



Village Council Regular Meeting

February 26, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

- 1. MOTION TO APPROVE** 2/12/26 Committee as a Whole Minutes
- 2. MOTION TO APPROVE** 2/12/26 Council Meeting Minutes

Citizen Comments

Legislation

- 3. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** for RESOLUTION 2026-03
- 4. MOTION TO APPROVE** RESOLUTION 2026-03
A RESOLUTION AFFIRMING THE APPOINTMENT OF FRANK RHODES II AS A FULL- TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency)

Old Business

New Business

Adjourn

Executive Summary: Committee as a Whole Meeting February 12, 2026

1. Financial Report and Audit Update

2025 Financial Close

- The 2025 Financial Report has been finalized, signed, and filed with the State Auditor.
- The 2025 accounting year is officially closed.
- The January monthly financial report has been distributed.

Upcoming Audit (FY 2024 & 2025)

- The audit will begin **February 19, 2026**.
- Auditors will be onsite for approximately **3–4 days**, with additional offsite follow-up.
- Most requested documentation has already been provided.
- The village is well-prepared, with only minor anticipated follow-up questions.

Supplemental Appropriations Adjustment

- A reduction in appropriations is required for the **Minerva Park TIF Construction Fund**.
- Initial estimates were higher than necessary.
- Adjustments are being made to remain compliant with statutory budget requirements.

Fund Balance Clarification

- A discrepancy between two financial reports was discussed.
- The difference stems from:
 - One report reflecting **unencumbered fund balance (cash minus encumbrances)**
 - Another reflecting **pure cash balance**
- Financial statements correctly reflect cash-only reporting.
- The issue was clarified and resolved without concern.

2. Legislative Matters

A. Resolution 2025-36 – Police Officer Appointment Process

Key Issues:

- Recent information prompted reconsideration of the resolution.
- The village is a statutory village; the mayor serves as appointing authority, with council providing concurrence.
- Concerns centered around:
 - Council's access to background information before concurring on appointments
 - Protecting confidential personnel and medical records
 - Clarifying council's procedural role without overstepping statutory authority

Discussion Highlights:

- Proposal to shift from a temporary resolution to a more permanent ordinance.
- Suggested creation of a **Council rule** requiring:
 - Background documentation review prior to concurrence
 - Executive session discussion before appointment vote
- Legal safeguards would prevent improper disclosure of confidential records.
- Emphasis on future-proofing the process for future councils and administrations.
- Discussion about when council should be inserted into the hiring process (before or after physical/psychological exams).
- Currently, the department is fully staffed; no urgent hires pending.

Outcome:

- Agreement to **table the resolution**.
- Commitment to:
 - Reconcile Police Department (Lexipol) hiring policies
 - Align Village Employee Handbook provisions
 - Develop a unified, codified hiring process
- Target timeline: March for a refined proposal.

B. Pool Renovation Bid (Brandstetter Carroll)

- Third reading noted.
- No substantive discussion recorded in this session.

3. Public Safety Updates

A. Snow Emergency Enforcement

- Improved compliance compared to the previous snow event.
- Some sidewalk obstructions remain in areas where street parking is impractical due to snow.
- Officers verbally advised residents that sidewalk parking would not be enforced during snow emergencies.
- Suggestion to formally amend ordinance to reflect this exception.
- Agreement to draft legislative modification.

B. Signage Improvements

Installed/Planned:4

- 20 “No Parking During Snow Emergency” signs purchased.
- “Do Not Block Intersection” signs installed (including Wildwood & Ours).
- Plans to prioritize entrances/exits and high-visibility areas.

Under Consideration:

- Flashing stop signs (Farview intersection)
- Flashing pedestrian crosswalk signs (especially near school)

- Solar-powered signage options
- Multilingual or symbol-based signage to accommodate diverse residents

Discussion included cost-benefit considerations, particularly regarding radar-equipped signs.

C. Flock Safety Cameras

- One camera relocated (from near apartments to South Village area).
- New placement increases coverage of primary vehicle entry points.
- Budgeted relocation planned to Jordan Road area.
- Potential cost-sharing opportunity with Phantom Fireworks.
- Solar units operating without issue.

