



Village Council Regular Meeting

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

Agenda

Roll Call/Vote to Excuse any Absent Member

1. 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

- [2.](#) **MOTION TO APPROVE** 11/20/25 Committee as a Whole Minutes
- [3.](#) **MOTION TO APPROVE** 11/20/25 Council Meeting Minutes
- [4.](#) **MOTION TO APPROVE** 12/4/25 Council Work Session Minutes

Village Official Reports

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

Committee as a Whole Report

- 13. Legislation - Tommy Grant
- 14. Finance-Tony Pinter
- 15. Streets - Stacey Koss
- 16. Services - J.P. Martin
- 17. Recreation & Parks - Jason Camara
- 18. Safety - Cathy Paessun

Mayor's Report

Citizen Comments

Legislation

19. 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)

20. 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)

21. 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)

22. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORDINANCE 2025-24

23. 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)

24. 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)

25. 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)

26. 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)

27. 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)

28. 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)

29. 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.

30. 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)

Old Business

31. Pool Maintenance Building Roadway Project

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

New Business

Adjourn

Executive Summary: Committee of the Whole Work Session – November 20, 2025

Meeting Overview

- **Date/Time:** November 20, 2025 – 6:33 PM
 - **Participants:** Council President Camara, Councilpersons Pinter, Paessun, Grant, J.P. Martin, Koss, and Monning; Mayor Southard; Administrator Jeffrey Wilcheck; others including Jesse (expected), Chief Delp (expected), and excused absence for Eric (family issue).
 - **Departments Present:** Street Services, Reps, and Parks.
-

1. Street Services Discussion

A. Minerva Lake Road Project

- Primary focus of discussion.
- Ongoing paving and weather-related updates; council to verify if paving occurs the next day.
- Coordination with **Brad** for **leaf removal** depending on paving schedule; public communication planned before 2:00 PM Saturday.
- Emphasis on verifying whether **Strawser Paving** can allow access for leaf trucks.

B. Property & Design Concerns

- Residents affected by **sloping and grading**; uncertainty about inclusion of retaining walls in final design.
- Discussion to reach out to **Cody** and **Mike** for clarification and potential follow-up on design adjustments.

C. Resident Requests

- **Mailbox relocation** request at **3164 Farview Road** due to repeated damage from vehicle traffic. Council agreed to look into repositioning it several feet east, away from the intersection.

D. Road Markings & Safety

- Questions raised on whether **thermoplastic reflective striping** would be used; issues with unclear road edges on Ponderosa Drive leading to vehicles driving on grass.
- Council to confirm striping plans and costs.

E. Lessons Learned / Future Planning

- Recognition of **communication gaps** and **resident frustration** during the project.
- Agreement to hold a **post-project debrief** to document “lessons learned.”
- Suggestions included:
 - Improved pre-planning and public communication.
 - Possible road closures to speed up construction.

- Providing alternative parking options for residents.

Positive Feedback

- Resident commendations for **Strawser Paving's work quality** and project results.
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2. Sidewalk & Trail Connectivity (LinkUS Project)

- Discussion centered on **connecting the village trail network** to regional paths via **Old Dublin-Granville Road** or **Corporate Drive**.
 - Consideration of using existing **LinkUS pathways** to minimize costs.
 - **Eric** to consult engineers and evaluate route feasibility.
 - Discussion on financial logistics:
 - 100% reimbursement-based grant (village must front costs temporarily).
 - Risks include **cost overruns**; project fund to be created and reimbursed through **COTA grant**.
 - Council stressed need for close financial management and possible memo of understanding with the City of Columbus.
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3. Services

A. Trash and Recycling

- **Recycling** delayed but completed; **Local Waste** praised for responsiveness.
- **Trash pickup adjustments** to coordinate with paving schedules (Monday/Tuesday).
- Council to ensure Local Waste can access areas before paving starts.

B. Leaf Collection

- Generally successful except in construction zones.
 - Some residents' leaves not yet collected; council noted possible rescheduling.
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4. Recreation and Parks

A. Pool Membership Verification

- Debate on **residency verification** for **resident pool memberships** due to misuse by non-residents.
- Proposed solutions:
 - Require **proof of residency** (driver's license or photo ID).
 - Add verification language to pool legislation.
 - Potential "verification days" at the pool before opening.
- Consensus: implement verification **starting 2025 season** to set precedent and discourage fraud.

B. Collaboration with Blendon Township

- Proposal to meet with **new Blendon Township trustees** after the first of the year (possibly **February 5, 2026**) to discuss:
 - **Shared funding for pool operations** (as township residents use village facilities).
 - **Intergovernmental cooperation** on plowing and community projects.
 - Efforts to rebuild goodwill and communication.
-

5. Legislation Review

A. Pool Fee Resolution Amendment

- Addition of clause:

“Residency to be proven with provision of ID”

- To apply in Section 2 and exhibit for **resident discount eligibility**.

B. Reappointment Resolution (2025-33)

- Reappointment of **Cliff Bigler** following his **retirement from the public pension system**; he will continue employment with the village under rehired status.
- This is a **procedural safeguard** to ensure statutory compliance.

C. LinkUS Contract Concerns

- Discussion of **blanks in the contract** and ensuring complete documentation before final approval.
 - **Final reading scheduled for December 11, 2025.**
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6. Closing Notes

- Meeting adjourned following legislative review.
 - Future agenda includes:
 - Post-project evaluation (Minerva Lake Road).
 - Pool residency verification rollout.
 - February joint session with Blendon Township trustees.
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✓ Key Takeaways:

- Strong focus on **infrastructure coordination** (roads, paving, and trail connectivity).
- Emphasis on **accountability, communication improvement, and residency verification** for public amenities.
- Continued commitment to **inter-municipal collaboration** and **grant-funded projects** management.



Village Council Regular Meeting

November 20, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

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

ALSO IN ATTENDANCE: Mayor Southard, Chief Delp, Attorney Shamp, Fiscal Officer Wilcheck

Motion to excuse Councilperson Koss made by Council President Camara, 2nd by Paessun.

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

Pledge of Allegiance

Pete DiSalvo - Resident Survey Presentation

Mr. DiSalvo presented the results of the 2025 Resident Survey. The presentation may be found at www.minervapark.gov/village-council/meeting/village-council-regular-meeting-28.

Minutes

MOTION TO APPROVE 11/13/25 Committee as a Whole Minutes

Motion made by Pinter, Seconded by Paessun.

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

MOTION TO APPROVE 11/13/25 Council Meeting Minutes

Motion made by Paessun, Seconded by Pinter.

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

MOTION TO APPROVE 11/17/25 Pool House Work Session Minutes

Motion made by Pinter, Seconded by Paessun.

Voting Yea: Council President Camara, Paessun, Pinter

Voting Abstaining: Martin, Grant

Committee as a Whole Report

Streets - Stacey Koss

Paving to take place Fri or Mon on MLR-final stages of project; updates are being provided as they are received.

Services - J.P. Martin

Confirming status of MLR paving for continuation of Leaf Pick-Up; La Baia Italian Food Truck Fri 11/21.

Recreation & Parks - Jason Camara

Discussion of pool fees - Res 2025-27 will be amended to include residency verification for memberships; 11/17 was the initial concept review for the new Pool House to be built Fall 2026-next meeting will be Wed. 12/17 7:00 PM.

Citizen Comment: None

Legislation

MOTION TO APPROVE ORDINANCE 2025-19 Annual Compensation for 2026

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

Motion to postpone Ordinance 2025-19 made by Martin, 2nd by Council President Camara.

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

MOTION TO APPROVE ORDINANCE 2025-20 Health Care for 2026

AN ORDINANCE ESTABLISHING HEALTH CARE BENEFITS FOR EMPLOYEES AND THE MAYOR AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACTS FOR MAJOR MEDICAL AND OTHER INSURANCES FOR VILLAGE EMPLOYEES (3rd Reading)

Motion made by Council President Camara, Seconded by Pinter.

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

ORDINANCE 2025-22 Annual Appropriations

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026 (2nd Reading)

MOTION TO APPROVE RESOLUTION 2025-25 Annual Contracts

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO VARIOUS RECURRING CONTRACTS NECESSARY FOR THE CONTINUOUS OPERATION OF THE VILLAGE (3rd Reading)

Motion made by Council President Camara, Seconded by Paessun.

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

MOTION TO APPROVE RESOLUTION 2025-26 Rules of Council

A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2026 (3rd Reading)

Motion made by Council President Camara, Seconded by Pinter.

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

MOTION TO APPROVE RESOLUTION 2025-27 Pool Fees

A RESOLUTION ESTABLISHING FEES FOR MEMBERSHIP FOR THE MINERVA PARK POOL FOR THE 2026 SUMMER SEASON (3rd Reading)

Motion made by Council President Camara, Seconded by Grant to amend Resolution 2025-27 to include in section 2: "residency to be proven with provision of ID" and to include on the table of fees an asterisk stating "proof of residency required for all members."

