



Village Council Regular Meeting

January 15, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Council Organizational Session

1. Election of Council President; committee assignment review

Minutes

2. **MOTION TO APPROVE** 12/11/25 Committee as a Whole Minutes
3. **MOTION TO APPROVE** 12/11/25 Council Meeting Minutes
4. **MOTION TO APPROVE** 12/17/25 Council Pool House Work Session Minutes
5. **MOTION TO APPROVE** 1/8/26 Council Work Session Minutes

Village Official Reports

6. Police - Chief Matt Delp
7. Fiscal Officer - Jeffrey Wilcheck
8. Engineer - Mike Flickinger
9. Legal - Jesse Shamp
10. Village Planning - Eric Fischer
11. Zoning Officer - John Canty
12. Planning & Zoning - Tommy Grant
13. MPCA - Jason Camara

Committee as a Whole Report

Mayor's Report

Citizen Comments

Legislation

14. **ORDINANCE 2025-23** Charter Commission

AN ORDINANCE PURSUANT TO ARTICLE XVIII §8 OF THE OHIO CONSTITUTION SUBMITTING TO THE ELECTORS OF THE VILLAGE OF MINERVA PARK THE QUESTIONS OF WHETHER A COMMISSION SHALL BE CHOSEN TO FRAME A MUNICIPAL CHARTER AND WHO SHALL BE THE COMMISSION MEMBERS FOR THE VILLAGE OF MINERVA PARK (2nd Reading)

15. **MOTION TO APPROVE** RESOLUTION 2025-35 Pool Renovations

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL RENOVATION/IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY (3rd Reading)

16. MOTION TO APPROVE RESOLUTION 2025-36 Council Hiring Oversight

A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK (3rd reading)

17. RESOLUTION 2026-01 Sale of Police Cruiser

A RESOLUTION DECLARING A DECOMMISSIONED POLICE CRUISER AS SURPLUS PROPERTY AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO DISPOSE OF THE PROPERTY BY SALE, AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency upon the 2nd reading)

18. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2026-02

Reason for suspension/emergency language: Filing deadlines with the Franklin County Board of Elections

19. MOTION TO APPROVE RESOLUTION 2026-02 Certifying 3.2 Tax Renewal to BOE

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

Old Business

New Business

Adjourn

Executive Summary: Committee as a Whole Meeting (December 11, 2025)

The Committee as a Whole met on December 11, 2025, at 6:44 PM. The meeting covered updates and discussions across several committees, including Finance, Streets, Services, Recreation and Parks, and Safety. Key topics included the 2026 budget planning, upcoming infrastructure projects, service updates, and public safety initiatives.

Finance Committee Updates

- **Budget Vote:** The main budget item is likely being voted on tonight.
 - **2026 Planning:** A meeting to plan for the 2026 year will be scheduled for January or February, followed by a general quarterly cadence of meetings.
 - **Fiscal Reporting:** The committee is waiting on November financial information, which will provide the best picture for 2025.
 - **Major Projects:** The next significant financial project discussed is the **sidewalk project**, which has already begun with the pool portion. A street project is anticipated sometime after that, possibly in 2028.
 - **Appropriations Transfer:** A transfer of appropriations for community planning and zoning, general government, the fiscal office, and finance personal services is necessary because the original 2025 budget salary calculation did not account for the inclusion of bonuses and rate decreases. This is a transfer and does not increase the overall appropriations.
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Streets & Services Updates

- **Minerva Lake Road Project:** Major construction is complete, but finishing work like **striping and grading** is delayed due to cold weather (requiring) and will likely be a spring activity.
 - **Leaf Pickup:** The final week for leaf pickup by Crown National was interrupted by snow, so they will return for one last week (next week).
 - **Food Trucks:** No more food trucks are scheduled for the winter, but the scheduling process for 2026 will begin in January.
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Recreation and Parks Committee Discussions

- **Pavers Near Benches (Lake Area):** An inquiry was raised regarding sinking pavers near the lake benches, possibly due to a shift in the foundation and erosion control (riprap). It was noted that a proper fix would require a costly retaining wall. The option of re-evaluating the area or converting it to grass was mentioned.
- **2026 Planning:** A meeting is scheduled for the beginning of the year to discuss future projects.
- **Pool Updates:**
 - The committee must order **pool chairs** at the beginning of January.

- A **SurveyMonkey** platform is available for a year and the idea of conducting quarterly community surveys—possibly focusing on the pool and concession stand—was discussed and agreed upon.
- The architect's plan includes a **community meeting** to get input on the new pool house building, and this should be scheduled soon to keep the process moving. The next meeting related to this is Wednesday at 7 PM.

Safety Committee & Public Safety

- **Meeting Recap:** The Safety Committee meeting occurred just before the Committee as a Whole. The recording will be available tomorrow, and minutes/transcript next week. Topics included Resolution 2025-36 (minor changes to the hiring process), crosswalks, and street signs.
- **Public Safety Reminders:** Councilperson Passion issued reminders about:
 - Avoiding walking on the lakes and ponds as they are freezing over.
 - Moving cars off the street tonight and tomorrow due to anticipated snow.
 - Wearing safety clothing when walking outside in cold weather.
- **TASER Program Legislation:** A resolution is being considered for a **10-year TASER program** running through 2035.
 - The program includes **12 TASERs** (one per officer) and all training equipment, including VR training.
 - Instead of a one-time purchase of about \$68,000, the 10-year contract locks in 2025 prices and costs **\$12,200 per year**.
 - A key feature is that **all TASERs and training equipment are replaced with new models at the five-year point**. The contract also covers replacement for broken devices.
 - The first payment will be in 2026. The current TASERs (S2s) were purchased in 2014 and are now obsolete and cannot be repaired or supplied with new cartridges.
- **Charter Legislation:** A new piece of legislation concerning the charter will have its first reading.

Adjournment and Other Notes

- Councilpersons and the Mayor being re-elected will be sworn in tonight **in unison**.
- The Council Meeting is scheduled for 7 PM.
- A motion to adjourn was made and seconded.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

December 11, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Pinter, Paessun, Martin, Grant, Camara ABSENT: Councilperson Koss

ALSO IN ATTENDANCE: Mayor Southard, Chief Delp, Fiscal Officer Wilcheck, Law Director Shamp and Planning Director Fischer

Motion made by Paessun, Seconded by Camara to approve the absence of Councilperson Koss.

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

Swearing in of re-elected Council Members

Council members Jason Camara, Anastasia Koss, JP Martin, and Tony Pinter were re-elected on November 4, 2025.

Pledge of Allegiance

Minutes

MOTION TO APPROVE 11/20/25 Committee as a Whole Minutes

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE 11/20/25 Council Meeting Minutes

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE 12/4/25 Council Work Session Minutes

Motion made by Council President Camara, Seconded by Paessun.

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

Village Official Reports

Police - Chief Matt Delp

Report in packet; nothing to add.

Fiscal Officer - Jeffrey Wilcheck

November Financial report should be out Friday or Monday; Income tax collections are up 3.5%.

Engineer - Mike Flickinger - Report in Packet.

Legal - Jesse Shamp

Brief explanation of RES 2025-23 (Charter Commission); request for motion to enter into a brief executive session at the end of the meeting.

Village Official Reports (continued)

Village Planning - Eric Fischer

AEP meter at amphitheater should be installed within the next few weeks; LinkUS grant agreement is on the agenda-future agreements are forthcoming.

Zoning Officer - John Canty - Report in Packet.

Planning & Zoning - Tommy Grant

Commission will reconvene in January (tentatively 1/21 @ 7PM) for an organizational meeting.

MPCA - Jason Camara

Met 12/10: concerns expressed that membership is down; 2026 event schedule has been created and will be shared with the Village; newsletter deadline 12/28; Holiday Events: Trolley Rides 12/13, Kids Holiday Party 12/14.

MinervaFlora shared that they would only be maintaining the Mary Yost Garden in 2026, and will continue their work to remove invasive plants from greenspaces.

Committee as a Whole Report

Legislation - Tommy Grant

10 items on agenda including budget and charter legislation.

Finance-Tony Pinter

2 fiscal ordinances are on the agenda (Compensation & Appropriations); will likely meet in Feb. (date to be determined); Councilperson Pinter expressed thanks to Fiscal Officer Wilcheck for his hard work during 2025.

Streets - Stacey Koss

Covered by Mayor Southard during the Engineer Report; committee to work with safety and finance regarding safety signage in the Village.

Services - J.P. Martin

Groundmaster has extended leaf pick-up by one week as a courtesy due to weather; scheduling of food trucks for 2026 has begun.

Recreation & Parks - Jason Camara

Committee just met: discussed RES 2025-36, safety signage, and the request to wear reflective clothing when out in the morning/evening.

Safety - Cathy Paessun

Just met prior to Committee as a Whole meeting: reviewed RES 2025-36, discussed safety signage, and encourages everyone to wear lighted/reflective gear when out early/late.

Mayor's Report

Mayor Southard shared her thanks to Village Staff, Council, MPCA and MinervaFlora for a great 2025, and is looking forward to an even better 2026! She wished Happy Holidays and safe travels to all!

Citizen Comments - None

Legislation

MOTION TO APPROVE ORDINANCE 2025-19 Annual Compensation

AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK (3rd Reading)

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE ORDINANCE 2025-22 Annual Appropriations

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026 (3rd Reading)

Motion made by Council President Camara, Seconded by Pinter.

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

ORDINANCE 2025-23 - Charter Commission

AN ORDINANCE PURSUANT TO ARTICLE XVIII §8 OF THE OHIO CONSTITUTION SUBMITTING TO THE ELECTORS OF THE VILLAGE OF MINERVA PARK THE QUESTIONS OF WHETHER A COMMISSION SHAL BE CHOSEN TO FRAME A MUNICIPAL CHARTER AND WHO SHALL BE THE COMMISSION MEMBERS FOR THE VILLAGE OF MINERVA PARK (1st reading - intent to pass as an emergency upon the 3rd reading to meet filing deadlines)

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORD2025-24

Motion made by Grant, Seconded by Council President Camara.

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

MOTION TO APPROVE ORDINANCE 2025-24- Transfer of Appropriations

AN ORDINANCE TO TRANSFER/REALLOCATE APPROPRIATIONS FOR CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025 (1st reading - intent to suspend the rules requiring 3 readings)

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE RESOLUTION 2025-29 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 2026 (3rd Reading)

Motion to amend section 1 of RES 2025-29 to revise the year from 2024 to 2026 made by Grant, Seconded by Pinter.

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

Motion to approve as amended made by Camara, Seconded by Pinter.

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

Legislation (continued)

MOTION TO APPROVE RESOLUTION 2025-31 3.2 Mill Levy Estimate Request

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 THREE POINT TWO (3.2) MILL 5-YEAR RENEWAL TAX LEVY AND TO DECLARE AN EMERGENCY (3rd Reading-intent to pass as an emergency)

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE RESOLUTION 2025-32 LinkUS Agreement

A RESOLUTION AUTHORIZING THE MAYOR EXECUTE A GRANT AGREEMENT WITH THE CENTRAL OHIO TRANSIT AUTHORITY FOR THE LINKUS TRANSIT SUPPORTIVE INFRASTRUCTURE PROGRAM AND DECLARING AN EMERGENCY (3rd Reading-intent to pass as an emergency)

Motion made by Council President Camara, Seconded by Grant.

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

RESOLUTION 2025-35 Pool Renovations

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL RENOVATION/IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY (2nd Reading-intent to pass as an emergency upon 3rd Reading)

RESOLUTION 2025-36 Police Officer Appointment

A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK (2nd Reading)

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2025-37

Reason for emergency passage request: to secure the 2025 price for the next 10 years.

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE RESOLUTION 2025-37 - Taser Replacement Program

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR ACQUISITION OF TASERS FOR THE POLICE DEPARTMENT AND DECLARING IT AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Paessun.

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

Old Business

Pool Maintenance Building Roadway Project

Each of these topics were covered during the earlier portions of the meeting.

Request to approve recommendation to enter into a contract with Miller Landscaping Services for 2026

Motion made by Council President Camara, Seconded by Pinter to approve the staff recommendation to enter into a contract with Miller Landscaping of Westerville for services in 2026. Voting Yea: Council President Camara, Martin, Paessun, Grant, Pinter

New Business

Council President Camara expressed thanks to fellow council members and staff for a great year, and wished Happy Holidays to all.

Motion made by Council President Camara, Seconded by Paessun to enter into executive session to discuss the employment of a public employee.

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

Adjourn

The meeting was adjourned after council returned from executive session.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: December 17, 2025 – Council Pool House Work Session

Purpose of Meeting

The Village Council convened a work session with the architect to review two design options (A1 and A2) for the proposed new pool house, incorporating feedback from previous meetings. The session focused on design preferences, layout efficiency, materials, accessibility, aesthetics, and budget alignment.

Attendees

Council President Camara, Councilpersons Martin, Grant, Koss, and Paessun, the Fiscal Officer, Mayor, and project Architect were in attendance.

Key Discussion Points

1. Design Options Overview

- **Option A1:** Larger, more extensive plan featuring a central breezeway, multiple family restrooms, and expanded amenities.
- **Option A2:** Smaller, cost-conscious version without the breezeway, featuring a compact layout and screen wall for mid-century modern aesthetics.

Both designs maintain the pool house's current site placement and aim to balance function, design, and budget.

2. Restroom Configuration

- Strong support for **multiple family restrooms** near the baby pool for accessibility and convenience.
- **A1 includes four family restrooms**, while A2 includes fewer to save space and cost.
- Discussions centered on stall sizes (preferring oversized for parents with children), ADA compliance, and placement for privacy.
- At least one **ADA-accessible roll-in shower** per gendered area and **six total ADA-compliant restrooms** were confirmed.
- Decision to potentially reduce one family restroom to lower costs while maintaining three.

3. Concession and Guard Areas

- Consensus that the **concession area should connect with the guard room** for accessibility and event support.
- Discussion about adding an **overhead door or side service window** for deliveries or future event use.
- Agreement to **expand concession storage** and potentially link the space to future community or event rooms.

- **No fryers or stoves** are planned to avoid health code complications; only refrigeration and light food prep.

4. Mechanical and Storage Layout

- Recommendation to **relocate the mechanical room** closer to family restrooms or merge with janitorial space to optimize functionality.
- Concerns raised about **security, door placement**, and minimizing external access points to reduce unauthorized entry.
- Preference to avoid mechanical access from the “party patio” side for aesthetic reasons.

5. Breezeway and Circulation

- Widespread support for the **breezeway concept** (Option A1) as both functional and visually appealing.
- The breezeway will be **12 feet wide**, providing stroller and wheelchair access while maintaining code-required self-latching gates.
- Discussions on seasonal closures using **overhead roll-down doors** for security and weather protection.

6. Aesthetic and Material Selections

- Commitment to a **mid-century modern aesthetic** using durable, low-maintenance materials.
- Consideration of **burnished or glazed concrete block** (CMU) as the primary material, possibly mixed with wood-appearing fiber cement for warmth.
- Preference for **light or off-white tones** with colorful accent doors (red, blue, green) for vibrancy.
- Avoidance of wood siding for maintenance reasons; possible use of cedar ceilings for interior warmth if budget allows.
- Roofline debates included butterfly, off-kilter gable, and shed designs. Preference emerged for a **low-pitch gable or dual-shed roof** that allows natural light (via Kalwall translucent panels) without excessive heat gain.

7. Accessibility & Safety

- All restrooms ADA-compliant; at least one **adult changing table** to be added, with potential for grant funding.
- Discussion of **security features**, including potential for cameras, safe storage for funds, and controlled entry.
- Emphasis on sightlines for safety around family restrooms and baby pool areas.

8. Cost and Budget

- **Target budget:** Approximately **\$600,000**.
- Council emphasized maintaining fiscal discipline while retaining essential features like the breezeway and multiple family restrooms.
- Consideration to simplify certain elements (e.g., reduce one restroom or minimize exterior doors) for cost efficiency.

9. Next Steps and Timeline

- Architect to refine **Option A1** incorporating agreed-upon adjustments:
 - Relocate mechanical/janitorial space.
 - Remove one family restroom.
 - Expand concession layout and add side service door.
 - Refine roofline and elevation with updated materials and lighting concepts.
- **Updated renderings and materials** (including color palettes, equipment placement, and community visuals) to be presented at the next work session.
- **Next council review:** Mid- to late **January 2026**.
- **Community presentation:** Planned for **February 2026**, with materials to be distributed via the Village newsletter.

Meeting Outcome

The Council favored **Option A1** as the preferred direction—with modifications to reduce cost, improve flow, and align aesthetics. The architect will return with revised renderings and cost estimates for review prior to public engagement.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary – Council Work Session (January 8, 2026)

The first council work session of 2026 was called to order at 7:05 p.m. Attendees included Mayor Southard, Chief Matt Delp, council members Eric Fischer, Tony Pinter, Tommy Grant, J.P. Martin, Cathy Paessun, and Stacy Koss.

1. Background and Purpose of Resolution 2025-36

Council member J.P. Martin introduced the proposed resolution, which aims to establish clearer **council oversight of police department hiring and personnel decisions**.

- The proposal originated after **past hiring issues** raised concerns about procedural transparency, candidate vetting, and communication breakdowns between council, the mayor, and the police department.
- The goal is to prevent future mistakes and ensure that **council is involved earlier in the hiring process**—before conditional job offers are made or candidates are sworn in.

2. Identified Problems in the Current Hiring Process

Council members and the mayor discussed several issues:

- **Timing of Council Involvement:** Council often receives notice of hires only after candidates are already employed and in uniform.
- **Lack of Access to Background Information:** Council members expressed frustration about not seeing candidate background checks or being able to raise questions in time.
- **Responsibility and Accountability:** While the mayor is the statutory hiring authority, the process has sometimes led to confusion over who bears ultimate accountability for hiring decisions.
- **Public Perception and Risk:** Some recent hires—despite interview panel objections—were later viewed as potential liabilities, causing reputational risk to the village and backlash from residents.

3. Discussion and Diverging Viewpoints

Council's Position:

- Council members (especially Martin, Paessun, and Koss) emphasized the need for **earlier, formal council input** before conditional offers are extended.
- They argued that codifying this oversight (through a resolution or ordinance) ensures **transparency and collective accountability**.
- There was strong sentiment that the mayor should not shoulder the full burden of hiring decisions alone.

Mayor's Position:

- Mayor Southard acknowledged prior shortcomings and accepted partial responsibility for not being more assertive in questioning recommendations.
- She supported improving transparency and documentation but expressed that the **statutory role makes her the final hiring authority**.
- The mayor preferred updating the **Employee Manual** rather than codifying procedures in a rigid ordinance, arguing that manuals are easier to amend.
-

Police Chief's Position:

- Chief Delp agreed that council should be included earlier in the process but suggested this be formalized via the **employee handbook** rather than legislation.
- He proposed that council be looped in **after background checks but before conditional offers**.
- He also emphasized the need to **revise interview procedures** to comply with employment laws and eliminate outdated questions.

4. Proposed Solutions and Next Steps

- **Option 1:** Proceed with **Resolution 2025-36** as a temporary measure establishing earlier council oversight, to remain in effect until the Employee Manual can be revised.
 - **Option 2:** Delay passage of the resolution and first **revamp the entire hiring process**, incorporating council review and updated legal guidance directly into the Employee Manual.
 - **Consensus Emerging:**
 - Council members generally agreed that a **comprehensive overhaul** of the hiring process is needed.
 - There was support for defining a **step-by-step procedure**: initial interview → background check → mayoral review → council review (before conditional offer).
 - Members also discussed forming a **formal interview panel** including a council member, a police representative, and potentially a community member for additional transparency.
 - **Action Items:**
 - Review the Employee Manual within 30 days for updates.
 - Consult legal counsel (Jesse) at the next session before the January 15 vote.
 - Consider establishing an official “hiring panel” and defining executive session protocols for candidate discussions.
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5. Broader Themes and Reflections

- The session revealed broader concerns about **governance, accountability, and professionalization** within a small village administration.
- Members recognized that the current system relies heavily on personal trust and informal communication rather than clear procedural structure.
- The discussion underscored the tension between **statutory authority (mayor)** and **council's oversight responsibility**.
- Participants expressed a shared desire to **protect the village's reputation, ensure ethical hiring practices, and improve interdepartmental transparency**.

6. Closing Points

By session's end, the group agreed to:

- Seek legal clarification from counsel before finalizing any legislative action.
- Work collaboratively on drafting a detailed, legally compliant hiring process.
- Delay immediate adoption of the resolution if necessary to ensure a more complete and lasting procedural framework.

Summary Statement

The January 8, 2026 work session centered on rebuilding trust and structure in the village's police hiring process. While there was disagreement over whether to codify or amend policy, all participants shared the goal of **preventing hiring missteps, enhancing transparency, and strengthening council–executive collaboration**. The meeting concluded with a commitment to further review and reform before formal adoption of Resolution 2025-36.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Monday, January 5, 2026

TO: Mayor, Council

FR: Chief Matt Delp

RE: **Chief's Report for December 2025**

Madame Mayor and Members of Council,

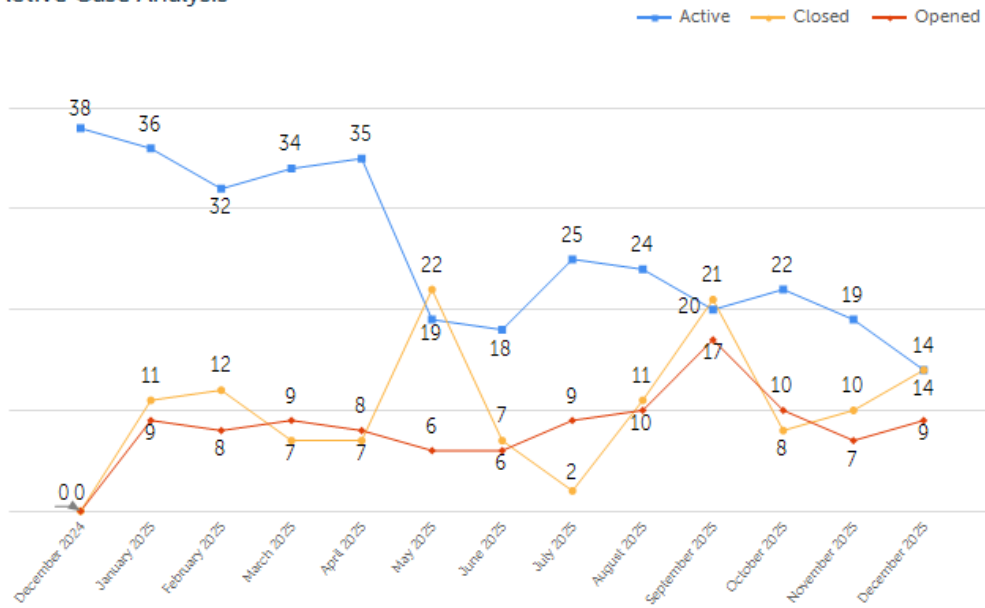
Winter weather conditions impacted parking throughout the village. The village implemented a targeted messaging campaign, and officers delivered warning notices to residents, both of which contributed positively to compliance. Additionally, the Nixle notification system was used to alert residents to the snow emergency, including a reminder to move vehicles, which further supported adherence to parking regulations. During the snow emergency, five cars were issued parking citations.

There were no other notable issues during December.

The following pages contain the vital statistics for police activity.

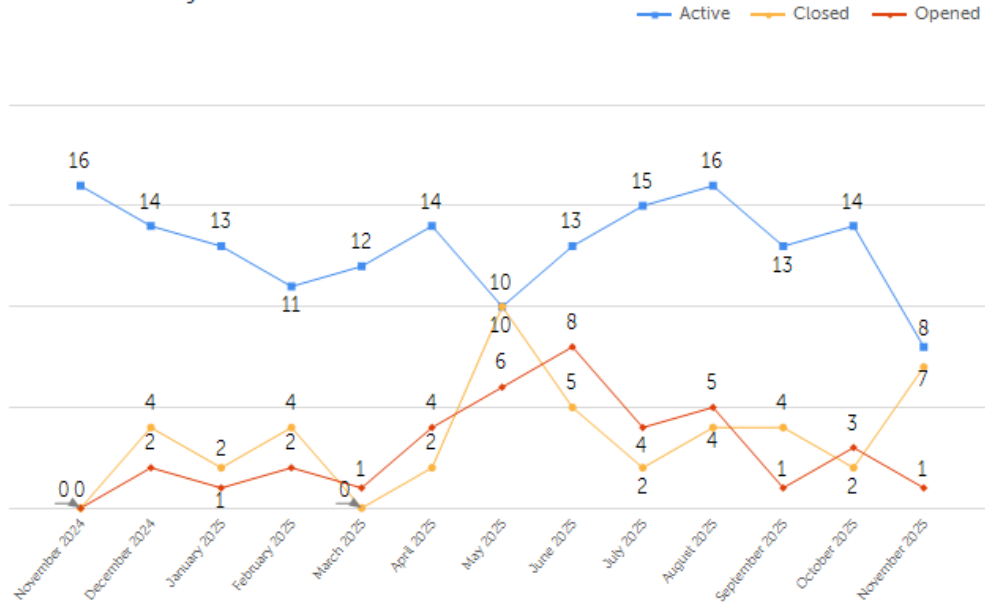
	DEC 2025	Previous Year	Difference
Traffic Stops	62	91	-29
Citations Issued	17	15	2
Police Reports	9	14	-5
Active Cases	14	38	-24
Calls for Service	308	264	44

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



For reports taken between 12/1/2025 and 12/31/2025 for all case types

Case Subtype	Cases	%
Complaint	6	50.00 %
Larceny/Theft	2	16.67 %
Person in Jeopardy	1	8.33 %
Suspicious Vehicle	1	8.33 %
Traffic Stop	1	8.33 %
Vehicle Crash	1	8.33 %
Total	12	100.00 %

12/31/2024 - 12/31/2025				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	5	9	14	0
Breaking and Entering	0	0	0	0
Burglary	1	0	1	0
Complaint	9	43	48	4
Counterfeiting/Forgery	0	0	0	0
Destruction/Damage/Vandalism	1	4	4	1
DOA - Unknown	0	0	0	0
DOA-Suicide	0	0	0	0
Domestic Violence	3	8	11	0
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	6	22	23	5
Menacing	1	0	1	0
Motor Vehicle Theft	4	2	6	0
Person in Jeopardy	0	2	1	1
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	0	10	10	0
Property in Jeopardy	0	1	1	0
Protection Order	1	0	1	0
Rape	0	0	0	0
Request for Assistance	1	0	1	0
Robbery	1	0	1	0
Sexual Assault	0	2	1	1
Shooting	1	0	1	0
Traffic Stop	0	0	0	0
Unspecified Call	2	4	5	1
Warrant	2	1	2	1
Total	38	108	132	14

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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	January 13, 2026		
Copies to	File		

Task Order No. 30: Maintenance Building

- We are coordinating with Franklin County regarding the plumbing permit, pending confirmation that the building's address has been certified by the auditor.
- We continue coordinating with the contractor on various construction details.
- We continue coordinating with the utility providers on final locations for service to the site.

Task Order No. 38: 2025 Roadway Improvements – Construction Services (as of 11/30/25)

- Minerva Lake Road
 - We received Strawser's quote for the proposed retaining wall at the Minerva Lake Road and Farview Road intersection. We are reviewing the scope and price.
- Northland Plaza Drive
 - No change from last update.

Task Order No. 39: Kilbourne Run Erosion Mitigation

- We continue developing conceptual drawings and the alternatives matrix for mitigation strategies immediately downstream of the dam and for the shared-use path under Quiet Brook Vale.
- We anticipate preparing planning level opinions of probable construction costs for the alternatives before the end of 2025.
- We anticipate scheduling an alternatives meeting with the Village for the first week of February.

Task Order No. 40: Valley Road Reconstruction and Utility Improvements

- Detailed design for this project is currently on hold pending coordination with the swim club design professional so that utility improvements – specifically sanitary sewer and storm sewer – can be coordinated with the Valley Road project to meet the needs of the improved facility.

Violation Report - DEC 2025

Record Count : 7

Violation Date	Date Resolved	Subject	Mode
12/30/2025		INOPERABLE VEHICLE	MAILED
12/23/2025	12/30/2025	INOPERABLE VEHICLE	POSTED
12/23/2025	12/30/2025	CAR IN FRONT YARD	POSTED
12/17/2025	12/22/2025	CAR IN FRONT YARD	cCA
11/18/2025		TRASH	MAILED
11/12/2025	12/16/2025	TRASH CANS	POSTED
10/14/2025	12/16/2025	TRASH	POSTED

Permit Report - DEC 2025

Record Count : 2

Permit Type	Status	Date of Application	Local Permit No.
ACCESSORY STRUCTURE (1)	Approved	12/22/2025	PIP-25-2025
PLUMBING (1)	Complete	12/02/2025	P-23-2025

Property Address
2567 MINERVA LAKE RD
3040 QUIET BROOK VALE

ORDINANCE 2025-23

AN ORDINANCE PURSUANT TO ARTICLE XVIII §8 OF THE OHIO CONSTITUTION SUBMITTING TO THE ELECTORS OF THE VILLAGE OF MINERVA PARK THE QUESTIONS OF WHETHER A COMMISSION SHALL BE CHOSEN TO FRAME A MUNICIPAL CHARTER AND WHO SHALL BE THE COMMISSION MEMBERS FOR THE VILLAGE OF MINERVA PARK

WHEREAS, Article XVIII, Section 7 of the Ohio Constitution permits any municipality to frame and adopt a Charter for its government and exercise all powers of local self-government; and

WHEREAS, Article XVIII, Section 8 of the Ohio Constitution states that the legislative authority of any municipality may, by a two-thirds vote of its members, provide by ordinance for the submission to the electors at the next regular municipal election the question of “Shall a Commission be chosen to frame a charter?”; and

WHEREAS, the Village of Minerva Park is currently a non-charter municipal corporation subject to the general statutes established by state law with limited home rule authority; and

WHEREAS, the establishment of a municipal charter provides an opportunity to define the Village’s form and structure of government and its procedures related to a broad range of matters; and

WHEREAS, a charter commission must first be established to develop a charter for the Village of Minerva Park; and

WHEREAS, the resulting charter will later be voted on by the electors of the Village of Minerva Park.

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

Section 1. The Village hereby desires to proceed with placing on the ballot the questions of whether a commission shall be chosen to frame a municipal charter and who shall be the commission members.

Section 2. The proposed language on the ballot shall read as follows or in a manner similar to the following:

PROPOSED CHARTER COMMISSION BALLOT FOR THE VILLAGE OF MINERVA PARK, OHIO

A majority vote is necessary for passage.

Shall a commission be chosen to frame a charter?

YES

NO

FOR MEMBERS OF THE CHARTER COMMISSION
(Vote for not more than 15)

CANDIDATE A

CANDIDATE B
 CANDIDATE C
 CANDIDATE D
 CANDIDATE E
 CANDIDATE F
 CANDIDATE G
 CANDIDATE H
 CANDIDATE I
 CANDIDATE J
 CANDIDATE K
 CANDIDATE L
 CANDIDATE M
 CANDIDATE N
 CANDIDATE O

- Section 3.** The questions of approving the charter commission and the selection of the commission members shall be submitted to the electors of the Village of Minerva Park at the May 5, 2026 Primary/Special Election at the usual voting places for the Village of Minerva Park.
- Section 4.** All nominations for members of the Commission shall be made by nomination petitions signed by not less than ten and not more than thirty persons eligible to vote at municipal elections, and the nominations shall be filed with the Board of Elections no later than February 17, 2026.
- Section 5.** The Village Fiscal Officer be and is hereby directed to certify a copy of this resolution to the Board of Elections of Franklin County, Ohio, as provided by law, and to notify the Board of Elections to cause notice of the election on the questions of approving the charter commission to be given as required by law.
- Section 6.** 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 7.** That this ordinance shall be effective immediately and is hereby declared an emergency necessary to protect the public's health, safety, and welfare: to wit, it must be effective prior to February 5 to guarantee the questions are placed on the May 5 ballot.

First Reading: December 11, 2025
 Second Reading: January 15, 2026
 Third Reading: January 29, 2026
 Passed: January 29, 2026

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

RESOLUTION 2025-35
A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL
OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID
DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL
RENOVATION/IMPROVEMENT PROJECT AND DECLARING AN
EMERGENCY

WHEREAS, the Village of Minerva Park owns and operates the municipal pool which is in need of renovation and improvements; and

WHEREAS, the Village has contracted with Brandstetter Carroll, Inc for architectural and engineering work for the replacement of the bathhouse and the Village desires to contract with Brandstetter Carroll, Inc. for architectural and engineering work related to the pool renovations and improvements; and

WHEREAS, Brandstetter Carroll, Inc. is deemed to be the best and most experienced firm for the project.

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

Section 1. Council hereby awards a contract to Brandstetter Carroll, Inc for the design, preparation of bid document for construction and oversight of construction and authorizes the Mayor and Fiscal Officer to enter into contract on behalf of the Village for the purpose of completing the above-mentioned project.

Section 2. The Cost for such services shall not exceed \$259,000, plus reimbursable fees.

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 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. 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 project in order to remain on schedule for construction and meet the desired opening date for the pool. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: November 20, 2025
Second Reading: December 11, 2025
Third Reading: January 15, 2026
Passed: January 15, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

**A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT
REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND
PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK**

WHEREAS, the Village Council of Minerva Park recognizes the importance of transparency, accountability, and public trust in the hiring and oversight of all Police Department personnel; and

WHEREAS, it is the intent of Council to ensure that all elected officials are fully informed of any material information, including prior incidents, disciplinary history, pending litigation, or other matters relevant to the employment suitability of any Police Department applicant; and

WHEREAS, Council deems it necessary to establish clear disclosure and approval procedures to promote integrity, professionalism, and public confidence in the Minerva Park Police Department.

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

Section 1. Disclosure Requirements:

The Chief of Police shall disclose to the Village Solicitor, in writing, prior to any vote or appointment, all relevant and lawfully obtainable information concerning any applicant for employment within the Minerva Park Police Department.

This disclosure shall include, but is not limited to, to the extent permitted by law:

- A. Prior disciplinary actions, terminations, or resignations from any law enforcement agency;
- B. Any pending criminal charges, civil lawsuits, or administrative proceedings;
- C. Any sustained findings of misconduct or internal affairs investigations; and
- D. Verification of all required certifications, licenses, and training credentials.

To the extent permitted by law, all such disclosures shall be confidential personnel information, provided to the Village Solicitor solely for official review, and retained by the Fiscal Officer as part of the applicant's personnel record. Village Council will discuss these documents in executive session as permitted by Ohio law to discuss the potential hiring of a public employee.

Section 2. Council Oversight and Appointment Approval:

- A. In accordance with Ohio Revised Code Sections 737.15, 737.16, and 737.161, no conditional, final appointment, or any other appointment to the Minerva Park Police Department shall be deemed effective unless and until such appointment has been confirmed by a majority vote of the Village Council.
- B. The Chief of Police shall not extend a conditional or final offer of employment, nor permit any applicant to begin active duty, until Village Council has reviewed the applicant's background information and granted approval.

Section 3. Probationary and Ongoing Employment Oversight:

- A. The Mayor and Council retain the authority to review and act upon the continuation of employment for any police officer during or after the probationary period, when such action is determined to be in the best interests of the Village and consistent with applicable law and Village personnel and Police Department policies.

(Continued)

- B. The Chief of Police shall fully cooperate with Council in providing all records, reports, and documentation necessary to support such determinations.
- C. Nothing in this Resolution shall be construed to limit the power of the Mayor to terminate probationary employees.

Section 4. Accountability of the Chief of Police:

Failure by the Chief of Police to comply with the disclosure, reporting, or procedural requirements of this Ordinance shall constitute cause for disciplinary action by the Mayor, subject to Council oversight and concurrence as required by law, up to and including removal from office as permitted by law.

Section 5. If any section, subsection, or provision of this Ordinance is held invalid by a court of competent jurisdiction, such finding shall not affect the validity of the remaining portions, which shall remain in full force and effect.

Section 6. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Tiffany Southard, Mayor

First Reading: November 20, 2025
Second Reading: December 11, 2025
Third Reading: January 15, 2026
Passed: January 15, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

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RESOLUTION 2026-01

A RESOLUTION DECLARING A DECOMMISSIONED POLICE CRUISER AS SURPLUS PROPERTY AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO DISPOSE OF THE PROPERTY BY SALE, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park owns a 2021 Ford Explorer, bearing vin number 1FM5K8AB6MGA42843, that is no longer required for the operations of the Village, nor is it foreseeable that it will be used for Village purposes in the future; and

WHEREAS, Council desires to sell said surplus property.

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

- Section 1.** The Village-owned said decommissioned police cruiser is hereby declared to be surplus property not needed for the immediate or future needs of the Village.
- Section 2.** The Village of Minerva Park, pursuant to home rule powers vested in it by the Ohio Constitution and pursuant to Ohio Revised Code 735.053, hereby waives any applicable competitive bidding provisions with regard to disposal of surplus property and declares that it is in the best interest of the Village of Minerva Park to sell said cruiser.
- Section 3.** The Mayor and Fiscal Officer are hereby authorized to perform all actions necessary to accomplish the sale of the cruiser.
- 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.** Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this municipality, such emergency rising from the Village's immediate need to dispose of the surplus police cruiser to retain the value of said cruiser and ceasing the monetary expenditures related to retaining the surplus property. Wherefore, this resolution shall take effect and shall be in force upon its passage.

Tiffany Southard, Mayor

First Reading: January 15, 2026
Second Reading: January 29, 2025
Third Reading: Waived
Passed: January 29, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

**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 three and two tenths (3.2) mill tax levy on November 2, 2021, 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, 2026, primary election; and

WHEREAS, the Village Council passed Resolution 2025-31 on December 11, 2025, 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 12, 2026, the Franklin County Auditor certified to the Village that the tax revenue that would be generated by a 3.2 mill renewal tax levy is \$144,478 based on the assessed valuation of the Village of \$63,390,930.

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 all of 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 \$59 for each one hundred dollars (\$100,000) 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 all of the electors of the Village of Minerva Park, which is wholly located in Franklin County, Ohio, and shall be levied upon the entire territory.
- Section 3.** The election for said levy shall be held at the usual voting places for the Village of Minerva Park on May 5, 2026.
- Section 4.** Said renewal levy be extended on the tax list and duplicate of the Village of Minerva Park beginning in tax year 2026 for collection in 2027 and for the next 5 tax years if the majority of electors voting thereon vote in favor of the levy.
- Section 5.** 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 2026-02
(Continued)

Item # 19.

Section 6. 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 7. 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, 2026, 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 Southard, Mayor

First Reading: January 15, 2026
Second Reading: Waived
Third Reading: Waived
Passed: January 15, 2026

ATTEST

Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

Jesse Shamp, Solicitor