D. Pothole Concerns

- Significant potholes reported on East Shore and East Shore Court.
- Cold patch not viable until ground temperatures warm.
- Suggestion to place cones for interim warning.
- Area damage likely linked to prior hydrant break and freeze.
- Temporary mitigation to be addressed weather permitting.

E. Cleveland Avenue Traffic Study

- Initial attempt disrupted by snowstorm.
- Study will be reattempted once weather stabilizes.

F. Community Safety Engagement

- Informal resident meeting held to discuss safety concerns.
- Confirmed permissible so long as no quorum of council present.
- Common theme: limited village resources; increased citizen engagement needed.

4. Public Works / Plowing and Township Coordination

Alley Plowing Issue

- Dispute arose regarding plowing of a right-of-way alley serving Cleveland Avenue businesses.
- The alley is:
 - Dedicated right-of-way
 - Improved and accepted as part of a plat
- Township initially viewed it as a driveway based on auditor mapping.
- Clarified: it is public right-of-way and should be plowed.⁴

Broader Concerns Raised:

- Scope of township service obligations to village
- Historical service reductions (e.g., mosquito spraying)

- Annual \$20,000 reimbursement related to TIF property tax offset
- Question whether formal service agreements exist or should be documented

Action Items:

- Staff to review:
 - Township service obligations
 - Any historical agreements
 - Statutory requirements for service provision
- Aim: Clarify responsibilities and prevent future misunderstandings.

5. Governance and Strategic Themes

Several broader governance themes emerged:

- 1. Codification & Clarity**
 - Emphasis on written procedures rather than informal precedent.
 - Desire to “future-proof” policies.⁴
 - 2. Transparency & Legal Compliance**
 - Careful handling of personnel confidentiality.
 - Respect for statutory village structure.
 - 3. Resource Constraints**
 - Repeated acknowledgment of limited administrative and financial capacity.
 - Need for prioritization.
 - 4. Collaborative Relationships**
 - Recognition of generally positive relationship with Blendon Township.
 - Desire to address issues constructively without escalation.
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Key Decisions & Action Items Summary

Topic	Action
Supplemental Appropriations	Reduction to be enacted
Audit	Begins Feb 19; prepared
Police Hiring Process	Resolution tabled; permanent ordinance to be developed
Snow Emergency Sidewalk Parking	Draft ordinance amendment

Topic	Action
Signage Installation	Proceed weather permitting
Potholes	Temporary mitigation; repair when ground warms
Traffic Study	Reschedule post-weather stabilization
Alley Plowing	Clarify with township; review service obligations
Township Service Scope	Research statutory/service agreements

Overall Meeting Tone

The meeting reflected a collaborative, solution-oriented approach. While several procedural and operational issues were raised, discussions were constructive and focused on strengthening long-term governance processes.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

February 12, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Council Members Camara, Koss, Martin, Paessun, Grant, Pinter

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

Pledge of Allegiance

Minutes

MOTION TO APPROVE 1/29/2026 Committee as a Whole Minutes

Motion made by Camara, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE 1/29/2026 Council Meeting Minutes

Motion made by Grant, Seconded by Pinter.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE 2/3/26 Pool House Work Session Minutes

Motion made by Council President Camara, Seconded by Koss.

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

MOTION TO APPROVE 2/5/2026 Council Work Session Minutes

Motion made by Grant, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE 2/8/2026 Council Work Session Minutes

Motion made by Council President Camara, Seconded by Pinter.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

Village Official Reports

Police - Chief Matt Delp

Report in Packet; nothing to add

Fiscal Officer - Jeffrey Wilcheck

2025 annual report has been completed, filed, posted; Jan. report emailed and posted

Engineer - Mike Flickinger

Report in packet: Task Orders 30, 38, 39, and 40 were updated.

Legal - Jesse Shamp

Law Director Shamp apologized for the confusion regarding council members ability to run for the Charter Commission; no formal report.

Village Planning - Eric Fischer

850 K of lake funding has been re-awarded; this can be used for forebays and ecological restoration.

Zoning Officer - John Canty

Report in packet; discussion held regarding food trucks in the Village (both stationary and those that come in weekly) and permitting/taxation.

Planning & Zoning - Tommy Grant

No meeting to be held in February; next meeting set for Wednesday March 18.

MPCA - Jason Camara

Met 2/11: concern shared about payment to Inskeep for Newsletter Printing-discussion held regarding the newsletter being the only communication method that is delivered to every residence in the village; upcoming events: 4/11 Spring Fling, 6/6 Arts in the Park- would LOVE to see an increase in membership (currently apprx. 120 members); MinervaFlora has been meeting and will hold several classes for those interested- Spring garden award will be presented this year.

Committee as a Whole Report

Finance-Tony Pinter Safety-Cathy Paessun Tommy Grant

Finance Committee sends thanks to the fiscal team for great reporting! Finance Committee to meet 3/10.

Safety shared concerns about potholes-repairs to be investigated weather permitting- also thanks to those who moved vehicles during recent snow events. Discussion held regarding revising snow parking ordinance to permit parking in drives that blocks sidewalks during such events.

Legislation reviewed items in the upcoming agenda.

Mayor's Report

Pool Chair Order should be complete and shipped late February; no parking during snow emergency signs received; will be installed weather permitting; Council is encouraged to submit items (committee, charter, etc.) for the monthly newsletter-deadline is Fri 2/20.

Citizen Comments

Tony Benedetti of Berry Lane Ct. expressed concerns about the expense of the proposed pool renovations. He shared some possible cost cutting ideas, and requested that Council table Resolution 2025-35 which would enter into contract for engineering of the pool renovation.

Legislation

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS for ORD 2026-01

Motion made by Grant, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE ORDINANCE 2026-01

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026 (1st reading-intent to suspend the rules requiring 3 readings)

Motion made by Grant, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

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-intent to pass as an emergency to keep the project on schedule)

Motion made by Koss, Seconded by Grant.

Voting Yea: Koss Voting Nay: Camara, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE RESOLUTION 2025-36 - Council Oversight on Hiring

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

Motion to TABLE RES 2025-36 made by Pinter, Seconded by Camara.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

Old Business- None

New Business

Chief Delp suggested a possible collaboration with Westerville School Art students to paint the generator; brief discussion followed.

MOTION TO ENTER EXECUTIVE SESSION -

MOTION THAT COUNCIL ENTER EXECUTIVE SESSION UNDER OHIO REV. CODE 121.22 (G)(1) TO DISCUSS THE APPOINTMENT OF A PUBLIC OFFICIAL

Motion made by Camara, Seconded by Koss.

Voting Yea: Camara, Koss, Martin, Paessun, Grant, Pinter

Adjourn

Upon return from Executive Session

Motion to adjourn made by Camara, Seconded by Koss.

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

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

RESOLUTION 2026 - 03

Item # 4.

A RESOLUTION AFFIRMING THE APPOINTMENT OF FRANK RHODES II AS A FULL- TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY

WHEREAS, Council for the Village of Minerva Park passed Resolution 2025-18 on August 28 2025 confirming the appointment of Frank Rhodes II as a full-time police officer; and

WHEREAS, Frank Rhodes II was hired on August 26, 2025; and

WHEREAS, Council for the Village of Minerva Park acknowledges the successful completion of the probationary period set forth in R.C. § 737.17 by Frank Rhodes II, the transmittal by the Mayor of a record of Frank Rhodes II's service during the probationary period, and the Mayor's recommendation to affirm the appointment of Frank Rhodes II as a full-time police officer for the Village of Minerva Park.; and

WHEREAS, Council for the Village of Minerva Park concurs with the recommendation of the Mayor;

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

Section 1. Council hereby concurs with the recommendation by the Mayor to affirm the appointment of Frank Rhodes II as a full-time police officer for the Village of Minerva Park effective February 26, 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. 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. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare and specifically so that the above-named Officer may immediately begin serving to his/her full capacity Wherefore, this Resolution shall take effect and be in force from and after its passage. This resolution shall be in effect at the earliest period allowed by law.

First Reading: February 26, 2026
Second Reading: Waived
Third Reading: Waived
Passed: February 26, 2026

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor