
- Environmental mitigation needs
- Community concerns regarding tree cutting

Consensus emerged around reframing future work as:

“Lake maintenance” rather than “tree removal.”

Action Items Identified

- Review existing tree survey
 - Determine required next steps
 - Develop communication strategy for residents
 - Explain environmental rationale behind maintenance activities
-

Medium-Term Priorities (2–5 Years)

Governance Reform and Charter Review

Council moved governance-related reforms into medium-term planning, including:

- Charter review
- Clarification of MPCA relationships
- Administrative structure improvements

Discussion acknowledged:

- Future leadership transitions
 - Need for stronger formal processes
 - Importance of institutional continuity
-

Employee Management and Organizational Structure

A major operational discussion focused on:

- Job descriptions
- Performance management

- Staff structure
- Department communication

Key Issues Raised

- Existing job descriptions remain incomplete or inconsistent
- Several staff positions encompass multiple responsibilities
- No standardized evaluation structure exists

Proposed Improvements

- Updated and completed job descriptions
- Regular one-on-one meetings between mayor and department heads
- Structured performance conversations
- Better documentation of responsibilities
- Formal communication templates

Council repeatedly emphasized:

The need to move from informal processes to formalized operational systems.

Performance Reviews and Employee Evaluations

Council discussed balancing:

- Merit-based evaluations
- Performance expectations
- Department-specific considerations

Special discussion focused on:

- Police department evaluation limitations
- Avoiding quota-based metrics
- Alternative measures of community service and performance

Suggested evaluation concepts included:

- Community engagement
- Initiative and responsiveness
- Operational contribution
- Public safety outcomes

Communication Improvements

Council identified communication as a major operational weakness.

Current Challenges

- Poor audio quality during meetings
- Inconsistent resident communications
- Reliance on Facebook for project updates

- Lack of centralized reporting systems

Proposed Improvements

- Enhanced meeting audio/video setup
- Use of soundboard integration
- QR-code based project communication
- Web forms for project questions and maintenance requests
- Centralized communication portals
- Potential AI-powered communication tools through CivicPlus

Council expressed strong interest in:

- More proactive resident communication
- Easier reporting mechanisms
- Better project transparency

Long-Term Priorities (5–20 Years)

Lake Dredging and Sustainability

Long-term planning continues to include:

- Comprehensive lake dredging
- Long-term environmental sustainability
- Ongoing maintenance programs

Council acknowledged:

- Costs remain extremely high
- Work will likely need to occur incrementally
- Future infrastructure coordination is essential

Bridge Replacement Program

Council reviewed long-term bridge replacement concepts, including:

- ADA accessibility
- Alternative materials
- Pathway funding integration
- Structural erosion mitigation

Discussion noted:

- Most project costs relate to engineering and erosion control rather than bridge structures themselves
- Full replacement projects would likely require lengthy road closures and significant funding

Development and Zoning Discussion

A substantial portion of the meeting focused on:

- Future redevelopment possibilities
- Density concerns

- Apartment development
- Commercial zoning

Key Areas Discussed

- Cleveland Avenue commercial area
- Potential mixed-use redevelopment
- Apartment concerns
- Parking and density impacts

Major Themes

Council expressed divided views regarding:

- Growth versus preservation
- Revenue generation versus village character
- Density impacts on infrastructure and property values

Several members favored:

- Preserving Minerva Park's lower-density character
- Delaying major redevelopment decisions
- Observing outcomes in neighboring communities before pursuing aggressive redevelopment

The redevelopment issue was ultimately moved into a longer-term planning horizon.

Public Safety and Basketball Court Concerns

Council discussed recurring complaints involving:

- Basketball court noise
- Loud music
- Profanity
- Large gatherings
- Nonresident use

Key Discussion Points

- Safety concerns have reportedly improved
- Nuisance concerns remain
- Complaints may be underreported
- Existing enforcement mechanisms are unclear

Potential Solutions Discussed

- Temporary hoop removal ("surprise maintenance")
- Noise ordinance review
- Parking restrictions
- Enhanced communication and reporting systems

No final action was taken, but council acknowledged the issue remains unresolved.

Major Operational Action Items Identified

Administrative & Organizational

- Finalize and update all job descriptions
- Create more formal administrative structures
- Establish regular staff one-on-one meetings
- Improve institutional documentation

Infrastructure & Environment

- Advance culvert and stormwater projects
- Continue MS4 compliance planning
- Review tree survey and maintenance plans
- Coordinate infrastructure projects strategically

Communication

- Improve meeting audio/video quality
- Create resident communication systems
- Develop project-specific communication portals
- Explore AI-enhanced communication tools

Governance

- Continue charter review preparation
 - Formalize operational procedures
 - Improve long-term continuity planning
-

Overall Meeting Tone and Direction

The work session reflected a council increasingly focused on:

- Long-term sustainability
- Operational formalization
- Infrastructure planning
- Environmental maintenance
- Better communication
- Institutional continuity

Rather than launching major new initiatives, the meeting largely focused on:

- Refining systems already underway
- Organizing existing priorities
- Improving governance structure

- Creating more sustainable operational practices

A recurring consensus emerged around:

“Doing fewer things better, more formally, and more sustainably.”

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

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

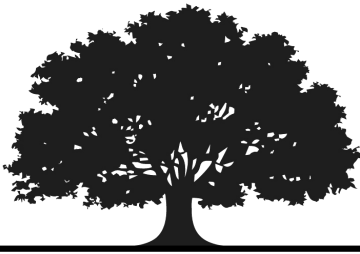
First Reading: May 14, 2026
 Second Reading: May 21, 2026
 Third Reading: Waived
 Passed: May 21, 2026

ATTEST:

APPROVED AS TO FORM:

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Village Solicitor



PEDDLERS & SOLICITORS

Item # 5.

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:

ORDINANCE 2026-08

**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 ORDAINED 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 21, 2026
 Third Reading: May 28, 2026
 Passed: May 28, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

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RESOLUTION 2026-07

**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 21, 2026
Passed: May 21, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-09

Item # 9.

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: May 21, 2026
Third Reading: Waived
Passed: May 21, 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: May 21, 2026
Third Reading: Waived
Passed: May 21, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-11**A RESOLUTION ADOPTING THE VILLAGE OF MINERVA PARK
CYBER-SECURITY PLAN**

WHEREAS, in accordance with Ohio Revised Code Section 9.64, enacted through House Bill 96, the Village of Minerva Park is required to adopt a cybersecurity program that safeguards its data, IT systems, and resources to ensure confidentiality, availability and integrity; and

WHEREAS, the law mandates use of generally accepted cyber-security best practices, including frameworks such as the National Institute of Standards and Technology (NIST) Cyber-security Framework and the Center for Internet Security (CIS) best practices; and

WHEREAS, the Village of Minerva Park relies on computer systems, networks, software and digital data to provide essential public services; and

WHEREAS, cyber incidents, including data breaches, ransomware attacks, unauthorized access, system disruptions, and other malicious cyber events, pose risks to the Village's operations, financial integrity and the security of sensitive information; and

WHEREAS, the Village recognizes the need for a clear process by which any cyber incident is promptly evaluated and appropriate actions are taken to protect Village operations, employees, residents and public resources; and

WHEREAS, Village Council finds it is in the best interest of the Village to establish a formal review procedure so that each cyber incident is addressed on a case-by-case basis, ensuring flexibility and effective response; and

WHEREAS, the Mayor and Village Council, having reviewed the recommendations of the Village's IT Contractor, agree with the recommendation that the Village is in need of a cyber-security plan, not only to comply with state law but in the best interests of the Village's government, residents, businesses and operations.

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 hereby adopts the Village of Minerva Park Cyber-Security Plan as attached hereto and incorporated herein as **Exhibit A**.

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 shall take effect and be in force at the earliest period allowed by law.

First Reading: May 21, 2026
Second Reading: May 28, 2026
Third Reading: June 11, 2026
Passed: June 11, 2026

ATTEST

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

APPROVED AS TO FORM

Jesse Shamp, Solicitor

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VILLAGE OF MINERVA PARK CYBERSECURITY PLAN - 2026

The Village of Minerva Park, recognizing the importance of having an official policy and set of procedures for responding to “cyber incidents”, creates the following rules and regulations for dealing with incidents involving breaches of cyber-security on Village-owned and operated computers and computer systems.

SECTION 1: DEFINITION OF A CYBER INCIDENT

A “cyber incident” shall mean any event that:

- a) Compromises, or is suspected of compromising, the confidentiality, integrity or availability of the Village’s information systems, networks, software or digital data; or
- b) Results in unauthorized access, loss, alteration, theft, destruction, or disruption of the Village’s digital resources; or
- c) Requires investigation by the Village’s IT contractors, cyber-security vendors, the Franklin County Prosecutor’s office, law enforcement, or other governmental cyber-security authorities.

SECTION 2: INITIAL REPORTING AND NOTIFICATION

Upon identification or reasonable suspicion of a cyber incident:

- a) Any Village employee head shall immediately notify the Mayor, the Village Council President and the Village Solicitor;
- b) The Village shall immediately work with its IT vendor to begin preliminary containment efforts and document all procedures and findings;
- c) The Mayor may authorize engagement of outside cyber-security professionals as necessary.

SECTION 3: CASE-BY-CASE REVIEW BY VILLAGE COUNCIL

Upon receiving notice of a potential cyber incident, Village Council shall convene, either at a regular meeting, special meeting or emergency meeting, to review the facts and circumstances of the cyber incident.

Each cyber incident shall be evaluated on a case-by-case basis, taking to account:

- a) The nature and severity of the incident;
- b) The impact on Village operations or public services;

- c) Potential exposure of personal, financial or confidential information;
- d) Recommended actions from IT staff or cyber-security professionals;
- e) Any legal or regulatory reporting requirements.

After review, Village Council shall determine appropriate actions, which may include:

- a) Allocating funds for remediation;
- b) Authorizing emergency expenditures;
- c) Approving temporary operational adjustments;
- d) Directing staff to notify affected individuals, businesses or agencies;
- e) Approving policy updates or further security measures.

SECTION 4: RECORDS AND DOCUMENTATION

After every report and review of a cyber incident, a written report shall be completed by Village Council or other appropriate Village staff, which shall include:

- a) A summary of the event;
- b) The Village's response or action;
- c) Findings of any investigation;
- d) Recommendations for prevention of similar incidents.

All such reports and other records shall be considered public records, to the extent that no exceptions to the public records laws apply, and all records of all cyber incidents, whether deemed to be public records or not, shall be retained in accordance with Ohio's records retention laws.

SECTION 5: AUTHORITY TO IMPLEMENT PROTECTIVE MEASURES

Nothing in this policy shall prevent the Mayor, IT vendors/contractors, or the Village Solicitor from taking immediate protective actions necessary to preserve Village systems and operations, or to comply with legal obligations prior to Village Council review.

SECTION 6: SEVERABILITY

If any section, clause or provision of this policy is found to be invalid or unlawful, such finding shall not affect the remaining portions of this policy.

Prepared by:

Jesse J. Shamp, Village Solicitor

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