Motion made by Council President Camara, Seconded by Paessun.

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

RESOLUTION 2025-29 Property Tax Advances for 2026

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 (2nd Reading)

2nd Reading.

Legislation(continued)

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 THREE POINT TWO (3.2) MILL 5-YEAR RENEWAL TAX LEVY AND TO DECLARE AN EMERGENCY (2nd Reading-intent to pass as an emergency upon 3rd Reading)

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 (2nd Reading-intent to pass as an emergency on the 3rd Reading)

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS FOR RES 2025-33

Motion made by Council President Camara, Seconded by Pinter.
Voting Yea: Council President Camara, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE RESOLUTION 2025-33 Bigler Reappointment

A RESOLUTION AFFIRMING THE REAPPOINTMENT OF CLIFFORD BIGLER AS A FULL- TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st Reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Motion made by Council President Camara, Seconded by Pinter.
Voting Yea: Council President Camara, Martin, Paessun, Grant, Pinter

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RES 2025-34

Motion made by Pinter, Seconded by Paessun.
Voting Yea: Council President Camara, Martin, Paessun, Grant, Pinter

MOTION TO APPROVE RESOLUTION 2025-34 Blackburn Termination

A RESOLUTION AFFIRMING THE TERMINATION OF AMBER BLACKBURN AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st Reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Paessun.
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 (1st Reading-intent to pass as emergency upon 3rd Reading)

RESOLUTION 2025-36 Police Officer Appointments

A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK (1st Reading)

Old Business

Pool Concession discussions in progress, Pool House discussed earlier in meeting; Footer has been poured for Maintenance Building; MLR project discussed earlier in meeting Valley Rd. Project to be pushed to 2026 to align with Pool House construction; E. Shore/Kerrwood/N. Lake Ct. Project set for 2026 (waterline, associated road construction); MLR Phase to engineering to begin in 2027; street assessment to be performed in 2026.

New Business

Annual Donation Drive has begun-collecting items for our 3 schools-visit minervapark.gov to learn more; Holiday Party/Light Tours 12/23 - sign ups now available; Brief discussion of grading/issues at west end of MLR project-under review with engineer/contractor.

Adjourn

Motion made by Grant, Seconded by Council President Camara.

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

Meeting adjourned 8:14 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary – Council Work Session, December 4, 2025

Meeting Date/Time: December 4, 2025, 7:00 PM

Attendees: Mayor Southard; Councilmembers Grant, Pinter, Koss, Martin, Paessun, Camara; Fiscal Officer Jeff Wilcheck; Village Planner Eric Fischer; Village Attorney Jesse Shamp.

1. Budget and Appropriations

Fiscal Officer Jeff Wilcheck presented updates on the **2025 budget**:

- **Ordinance 2025-19 (Annual Compensation):** Revised to reduce the Police Department to **nine positions**.
- **Ordinance 2025-22 (Annual Appropriations):** Adjusted wages/benefits to reflect police staffing changes and updated estimates for IT services.
- **IT Contract:** Increased to **\$37,000** due to a server replacement for data backups.
- **Capital Projects:**
 - **Server Closet Cooling:** \$1,000–\$1,500 for air conditioning to prevent overheating.
 - **New Conference Room:** \$7,500 allocated to convert an existing room for meetings.
 - Discussion ensued about potential **space repurposing** (basement use, rearranging record/conference rooms) to create flexible meeting and rest spaces for officers.

2. Police Department Oversight and Hiring Legislation

Council extensively discussed **Resolution 2025-36**, addressing police hiring oversight:

- Establishes formal **Council review and confirmation** of all police hires before final offers.
- Requires **background disclosure** (disciplinary history, lawsuits, certifications, etc.) to Council via the village attorney prior to approval.
- Adjustments were proposed to clarify conditional offers: Chief may extend **conditional offers**, but **final offers require Council approval**.
- Discussion highlighted the need to **include the Police Chief** in upcoming deliberations for transparency and procedural input.
- Council agreed to:
 - Send the draft resolution to the Chief for review ahead of the next **Safety Committee meeting**.

- Schedule a **January work session** to review the hiring process and interview procedures in detail.

Key Objectives:

- Improve transparency and accountability in police hiring.
- Ensure Council receives complete applicant information.
- Align practices with comparable municipalities (e.g., Blendon Township).
- Review and potentially update **interview procedures** and **probationary review processes**.

3. Infrastructure and Capital Projects

a. Green Line / Trail Connectivity Project

- Discussion centered on **trail alignment and jurisdictional issues** related to the “Green Line” connection to Alum Creek.
- Clarified that construction beyond village limits will be governed by an **MOU with the City of Columbus**, with **contractors bearing liability** until project completion.
- Funding comes from **grants**, not village income tax. Village will **front funds (~\$200K–\$250K)** and be reimbursed within ~90 days.
- Concerns about aesthetics, lighting, and safety were raised, but officials confirmed these would fall under **Columbus’s jurisdiction post-construction**.
- Next steps: Engage engineering firms for **design and cost estimates**; prioritize safe routing and communication to residents.

4. Pool Renovation Project

- **Resolution 2025-35:** Authorizes Brandstetter Carroll to perform architectural/engineering work for pool rehabilitation.
- Council discussed consulting **Patterson Pools** (builder of the baby pool) for a **cost comparison** before final approval.
- Past grant-funded work with MKSK will inform design and budgeting.
- Concerns raised:
 - Estimated costs (\$4–5M) include unnecessary landscaping and amenities.
 - Preference to phase improvements (prioritize pool structure, defer extras).
 - Reassess restroom and concession stand sizing for cost efficiency and practical use.

- Consensus: Gather direct construction estimates from Patterson Pools to refine the design scope before proceeding.

5. Administrative Updates

- **Job Descriptions:** Department heads finalizing 2025 revisions.
- **Ordinance 2025-29 & 2025-31:** Address property tax levies and millage rates; deadlines set for early February filing with the Board of Elections.
- **Resolution 2025-32:** Confirms grant timelines for Lincoln's project funds (flexible use through 2028).

6. Key Themes and Takeaways

- Strong focus on **fiscal management** and efficient allocation of funds.
- Renewed emphasis on **oversight and accountability** in police hiring.
- Ongoing efforts to **maximize grant funding** for infrastructure while maintaining transparency with residents.
- Collaborative and solution-oriented discussion, with humor and civility throughout.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Wednesday, December 3, 2025

TO: Mayor, Council

FR: Chief Matt Delp

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

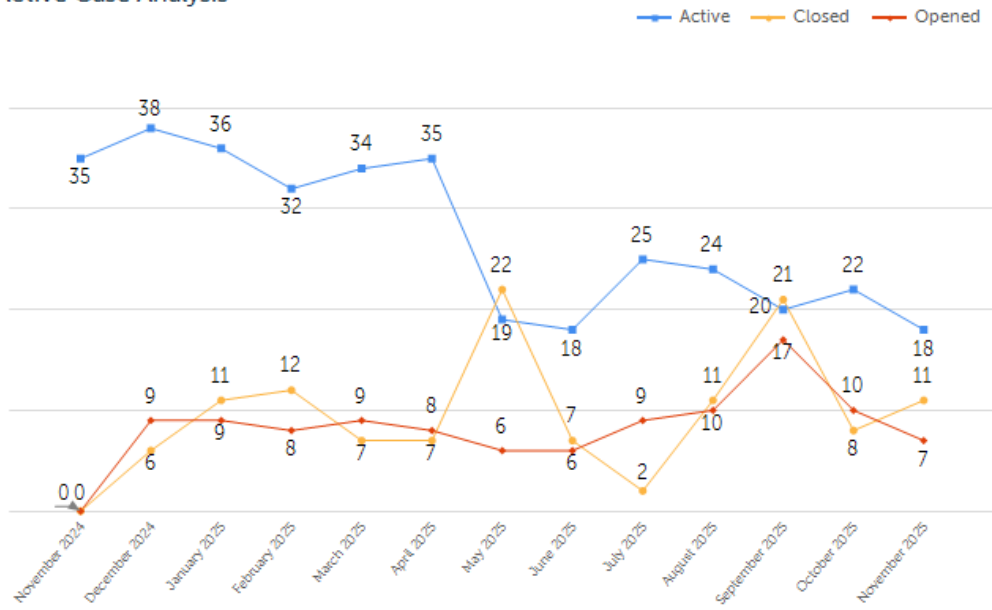
Madame Mayor and Members of Council,

There is nothing of major concern or interest to report this month. The police department continued its general operations. One officer has returned from injury leave and is on light-duty. He is expected to return to full duty in mid-December.

The following pages contain the vital statistics for police activity.

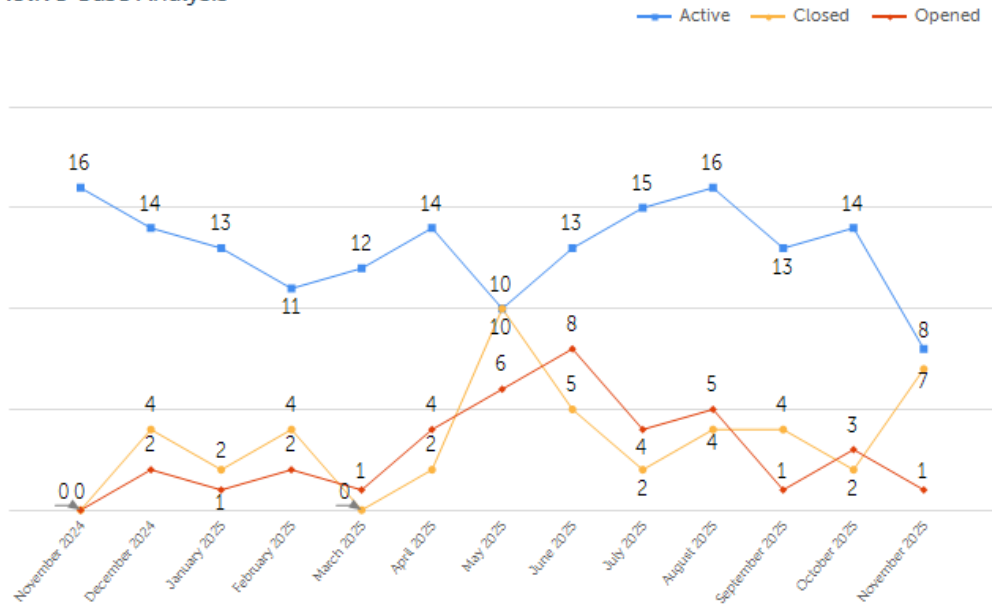
	NOV 2025	Previous Year	Difference
Traffic Stops	33	61	-28
Citations Issued	3	13	-10
Police Reports	7	16	-9
Active Cases	18	25	-7
Calls for Service	279	318	-39

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



For Cases opened between 10/1/2025 and 10/31/2025 for all case types

Case Subtype	Cases	%
Complaint	2	22.22 %
Domestic Violence	2	22.22 %
Larceny/Theft	1	11.11 %
Missing Person Reported	1	11.11 %
Unspecified Call	2	22.22 %
Vehicle Crash	1	11.11 %
Total	9	100.00 %

11/30/2024 - 11/30/2025				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	4	11	15	0
Breaking and Entering	0	0	0	0
Burglary	1	0	1	0
Complaint	9	39	40	8
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	5	21	21	5
Menacing	1	0	1	0
Motor Vehicle Theft	4	2	6	0
Person in Jeopardy	0	1	1	0
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	0	11	11	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	5	5	2
Warrant	1	3	3	1
Total	35	108	125	18

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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	December 11, 2025		
Copies to	File		

Task Order No. 30: Maintenance Building

- General building permit is complete. 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
 - o Paving work is essentially complete. Striping and signage work remains.
 - o Sidewalk work is generally complete. We are coordinating with Strawser on two items: potential retaining wall near Farview Road (look to be similar to existing walls) and coordination with AT&T on utility boxes.
- Northland Plaza Drive
 - o Paving work is essentially complete. Striping and signage work remains.
 - o Currently, we do not anticipate utilizing any of the \$10,000 contingency included in this part of the project.

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 January.

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.

Permit Report - Current Month

Generated by Zoning Code Enforcement Officer on 11/30/2025 03:00 PM

Record Count : 7

Permit Type	Status	Date of Application	Local Permit No.	Property Address
DOOR REPLACEMENT (1)	Approved	11/13/2025	PIP-23-2025	2866 N LAKE CT
PLUMBING (3)	Complete	11/07/2025	P-19-2025	3219 MINERVA LAKE RD
	Complete	11/10/2025	P-20-2025	3219 MINERVA LAKE RD
	Approved	11/13/2025	P-21-2025	3015 GREEN LINE WY
ROOF REPLACEMENT (2)	Approved	11/12/2025	PIP-22-2025	2660 LAKEWOOD DR
	Approved	11/19/2025	PIP-24-2025	2832 WILDWOOD RD
WINDOW REPLACEMENT (1)	Approved	11/04/2025	PIP-20-2025	2786 WILDWOOD RD

Violation Report - Current Month

Generated by Zoning Code Enforcement Officer on 11/30/2025 3:00 PM

Record Count : 6

Violation Date	Date Resolved	Subject
11/18/2025		TRASH
11/18/2025	11/19/2025	TRASH
11/12/2025	11/19/2025	TRASH CANS
11/12/2025		TRASH CANS
11/06/2025	11/10/2025	INOPERABLE VEHICLE
11/05/2025	11/06/2025	HIGH GRASS

ORDINANCE 2025-19

AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK

WHEREAS, pursuant to Section 731.10, Revised Code, the legislative authority may provide such employees for the Village as it determines are needed; and,

WHEREAS, pursuant to Section 731.13, Revised Code, the legislative authority of a Village shall fix the compensation of all officers, clerks, and employees of the Village except as otherwise provided by law; and,

WHEREAS, as part of the budget for 2026, the authorized positions and compensation rates were adjusted.

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

Section 1. The number of hourly and salary full-time employees, positions, and related pay ranges for the Police Department shall be as follows:

Positions	Steps					
	1	2	3	4	5	6
<u>Patrol Officers</u>						
Hourly Rates - 1st Shift	\$32.43	\$34.37	\$36.43	\$38.62	\$40.94	\$43.39
Annual Compensation	67,447.22	71,494.06	75,783.70	80,329.60	85,149.38	90,258.34
Hourly Rates - 2nd and 3rd Shift	\$33.43	\$35.43	\$37.56	\$39.81	\$42.20	\$44.73
Annual Compensation	69,527.22	73,698.86	78,120.79	82,804.80	87,773.09	93,039.47

Positions	Authorized Number	Status	Hourly Rates		Annual Compensation	
			Low	High	Low	High
Sergeant, 1st Shift	---	Hourly	---	\$46.00	---	\$95,673.84
Sergeant, 2nd and 3rd Shift	---	Hourly	---	\$47.41	---	98,621.84
Lieutenant	---	Hourly	---	48.76	---	101,414.27
Chief	---	Salary	---	53.63	---	111,555.70

The Police Department is authorized to have 9 full-time employees. There shall be one sergeant, one lieutenant, and one chief. The Sergeant’s compensation is six percent above the Patrol Officer’s step 6 for the assigned shift. The Lieutenant’s compensation range is six percent above that of a Sergeant on first shift. The Chief’s compensation range is ten percent above that of the Lieutenant. Patrol officers in probation shall be compensated \$.75 less than the hourly rate of starting pay.

Patrol officers are assigned to one of three shifts, annually, for a year based on the Shift Bid. Any change in the annual shift assignment is at the discretion of the Chief of Police. The Chief of Police shall notify the Fiscal Office in writing of any change. Temporary work (less than 28 days) across any shift does not result in a rate change. An annual split shift assignment shall have a rate assigned based on the shift where the majority of hours are worked.

ORDINANCE 2025-19

Item # 19.

(Continued)

Section 2. The number of hourly full-time, part-time, and seasonal employees, positions, and related pay ranges within all other departments shall be as follows:

Positions/Job Title	Authorized	Status	Hourly Rates		Annual Compensation **	
	Number		Low	High	Low	High
<u>Maintenance Department</u>						
Maintenance Worker 2	1	Part-Time	20.70	23.00	21,528	23,920
Maintenance Worker 1	1	Part-Time	18.60	20.70	19,344	21,528
Laborer	2	Seasonal	12.50	18.50	6,000	8,880
<u>Swimming Pool</u>						
Office Staff	2	Seasonal	12.50	15.50	6,000	7,440
Concession Manager	1	Seasonal	20.50	23.00	9,840	11,040
Concession Worker	5	Seasonal	11.00	14.00	5,280	6,720
Lifeguard 1, (0-1 Years Experience)	As Needed	Seasonal	12.50	15.00	6,000	7,200
Lifeguard 2, (2-3 Years Experience)	As Needed	Seasonal	15.50	17.50	7,440	8,400
Lifeguard 3, 4+ Year Experience)	As Needed	Seasonal	18.00	21.00	8,640	10,080
<u>Mayor/Administration</u>						
Administration Assistant	2	Part-Time	15.50	22.75	32,240	47,320

** Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees, 1040 hours for part-time employees and 480 hours for seasonal employees.

Section 3. The salaried positions and related pay ranges shall be as follows:

Position	Authorized Number	Status	Annual Compensation *	
			Low	High
Pool Manager	1	Seasonal	13,000	16,000
Fiscal Officer	1	Part-Time	48,000	60,000
Assistant Fiscal Officer/ Police Clerk/Clerk of Court	1	Full-Time	64,000	90,500
Villager Planner	1	Part-Time	31,000	43,500

* Part Time estimated hours are 1040, Seasonal Estimate hours are 480

Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees and 1040 hours for part-time employees. Part-time salaried employees are assumed to work at least 20 hours per week unless otherwise state. The Village Planner is assumed to work approximately 15 hours per week.

Section 4. The Mayor has the authority to offer a candidate a pay rate for an existing position within the applicable range based upon Village finances, an employee's level of education, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other attributes the Mayor considers necessary for the position.

Section 5. Compensation changes for a job title or position changes are available based on performance and attendance, at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation as outlined in this ordinance.

ORDINANCE 2025-19

Item # 19.

(Continued)

- Section 6.** In the absence of the Chief of Police, the Lieutenant may serve as the Acting Chief. In the absence of the Lieutenant, the ranking Sergeant may serve as the Acting Lieutenant. Acting officers shall be filled only by successive ranks. An officer assigned the responsibilities of Acting Chief or Acting Lieutenant must carry out the duties of the position or rank above that which he/she holds. Acting Chief or Acting Lieutenant shall receive an additional three and a half percent over their current rate. Absence is defined as incapacitated or unavailable or unable, as determined by the Chief, or in the case of the Chief, the Mayor, to respond to critical incidents or otherwise make decisions on behalf of the Police department.
- Section 7.** The rates presented in this Ordinance shall be effective with the pay period beginning December 28, 2025, to be paid on January 16, 2026.
- Section 8.** Council may, at its discretion annually, authorize a bonus payable with the first pay in December each year.
- Section 9.** 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 10.** All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

First Reading: October 23, 2025
Second Reading November 13, 2025
Third Reading December 11, 2025
Passed: December 11, 2025

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

ORDINANCE 2025-22

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026

WHEREAS, it is necessary to provide the current expenditures of the Village for the year ending December 31, 2026; and

WHEREAS, the appropriations herein are to be effective from January 1, 2026 through December 31, 2026.

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

- Section 1.** The Annual Appropriations of all funds for the expenditures of the Village for the year ending December 31, 2026, which appropriations are attached hereto as Exhibit A and incorporated herein by reference, are hereby approved.
- Section 2.** The Fiscal Officer is hereby authorized to draw warrants/checks or effect electronic funds transfers on the Village Treasury for payment from any of the foregoing appropriations upon receiving proper certificates and invoices therefore, approved by the department head, fiscal officer, mayor, or an ordinance or resolution of the Council to make the expenditures. Warrants shall be drawn or electronic funds transfers effected for the payment of salaries or wages to persons employed by the Village and in accordance with law or ordinance.
- Section 3.** 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 4.** The Fiscal Officer shall certify this ordinance to the Franklin County Budget Commission.
- Section 5.** This ordinance shall take effect at the earliest period allowed by law.

First Reading: November 13, 2025
 Second Reading: November 20, 2025
 Third Reading: December 11, 2025
 Passed: December 11, 2015

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

Village of Minerva Park, Ohio

2026 Annual Appropriations

<u>General Fund</u>	
<u>Security of Persons and Property</u>	
<u>Police Department (110)</u>	
Personal Services	\$931,100
Other Expenditures	542,100
Capital Outlay	12,300
Total Police Department	1,485,500
<u>Fire Fighting, Prevention, and Inspection (120)</u>	
Other Expenditures	282,600
<u>Street Lighting (130)</u>	
Other Expenditures	6,500
<u>Civil Defense - Siren (140)</u>	
Other Expenditures	3,500
Total Security of Persons and Property	1,778,100
<u>Public Health and Welfare</u>	
<u>County Health District (210)</u>	
Other Expenditures	16,000
<u>Other Assistance to Needy (230)</u>	
Other Expenditures	1,000
<u>Other Public Health Services (290)</u>	
Other Expenditures	6,000
Total Public Health and Welfare	23,000
<u>Leisure Time Activities</u>	
<u>Provide and Maintain Parks (320)</u>	
Personal Services	29,900
Other Expenditures	46,000
Total Provide and Maintain Parks	75,900
<u>Swimming Pool (340)</u>	
Personal Services	73,900
Other Expenditures	74,200
Capital Outlay	7,000
Total Swimming Pool	155,100
<u>Concessions (350)</u>	
Personal Services	5,400
Other Expenditures	12,600
Total Concessions	18,000
<u>Other Leisure Time Activities</u>	
Other Expenditures	5,000
Total Leisure Time Activities	254,000

Village of Minerva Park, Ohio

2026 Annual Appropriations

<u>Community Environment</u>	
<u>Community Planning and Zoning (410)</u>	
Personal Services	\$38,700
Other Expenditures	27,800
Total Community Planning and Zoning	66,500
<u>Other Community Environment (490)</u>	
Other Expenditures	79,000
Total Community Environment	145,500
 <u>Transportation</u>	
Other Expenditures	1,500
 <u>General Government</u>	
<u>Mayor's Office (710)</u>	
Personal Services	101,100
Other Expenditures	58,700
Total Mayor's Office	159,800
<u>Legislative (715)</u>	
Personal Services	22,800
Other Expenditures	39,700
Total Legislative	62,500
<u>Mayor's Court (720)</u>	
Personal Services	46,800
Other Expenditures	67,600
Total Mayor's Court	114,400
<u>Fiscal Officer/Finance (725)</u>	
Personal Services	112,700
Other Expenditures	78,700
Total Fiscal Officer/Finance	191,400
<u>Lands and Buildings (730)</u>	
Personal Services	35,300
Other Expenditures	112,300
Total Lands and Buildings	147,600
<u>Property Tax Collection Fees (740)</u>	
Other Expenditures	13,500
<u>Auditor of State Fees (745)</u>	
Other Expenditures	15,000
<u>Village Solicitor (750)</u>	
Other Expenditures	99,000
<u>Income Tax Administration (755)</u>	
Other Expenditures	80,000
<u>Other General Government (790)</u>	
Other Expenditures	97,100
Total General Government	980,300

Village of Minerva Park, Ohio

2026 Annual Appropriations

Capital Outlay (800)

Capital Outlay	\$9,000
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Other Financing Uses

Transfers - Out	600,000
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Total General Fund	3,791,400
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Special Revenue Funds

Street Construction Maintenance and Repair Fund (2011)

Transportation

Street Maintenance and Repair (620)

Other Expenditures	42,000
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Street Cleaning, Snow and Ice Removal (630)

Other Expenditures	20,000
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Capital Outlay	130,000
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Debt Service	17,600
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Street Construction Maintenance and Repair Fund	209,600
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DUI Education Fund (2081)

Security of Persons and Property

Police Department (110)

Other Expenditures	2,800
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Law Enforcement Trust (2091)

Security of Persons and Property

Police Department (110)

Other Expenditures	2,400
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Police CPT Reimbursement (2271)

Police Department (110)

Personal Services	18,000
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Other Expenditures	2,000
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Total Police CPT Reimbursement	20,000
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MP TIF Tax Equivalent Fund (2901)

General Government

Property Tax Collection Fees (740)

Other Expenditures	170,000
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Debt Service

Debt Service	490,100
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Other Financing Uses

Advances - Out	65,000
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Total MP TIF Tax Equivalent Fund	725,100
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Village of Minerva Park, Ohio

2026 Annual Appropriations

<u>Mayor's Court Computer Fund "B" (2902)</u>	
<u>General Government</u>	
<u>Mayor's Court (720)</u>	
Other Expenditures	\$5,400
<u>Mary Yost Plant Fund (2904)</u>	
<u>Community Environment</u>	
<u>Other Community Environment (490)</u>	
Other Expenditures	10,000
<u>Storm Sewer Maintenance Fund (2907)</u>	
<u>Basic Utility Services</u>	
<u>Other Storm Sewer s and Drains (549)</u>	
Other Expenditures	76,000
<u>Mayor's Court Computer Fund "A" (2908)</u>	
<u>General Government</u>	
<u>Mayor's Court (720)</u>	
Other Expenditures	2,800
<u>Waterline Maintenance Fund (2909)</u>	
<u>Basic Utility Services</u>	
<u>Other Water (539)</u>	
Other Expenditures	90,000
<u>Capital Outlay</u>	
Capital Outlay	150,000
Total Waterline Maintenance Fund (2909)	240,000
<u>Sewer Maintenance Fund (2910)</u>	
<u>Basic Utility Services</u>	
<u>Other Sanitary Sewers and Sewage (549)</u>	
Other Expenditures	85,000
<u>Capital Outlay</u>	
Capital Outlay	50,000
Total Sewer Maintenance Fund	135,000
<u>PEP Safety Grant (2914)</u>	
<u>Capital Outlay</u>	
<u>Capital Outlay</u>	
Capital Outlay	4,000
Total Special Revenue Funds	1,430,300

Village of Minerva Park, Ohio

2026 Annual Appropriations

<u>DEBT SERVICE FUNDS</u>	
<u>Sewer Phase II Debt Service Fund (3901)</u>	
<u>Debt Service</u>	
Debt Service	\$14,500
<u>Sewer Phase III Debt Service Fund (3902)</u>	
<u>Debt Service</u>	
Debt Service	10,100
Total Debt Service Funds	24,600
<u>CAPITAL PROJECTS FUNDS</u>	
<u>MP TIF Contruction Fund (4105)</u>	
Capital Outlay	
Capital Outlay	820,000
<u>Pool Improvement (4901)</u>	
Capital Outlay	
Capital Outlay	1,025,000
<u>Storm Sewer Improvement Fund (4902)</u>	
Capital Outlay	
Capital Outlay	265,000
<u>Street Improvement (4903)</u>	
Capital Outlay	
Capital Outlay	300,000
<u>Equipment Replacement Fund</u>	
Capital Outlay	
Capital Outlay	45,500
Total Capital Projects Funds	2,155,500
Total All Funds	\$7,401,800

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

ORDINANCE 2025-24

Item # 23.

AN ORDINANCE TO TRANSFER/REALLOCATE APPROPRIATIONS FOR CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025

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

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

Section 1. The Fiscal Officer is authorized to transfer/reallocation appropriations as presented below:

<u>From</u>	<u>To</u>	<u>Amount</u>
<u>Community Environment</u>		
<u>Community Planning and Zoning (410)</u>		
Other Expenditures	Personal Services	\$600
<u>General Government</u>		
<u>Mayor's Court (720)</u>		
Other Expenditures	Personal Services	1,400
<u>Fiscal Officer/Finance (725)</u>		
Other Expenditures	Personal Services	2,700

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

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

Tiffany Southard, Mayor

First Reading: December 11, 2025
Second Reading: Waived
Third Reading: Waived
Passed: December 11, 2025

ATTEST

Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

Jesse Shamp, Solicitor

RESOLUTION 2025-29

Item # 24.

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

WHEREAS, pursuant to Section 321.34 of the Ohio Revised Code, the Village of Minerva Park requests the Franklin County Auditor provide advances of property taxes and other sources as they become available for distribution; and

WHEREAS, the Franklin County Auditor's Office has made it possible for Advances on Real Estate Tax Settlements and other sources to be distributed via electronic transfer effective from the date of this resolution thru December 31, 2026.

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

Section 1. The Village of Minerva Park Fiscal Office is hereby directed by the Village Council to request an advance of property taxes and other sources as they become available during 2024.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council, and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements of the laws of the State of Ohio.

Section 3. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Tiffany Southard, Mayor

First Reading: November 13, 2025
Second Reading: November 20, 2025
Third Reading: December 11, 2025
Passed: December 11, 2025

ATTEST APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-31**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**

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 for current expenses of the General Fund; and,

WHEREAS, such expenses are currently paid for by a 3.2 mill levy for a period of five (5) years that was previously enacted by the Village electors on November 2, 2021, which Council seeks to renew the 3.2 mill levy for a period of five (5) years.

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

- Section 1.** The Fiscal Officer of the Village of Minerva Park is hereby authorized and directed pursuant to ORC 5705.03, to certify a copy of this Resolution to the County Auditor of Franklin County and the Board of Elections. The Village Council hereby requests that the County Auditor certify to the Village Council the total current tax valuation of the Village, the dollar amount of revenue rounded to the nearest dollar that would be generated by a 3.2 mill renewal levy for a period of five (5) years, and the dollar amount of revenue, rounded to the nearest dollar, that would be generated by a 3.2 mill levy for each one hundred thousand dollars of taxable value.
- Section 2.** This proposed levy, which is a renewal of an existing tax, shall be levied on the entire territory of Minerva Park, which is wholly located in Franklin County, Ohio, and the ballot measure seeking this levy shall be submitted to the entire territory at the May 5, 2026, primary election ballot.
- Section 3.** This renewal levy is for current expenses as addressed in ORC 5705.19(A) for a 5-year period and shall be levied beginning in tax year 2026 and shall be first collected in tax year 2027. This renewal levy is necessary because 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 for current expenses of the General Fund.
- 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.

RESOLUTION 2025-31 (Continued)

Section 5. 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 receive the 2025 tax year tax valuation and the estimate of revenue in order to prepare the legislation and file it with the Franklin County Board of Elections so that it appears on the May 5, 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.

First Reading: November 13, 2025
 Second Reading: November 20, 2025
 Third Reading: December 11, 2025
 Passed: December 11, 2025

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

I hereby certify that this is a true and accurate copy of Resolution 2025-31 of the Minerva Park Village Council, which was passed on December 11, 2025, and recorded in the permanent minutes and records of the Village of Minerva Park, Ohio.

 Jeffrey Wilcheck, Fiscal Officer

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

WHEREAS, the Central Ohio Transit Authority (“COTA”) has established the LinkUS Transit Supportive Infrastructure Program to facilitate pathways and connections for pedestrians throughout Central Ohio; and

WHEREAS, COTA has budgeted certain grant funds to be provided to municipalities and other entities for infrastructure that advances the goals of the project; and

WHEREAS, COTA has provided a Grant Agreement and the terms necessary for the Village to secure funds on a reimbursement basis; and

WHEREAS, the Village desires to enter the Grant Agreement in advancement of the LinkUS goals

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

Section 1. Council hereby directs the Mayor or her designee to enter the Grant Agreement as attached hereto and incorporated herein as Exhibit A and to comply with all necessary terms and conditions to submit plans, documents, and receipts to receive reimbursement for all lawful expenses.

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 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. 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 submit the signed agreement prior to the end of 2025 so that planning and construction can begin immediately for the public’s benefit. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: November 13, 2025
Second Reading: November 20, 2025
Third Reading: December 11, 2025
Passed: December 11, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

**Central Ohio Transit Authority
Transit Supportive Infrastructure Program
PROJECT GRANT AGREEMENT
2026 Award Allocations**

Grantee(s)					
Grantee(s):	Village of Minerva Park	Project No.:	TSI2026-001		
Project Site Address:	2829 Minerva Lake Road				
City:	Columbus	State:	Ohio	Zip:	43231
Project Local Jurisdiction:	Village of Minerva Park	Project Quadrant:	NE		
Start Date:	01/01/2026	End Date:	12/31/2028		
2026 Approved Grant Funds: (Available for Reimbursement During Grant Term)		\$550,000.00			
Project Contact					
Grantee Contact:	Eric Fischer	Title:	Village Planning Director		
Address:	2829 Minerva Lake Road				
City:	Columbus	State:	Ohio	Zip:	43231
E-Mail:	efischer@minervapark.gov				
Phone Number:	614-348-0535	Fax Number:			

This Grant Agreement (the “**Agreement**”) is made and entered into by and between the **Central Ohio Transit Authority (“Grantor”)** and **Grantee(s)** to set forth the terms and conditions upon which Grantor will provide financial assistance to Grantee and Grantee will use the financial assistance for costs associated with a transit supportive infrastructure project at the Project Site listed above (the “**Project**”) and related to the provision of service by the Grantor. Grantor’s authorized representative shall be the Transit Supportive Infrastructure Administrator (the “**TSIA**”) or such individual authorized by the Grantor’s Chief Executive Officer. This Agreement incorporates by reference the (a) “**Scope of Work**,” which is attached as Exhibit A; (b) the Policies for the Administration of the LinkUS Transit Supportive Infrastructure program; (c) Grantee’s Project information summary; and (d) any exhibits included in the Project information summary that were included in the original or subsequent submissions to any of the TSI committees; provided, however, that if there is a conflict among this Agreement and any of those items, the Agreement will control followed by items (a) – (d) in that order of priority.

RECITALS

- A. Section 306.354 of the Ohio Revised Code (the “**ORC**”) provides the Grantor authority to levy a tax in accordance with ORC Section 5739.023 for the general construction or maintenance of roads, bridges, greenways, pathways, bikeways, or pedestrian underpasses

or overpasses related to the provision of service by the regional transit authority that do not otherwise constitute a transit facility.

- B. The Grantor will submit this Agreement for approval to the Central Ohio Transit Authority. (the “COTA”).
- C. COTA will review and approve or deny Agreements submitted to it.
- D. The Grantor may expend Grant Funds only during the term of the Grant Agreement and as authorized in an approved Agreement.

NOW THEREFORE, IN CONSIDERATION OF THE PROMISES AND COVENANTS HEREIN AND THE RECITALS SET FORTH ABOVE, WHICH ARE HEREBY INCORPORATED AS IF SET FORTH BELOW, GRANTOR AND GRANTEE AGREE AS FOLLOWS:

1. Project Funding.

(a) Transit Supportive Infrastructure Program Grant. Grantor hereby grants to Grantee funds in the aggregate amount of Grant Funds and the timing listed in the table above (the “**Grant Funds**”) to be used for the sole and express purpose of completing the Project as detailed in Exhibit A. Grantee may not use the Grant Funds for any purpose other than completion of the Project as detailed in Exhibit A.

(b) Additional Funding from the TSI Program. No additional funding from the TSI program beyond what was originally agreed to will be provided under this agreement. If additional funding is approved by the TSI committees a new agreement will be required. If additional funding is provided in a subsequent year a new agreement will be required.

(c) Budget or Funding Reductions. Grantee acknowledges that Grantor is subject to budgetary constraints that could result in the reduction of the amount of Grant Funds provided under this Agreement. Should Grantor’s current or anticipated funding levels for the Transit Supportive Infrastructure Fund be reduced, Grantor shall notify Grantee in writing of the extent of any reduction to the Grant Funds and reduce Grantee’s commitments in a manner corresponding to the reduction of Grant Funds and such notice shall result in the Agreement being amended without further action by the parties. Grantee hereby irrevocably authorizes Grantor to reduce the amount of Grant Funds provided under this Agreement upon written notice to Grantee provided there is a corresponding reduction in Project expenditure commitments outlined on Exhibit A of this Agreement.

(d) Subsequent Increase. In cases where there is a reduction of Grant Funds and Grantor provides the written notice in accordance with Section 1(c) above, but subsequently additional funds become available to Grantor to increase the amount of Grant Funds to be provided to Grantee, Grantor shall notify Grantee in writing, but any such increase shall require mutual agreement of the parties which shall be reflected in an Amendment signed in accordance with Section 14(e) of this Agreement.

2. Payment of Grant Funds. Grantor shall disburse the Grant Funds on a reimbursement basis. Grantee shall submit to Grantor for review and approval requests for reimbursement detailing costs or expenditures that have been incurred by Grantee during the term of the

Agreement in accordance with the Project budget included in Exhibit A. Grantor shall be the sole judge of, and shall reasonably determine, the adequacy of reimbursement requests. All expenses to be reimbursed with Grant Funds shall be supported by contracts, invoices, vouchers, receipts and/or other documentation as appropriate to evidence the costs incurred by Grantee to perform the work described in Exhibit A. Grantee shall submit to Grantor such documentation necessary to substantiate a disbursement request. With each disbursement request, Grantee reaffirms its representations and warranties included in this Agreement. A sample Disbursement Request Form is attached as Exhibit B.

3. Grant Funds Not Expended. If the Grant Funds are not expended by Grantee in accordance with the terms and conditions of this Agreement or within the time period set forth in this Agreement, the award of the Grant Funds shall cease and Grantor shall have no further obligation to disburse the Grant Funds. Grantor shall also have no obligation to disburse any amount of the Grant Funds that exceeds the eligible costs of the Project actually incurred by Grantee. If Grant Funds have been paid to Grantee and Grantor determines that Grantee has not performed in accordance with the terms and conditions of this Agreement, Grantee shall return such improperly expended Grant Funds within 30 days after demand by Grantor. In the event that Grantee does not submit any requests for reimbursement by the End Date (as such date may be extended as provided in Section 4) and/or the Project is affirmatively abandoned by Grantee, this Agreement shall be null and void without any further action by the parties and neither party shall have any obligation under this Agreement.

4. Agreement Deadlines and Term.

(a) Project Completion. Grantee shall complete or cause completion of the Project not later than the End Date set forth on the first page of this Agreement. If Grantee anticipates that the Project will not be completed by the End Date, Grantee must request an extension of time to complete the Project at least 60 days before the scheduled End Date. It will be within the sole discretion of Grantor to grant or deny such extension of time.

(b) Term of Agreement. This Agreement shall be in effect from the Start Date set forth on the first page of this Agreement through the End Date set forth on the first page of this Agreement unless it is terminated earlier as provided in Section 10 (collectively, the “**Term**”), provided, however, that a Closeout Report and final Annual Report (as defined herein) will continue to be required to be submitted whether prior to or following the End Date, as well as the obligations of Section 8(a).

5. Additional Project Requirements. Design and/or Construction must commence no later than one (1) year from the date of this Agreement unless otherwise approved in writing by the TSIA. Failure to meet Project schedules submitted with Grantee’s application may result in termination of this Agreement at the sole discretion of Grantor. The minimum useful life for any Project is seven (7) years. Eligible costs include only those costs stated in the Policies for the Administration of the LinkUS Transit Supportive Infrastructure program and agreed to by COTA. Ineligible costs are explained in the Policies for the Administration of the LinkUS Transit Supportive Infrastructure program and further defined by COTA through the approved Scope of Work or otherwise communicated to the Grantee in writing by COTA (Grantor). All cost overruns

associated with the Project will be the sole responsibility of Grantee or other third parties (but not Grantor).

6. Non-Discrimination.

(a) DBE and Minority Hiring Goal. Grantee agrees to abide by any Disadvantaged Business Enterprise or similar applicable requirement, policy or workforce goals of Grantor, the State of Ohio and the United States for the Project.

(b) Equal Employment Opportunity. Grantee shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, military status or ancestry. Grantee shall ensure that applicants for employment are considered for employment, and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, disability, age, military status or ancestry. Grantee will incorporate the requirements of this paragraph in all of its contracts for any of the work undertaken on the Project (other than subcontracts for standard commercial supplies or raw materials), and Grantee will require all of its contractors for any part of such work to incorporate such requirements in all subcontracts for such work.

7. Reporting.

(a) Performance Reports. Grantee shall submit to Grantor Quarterly Reports and an Annual Report in the format required by Grantor (respectively, the “**Quarterly Reports**” and the “**Annual Report**”). Each Quarterly Report will provide an update on the design and/or construction progress during that quarter in narrative form, together with such information as Grantor requests. Each Annual Report shall provide information for the applicable reporting period, including but not limited to, information detailing the progress of the Project. Quarterly Reports and Annual Reports shall be submitted by Grantee for each quarter or year (or part of a year) during which this Agreement is in effect and each Quarterly Report shall be received by Grantor no later than fifteen days following the end of the calendar quarter (with reports due April 15, July 15, October 15 and January 15) and each Annual Report shall be received by Grantor no later than March 1, following the year covered by such Annual Report. In addition, Grantee shall provide to Grantor such additional information and reports as Grantor may reasonably from time to time require to evaluate Grantee’s performance and the effectiveness of the award.

(b) Closeout Report. Within 60 days after the Project is completed, whether on or before the End Date, Grantee shall provide the Grantor with a Closeout Report (the “**Closeout Report**”) in the form prescribed by the Grantor, which shall include (i) the amount of Grant Funds used for the Project; (ii) the amount of Grant Funds being returned; (iii) a summary of the impact the Grant Funds had on the operations of Grantee and/or the community nearby; and (iv) any additional information the Grantor may reasonably request regarding the Project.

(c) Signature and Costs. The chief executive officer, chief financial officer, or other officer of Grantee authorized to execute binding agreements on behalf of Grantee shall certify by his or her signature of each Annual Report or Closeout Report that the information reported by Grantee is true, complete and correct. All costs incurred by Grantee to comply with the reporting

requirements of this Agreement shall be borne by Grantee and shall not be an allowable expense reimbursable from Grant Funds.

(d) Remedy. Performance reports are essential for Grantor's effective administration of this grant. If Grantee fails to submit any Quarterly Report, Annual Report or Closeout Report, and such breach continues uncured for more than 30 days, Grantor, in addition to its remedies under Section 10(b), may recover, and Grantee shall pay, as liquidated damages for the breach, an amount equal to \$1000 for each month or part of a month the Quarterly Report, Annual Report or Closeout Report is past due.

8. Records Maintenance and Access.

(a) Maintenance of Records. Grantee shall establish and maintain for at least three (3) years after the End Date or any earlier termination date any records that are required by Grantor in Section 7(a) above and all relevant supporting documentation. If any audit, dispute, or litigation is pending Grantee shall maintain records relevant to such matter until it is finally resolved.

(b) Inspection and Copying. At any time during normal business hours and upon not less than two (2) days prior written notice, Grantee shall make available to Grantor and its agents all books and records regarding this Agreement, the Grant Funds, and the Project which are in the possession or control of Grantee. Grantor and its agents may review, audit, and make copies of such books and records. Any such inspection of books and records will be undertaken so as not to interfere unreasonably with the normal operations of Grantee. The Grantee shall, at its own cost and expense, segregate records available for inspection pursuant to Section 8(b) from the Grantee's other records of operation.

9. Adherence to State and Federal Laws and Regulations.

(a) General. Grantee shall comply with all applicable federal, state, and local laws in the performance of Grantee's obligations under this Agreement, the completion of the Project, and the operation of the Project as long as Grantee has any obligation under this Agreement. Without limiting the generality of such obligation, Grantee shall pay or cause to be paid all unemployment compensation, insurance premiums, workers' compensation premiums, income tax withholding, social security withholding, and any and all other taxes or payroll deductions required for all employees engaged by Grantee in connection with the Project, and Grantee shall comply with all applicable environmental, zoning, planning and building laws and regulations, including but not limited to, as applicable, ORC Chapter 153.

(b) Ethics. Grantee, by its signature on this document, certifies: (1) it has reviewed and understands the Ohio ethics and conflict of interest laws including, without limitation, ORC § § 102.01 *et seq.*, §§ 2921.01, 2921.42, 2921.421 and 2921.43, and §§ 3517.13(I) and (J), and (2) will take no action inconsistent with those laws and the order, as any of them may be amended or supplemented from time to time. Grantee understands that failure to comply with the Ohio ethics and conflict of interest laws is, in itself, grounds for termination of this Agreement.

(c) Conflict of Interest. No personnel of Grantee, contractor of Grantee or personnel of any such contractor, and no public official who exercises any functions or responsibilities in connection with the review or approval of any work completed under this Agreement, shall, before

the completion of such work, voluntarily or involuntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge or fulfillment of his or her functions or responsibilities with respect to the completion of the work contemplated under this Agreement. Grantee shall immediately disclose in writing to Grantor any such person who, before or after the execution of this Agreement, acquires any personal interest, voluntarily or involuntarily. Grantee shall cause any such person who, before or after the execution of this Agreement, acquires any personal interest, voluntarily or involuntarily, to disclose such interest to Grantor in writing immediately. Thereafter, such person shall not participate in any action affecting the work under this Agreement unless Grantor determines that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

(d) Additional Representations and Warranties. Grantee represents and warrants to Grantor that entering into and performance by Grantee of this Agreement and the execution and delivery of all instruments required under this Agreement have been authorized by all necessary action and will not violate any law, rule, regulation, order, writ, judgment, decree, determination or award presently in effect and having applicability to Grantee. Grantee has complied with all procedures, prerequisites and obligations for the Project's application and approval under section 306.354 of the ORC, and all statements made in connection with Grantee's application and other submissions to Grantor remain true and correct as of the date hereof. Grantee is a municipality or other public jurisdiction within the Grantor's territorial boundaries as stated in the Policies for the Administration of the LinkUS Transit Supportive Infrastructure program and approved by COTA as an eligible entity.

(e) Falsification of Information. Grantee represents and warrants to Grantor that Grantee has made no false statements to Grantor or any of its employees or agents in obtaining the award of Grant Funds.

(f) Prevailing Wage. Construction of public improvements with public funds may be subject to the prevailing wage requirements of ORC Chapter 4115. To the extent applicable, Grantee shall comply, and shall cause its contractors and subcontractors to comply, with all prevailing wage requirements related to the Project. Grantee shall designate or cause to be designated an individual who shall perform the duties and responsibilities required by law of a prevailing wage coordinator for the Project.

(g) Public Records. Grantee acknowledges that this Agreement and other records in the possession or control of Grantor regarding the Project are public records under ORC § 149.43 and are open to public inspection unless a legal exemption applies.

10. Default and Remedies.

(a) Default. Grantee shall be in default of this Agreement if Grantee fails to perform any of its obligations under this Agreement and such failure to perform continues uncured for more than 30 days after written notice (a "**Default Notice**") from Grantor. During the thirty-day cure period, Grantee shall incur only those obligations or expenditures pre-approved by Grantor that are necessary to enable Grantee to continue its operations and comply with this Agreement's terms and conditions. Grantee shall also be in default of this Agreement if Grantee is in default of any

other agreement between Grantor and/or the TSIA and Grantee and such default continues beyond any applicable period of cure or grace.

(b) Remedies. Following a default by Grantee, Grantor may exercise one or more of the following remedies:

- (i) Discontinue Disbursements. If the Grant Funds have not been fully disbursed, Grantor may terminate any and all of Grantor's obligations under this Agreement, including the obligation to make further disbursements of Grant Funds.
- (ii) Demand Repayment of Grant Funds. If Grantee fails to complete or cause completion of the Project as required under Section 4(a) and detailed in Exhibit A, Scope of Work, Grantor may demand repayment of Grant Funds. Grantee shall not be required to refund Grant Funds or pay liquidated damages in an amount that exceeds the Grant Funds received by Grantee.
- (iii) Determine Grantee Ineligible for Future Awards. Grantor may determine that, due to Grantee's breach of this Agreement, that Grantee will be ineligible for future Transit Supportive Infrastructure Grant awards.
- (iv) Other Legal Remedies. Pursue any other legal or equitable remedies Grantor may have under this Agreement or applicable law.

(c) Remedies Cumulative. No remedy provided to Grantor under this agreement or otherwise by law or in equity is exclusive of any other available remedy. No delay or omission by Grantor in exercising any right or power accruing upon any default shall impair any such right or power or be construed as a waiver, and each such right or power may be exercised from time to time as often as may be deemed by Grantor to be expedient.

(d) Early Termination. Grantor may also terminate this Agreement if Grantee (i) defaults under another Agreement between the Grantor and Grantee, (ii) admits its inability to pay its debts as such debts become due, (iii) commences a voluntary bankruptcy, (iv) an involuntary bankruptcy action occurs against Grantee which remains undismissed or unstayed for 60 days, or (v) has ceased operations at the Project location. The events permitting early termination by Grantor shall be considered a default by Grantee and subject to the remedies available under Section 10(b).

(e) Effects of Termination. Within 60 days after termination of this Agreement following any default, Grantee shall provide Grantor with a final report setting forth the total expenditure of the Grant Funds by Grantee and the status of the Project at the time of termination. The final report shall be signed and certified in the same manner as the reports required by Section 7 of this Agreement. This reporting obligation shall survive the termination of the Agreement.

11. Liability. Grantee shall maintain liability and property insurance to cover actionable legal claims for liability or loss which are the result of injury to or death of any person, damage to property (including property of Grantor) caused by the negligent acts or omissions, or negligent conduct of the Grantee, to the extent permitted by law, in connection with the activities of this Agreement. Furthermore, each party to this Agreement agrees to be liable for the negligent acts or negligent omissions by or through itself, its employees, agents and subcontractors. Each party

further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any such liability from one to the other. Nothing in this Agreement shall be construed as conferring any legal rights, privileges, or immunities, or imposing any legal duties or obligations, on any person or persons other than the parties named in this Agreement, whether such rights, privileges, immunities, duties, or obligations be regarded as contractual, equitable, or beneficial in nature as to such other person or persons. Nothing in this Agreement shall be construed as creating any legal relations between Grantor's (COTA) Transit Supportive Infrastructure Administrator (TSIA) and any person performing services or supplying any equipment, materials, good, or supplies of the Project to Grantee sufficient to impose upon the TSIA or Grantor any obligation hereunder. The Grantee shall be responsible for Grantee's use or application of the funds being provided by the TSIA and the Grantee's construction or management of the Project.

12. Certification of Funds. None of the rights, duties and obligations of the parties under this Agreement shall be binding on either party until all statutory provisions of the ORC including, without limitation, Section 306.354, have been complied with, and until such time as all funds have been made available and are forthcoming from the Transit Supportive Infrastructure Fund. In the event such funds become unavailable, or the COTA does not approve this Agreement, then Grantor shall have no further obligations hereunder.

13. Notice. Any notice or report required or permitted to be given under this Agreement shall be deemed to have been sufficiently given for all purposes if mailed by first class certified or registered mail or sent by commercial delivery to the following addresses of the parties or to such other address as either party may hereafter furnish by written notice to the other party.

If to Grantor:
Central Ohio Transit Authority
Attn: CFO
33 North High Street
Columbus, Ohio 43215

If to Grantee:
To the Grantee Contact and address as set forth on page one of this Agreement.

And a copy to the Transit Supportive
Infrastructure Administrator
Attn: Lynette Vargas
33 North High Street
Columbus, Ohio 43215

14. Miscellaneous.

(a) **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio as to all matters, including, but not limited to, its validity, construction, effect, and performance.

(b) **Forum and Venue.** Grantee irrevocably submits to the non-exclusive jurisdiction of any federal or state court sitting in Franklin County, Ohio, in any action or proceeding arising out of or related to this Agreement, Grantee agrees that all claims in respect of such action or proceeding may be heard and determined in any such court, and Grantee irrevocably waives any objection it

may now or hereafter have as to the venue of any such action or proceeding brought in such court or that such court is an inconvenient forum. Nothing in this Agreement shall limit the right of Grantor to bring any action or proceedings against Grantee in the courts of any other jurisdiction. Any actions or proceedings by Grantee against Grantor or the TSIA involving, directly or indirectly, any matter in any way arising out of or related to this Agreement shall be brought only in a court in Franklin County, Ohio.

(c) Entire Agreement. This Agreement, including its exhibits and documents incorporated into it by reference, constitutes the entire agreement and understanding of the parties with respect to its subject matter. Any prior written or verbal agreement, understanding, or representation between the parties or any of their respective officers, agents, or employees is superseded, and no such prior agreement, understanding, or representation shall be deemed to affect or modify any of the terms or conditions of this Agreement.

(d) Severability. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions of this Agreement.

(e) Amendments. This Agreement may not be amended or modified except upon such terms as both parties may agree in a writing executed by authorized representatives of each party.

(f) Forbearance Not a Waiver. No act of forbearance or failure to insist on the prompt performance by Grantee of its obligations under this Agreement, either express or implied, shall be construed as a waiver by Grantor of any of its rights under this Agreement or applicable law.

(g) Pronouns. The use of any gender pronoun shall be deemed to include the other gender, and the use of any singular noun or verb shall be deemed to include the plural, and vice versa, whenever the context so requires.

(h) Headings. Section headings contained in this Agreement are inserted for convenience only and shall not be used in construing this Agreement.

(i) Assignment. Neither this Agreement nor any rights, duties, or obligations of Grantee pursuant to this Agreement shall be assigned by Grantee without the prior express written consent of Grantor. Any purported assignment not made in accordance with this paragraph shall be void.

(j) Binding Effect. Each and all of the terms and conditions of this Agreement shall extend to and bind and inure to the benefit of Grantee, its successors and permitted assigns.

(k) Survival. Any provision of this Agreement which, by its nature, is intended to survive the expiration or other termination of this Agreement, including, without limitation, any indemnification obligation, shall so survive and shall benefit the parties and their respective successors and permitted assigns.

(l) Counterpart Signatures. Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or email. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

(m) Force Majeure. Any delay in the performance of any of the duties or obligations of either party (the “**Delayed Party**”) shall not be considered a breach of this Agreement and the time required for performance shall be extended for a period equal to the period of such delay, provided that such delay has been caused by or is the result of a Force Majeure Event (as defined below). A Force Majeure Event pauses a party’s performance obligation for the duration of the event, but does not excuse it. “**Force Majeure Event**” means any event or occurrence that is not within the control of such party or its Affiliates and prevents a party from performing its obligations under this Agreement, including without limitation, act of war; riot; sabotage; blockage; embargo; civil disturbance; terrorist act; power outage; fire, flood, windstorm, hurricane, earthquake or other casualty; epidemic or pandemic; any law, order, regulation or other action of any governing authority; any action, inaction, order, ruling moratorium, regulation, statute, condition or other decision of any governmental agency having jurisdiction over the party hereto, over the Project or over a party’s operations. The Delayed Party shall give prompt notice to the other party of such cause, and shall take whatever reasonable steps are necessary to relieve the effect of such cause as promptly as possible.

(n) Project Sign. Grantee shall erect a sign on the Project Site, at Grantee’s cost, acknowledging the Grantor’s role in the Project, provided that the location shall mutually be agreed upon by the Grantor and the Grantee. Grantor will provide the design guidance for the sign.

[signature page follows]

Signature: Each of the parties has caused this Grant Agreement to be executed by its authorized representatives as of the dates set forth below their respective signatures, effective as of the Effective Date:

Grantee:

Grantor:

Central Ohio Transit Authority

Sign: _____

Sign: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

Scope of Work

Pursuant and subject to Section 306.354 of the Ohio Revised Code, on _____, 2025, the COTA Board of Trustees approved the Mid-Ohio Regional Planning Commission's request to approve the attached Agreement and provide the Grant Funds set forth on the first page of the Agreement for costs associated with the completion of transit supportive infrastructure improvements in support of the Grantor's provision of services. Subject to the terms and conditions in the Agreement, Grantor is offering a grant from the Transit Supportive Infrastructure Program for Project #: ***TSI2026-XXX*** not to exceed \$_____.

Transit Supportive Infrastructure Program grants are awarded for public transit supportive infrastructure related to the Central Ohio Transit Authority's provision of services. Eligible costs include only those costs stated in the Policies for the Administration of the LinkUS Transit Supportive Infrastructure program and agreed to by COTA. Ineligible costs are explained in the Policies for the Administration of the LinkUS Transit Supportive Infrastructure program and further defined by COTA. All cost overruns associated with the Project will be the sole responsibility of Grantee or other third parties (but not Grantor).

[Provide a detailed description of the project here.]

Total Eligible Improvement Costs	\$
Transit Supportive Infrastructure Program Assistance	\$

EXHIBIT B

Disbursement Request Form
[SAMPLE ONLY, SUBJECT TO CHANGE]

Project #: TSI2026-XXX

<u>Reimbursement Amount</u>	<u>Description of Eligible Project Costs</u>	<u>Form of Supporting Document(s) Attached</u> (Invoice, purchase agreement, pay application, and other evidence of eligible costs incurred)
\$		
<u>TOTAL REIMBURSEMENT REQUESTED:</u>	\$	<u>Date Submitted:</u>

To: Central Ohio Transit Authority

Attention: TSIA (_____)

Subject: Disbursement Request pursuant to the terms of the Transit Supportive Infrastructure Program Project Grant Agreement dated _____, 202_ (the “Agreement”), by and between the Central Ohio Transit Authority [Grantor] and _____ (“Grantee”).

You are hereby requested to approve the amount of [\$_____] as an eligible cost for the purposes set forth in the above schedule. Unless otherwise defined herein, all capitalized terms set forth but not defined in this “Disbursement Request Form” have the respective meanings assigned to them in the Agreement.

The undersigned authorized representative of the Grantee does hereby certify on behalf of the Grantee that:

1. I have read the Agreement and definitions relating thereto and have reviewed appropriate records and documents relating to the matters covered by this Disbursement Request Form;

2. The disbursement herein requested is for an obligation properly incurred, is a proper charge as a cost of the eligible costs of the Project (as defined in the Agreement), and has not been the basis of any previous reimbursement request submitted to any party;
3. The Grantee is in compliance with all provisions and requirements of the Agreement and re-affirms all representations and warranties therein as of the date hereof;
4. The reimbursement requested hereby does not include any amount which is being retained under any holdbacks or retainages provided for in any applicable agreement;
5. The Grantee has, or the appropriate parties on the Grantee's behalf has, asserted its entitlement to all available manufacturer's warranties to date upon acquisition of possession of or title to the good or services related to the eligible costs of the Project or any part thereof which warranties have vested in the Grantee;
6. The Grantee is either (i) not aware of any attested account claim from any subcontractor, material supplier or laborer who has performed labor or work or has furnished materials in connection with the Project for which reimbursement is requested pursuant to this written requisition; or (ii) has provided security discharging any known attested account claims.

EXECUTED this _____ day of 20__.

GRANTEE

By: _____
Name; Title

Date: _____

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 2025-37

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

WHEREAS, the Police Department needs to replace the tasers due to existing models being discontinued, including supplies; and

WHEREAS, Axon Enterprise, Inc., the primary vendor for tasers, has proposed a ten year program which replaces the 10 existing tasers with a new model and again after five years, including the annual recertification of the department staff and related equipment; and

WHEREAS, the proposed program locks-in the 2025 price for the tasers to be delivered in 2026 and again in 2031.

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

Section 1. Council hereby authorizes Mayor and Fiscal Officer to enter into contract, on behalf of the Village, for a ten year taser replacement program with Axon Enterprise, Inc.

Section 2. The cost for the taser replacement program shall not exceed \$12,208.10 per year, through 2035.

Section 2. The funds for the program are included in the appropriations for 2026 and it is anticipated annually, each year thereafter, through 2035 and subject to appropriation.

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 secure the 2025 price for the next ten years. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: December 11, 2025
Second Reading: Waived
Third Reading: Waived
Passed: December 11, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor