



Village Council Regular Meeting

September 25, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Conditional Use Hearing

Minutes

- 1. MOTION TO APPROVE** 9/18/2025 Committee as a Whole Minutes
- 2. MOTION TO APPROVE** 9/18/2025 Council Meeting Minutes

Committee as a Whole Report

3. Streets - Stacey Koss
4. Services - J.P. Martin
5. Recreation & Parks - Jason Camara

Citizen Comments

Legislation

6. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for ORDINANCE 2025-18
7. **MOTION TO APPROVE ORDINANCE 2025-18** Supplemental Appropriations
AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025 (1st reading-intent to suspend the rules that require 3 readings)
8. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for RESOLUTION 2025-19
9. **MOTION TO APPROVE RESOLUTION 2025-19** Accepting Amounts and Rates
A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY (2nd reading-intent to suspend the rules that require 3 readings and pass as an emergency)
10. **MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS** for RESOLUTION 2025-20
11. **MOTION TO APPROVE RESOLUTION 2025-20** Confirmation of J. deJesus

A RESOLUTION AFFIRMING THE APPOINTMENT OF JOSUE DEJESUS 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 and emergency)

12. RESOLUTION 2025-21 Valley Road Improvement Project

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE VALLEY ROAD IMPROVEMENTS AND DECLARING IT AN EMERGENCY (2nd reading-intent to pass as an emergency on 3rd reading)

13. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2025-22

14. MOTION TO APPROVE RESOLUTION 2025-22 Pool Bath House

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL BATH HOUSE PROJECT AND DECLARING IT AN EMERGENCY (2nd reading-intent to suspend the rules that require 3 readings and pass as an emergency_

15. MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RESOLUTION 2025-23

16. MOTION TO APPROVE RESOLUTION 2025-23 Transfer of Funds

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARE AN EMERGENCY (2nd reading-intent to suspend the rules that require 3 readings and pass as an emergency)

Old Business

17. Pool Maintenance Building Roadway Project

New Business

Adjourn

Detailed Summary – Committee as a Whole Date: September 18, 2025 **Time:** 6:30 p.m.

Attendees: Council President Camara, Councilmembers Martin, Passeun, Pinter, and Paessun; Mayor Southard, Village Attorney Jesse Shamp, Fiscal Officer Jeff Wilcheck, and Chief Delp

Finance & Tax Updates

- **Property Taxes:**
 - 2025 collections are **\$10,280 ahead of 2024**.
 - Historical fluctuations noted (2022 still impacted by COVID delinquencies).
 - Concern raised over an **uptick in residential delinquencies**.
- **Income Taxes:**
 - Initially up **11% year-to-date**, peaked at **15%**, but now only **3.95% ahead of last year**.
 - Decline may be timing-related; October advance will provide clarity.
 - 2026 projections trimmed to **3% growth** to remain conservative.
 - Potential strain on **capital project funding**.

Supplemental Appropriations (Planned for Council)

- **Fire/EMS Contract:** Additional **\$13,000** required; budgeted amount (\$257,000) underestimated versus contract (\$270,000).
- **Street Lighting:** Funds need to be moved from “general government” to **street lighting/security fund**.
- **Sidewalk Expansion (River Lake Road):** Engineer estimate pending for increasing sidewalks from **4 ft → 5 ft**.
- **Waterline Project (North Lake Court):**
 - **\$15,000** for survey + **\$50,000** for design.
 - **\$65,000 appropriation** expected from waterline maintenance fund.
 - Possible additional work if roadbed replacement required.

Leaf Removal Contract

- **Groundmaster (current vendor):**
 - Strong track record, praised for reliability.
 - Bid: **\$36,000 for 1 year** (3-year option: \$35k → \$37k → \$38.5k).
- **Five Seasons (challenger):**
 - Lower bid: **\$29,250 for 1 year**.
 - Concerns about past performance, equipment, and responsiveness.
- **Council Decision:**

- Leaned toward **renewing with Groundmaster for 1 year**, prioritizing service quality over ~\$6,000 savings.
- Plan to rebid next year with more detailed requirements.

Capital Projects & Infrastructure

- **Sidewalk/Pathway Projects:**
 - Multiple engineering proposals underway (Jacobs and others).
 - Costs could exceed **\$100,000 for engineering alone**.
- **Storm Sewer Funding:**
 - Resolution to transfer **\$85,000 from general fund** to cover Minerva Lake Road storm sewer costs.
- **Pool Bathhouse Replacement:**
 - Architect **Brandstetter Carroll** favored.
 - Proposed designs expand current facility (**1,000 sq. ft. → 1,500–2,000 sq. ft.**).
 - Debate over **concession stand size** and balancing resident needs vs. financial feasibility.

Safety & Traffic Updates

- **School Traffic:**
 - New loop system reduced backups on Green Line and Lake Road.
 - Afternoons at **Hawthorne and Minerva Park** remain “controlled chaos” (15–20 minutes).
 - Some families ignore service road, creating illegal cut-throughs on 161.
- **Minerva Lake Road Construction:**
 - Ongoing congestion, narrow lanes, and damage hinder enforcement.
 - Residents making unsafe maneuvers onto Westerville Road.
 - Meeting scheduled with contractor **Strawser** to address closure logistics.
- **Speed Control:**
 - Signs relocated:
 - **Quiet Brook Vale** (curve near pond).
 - **Minerva Lake Road**, now facing incoming traffic.
 - Early feedback shows **speed reduction success**.
 - Resident compliment received for sign placement.
- **Seasonal Safety:**
 - With shorter days and **Halloween approaching**, council stressed promoting reflective clothing and caution for pedestrians.

Community Events & Parking Enforcement

- **Neighborhood Garage Sales:**

- Expanded to **Friday–Sunday** (previously Saturday only).
- Saturday traffic expected to be most difficult.
- **Extra officer assigned** for traffic management.
- Problem areas: **Curves on Curwood, North Lake Road, and Lakewood.**
- New map used to strategically place **No Parking** signs.
- Idea raised to introduce **picture-based signs** for clarity, especially for **non-English speakers.**

Halloween Policy

- Debate on formalizing adherence to **MORPC’s trick-or-treat schedule.**
- Concern about past deviations (e.g., rain dates causing overwhelming crowds).
- Consensus: **No ordinance needed**; simply acknowledge following MORPC unless council votes otherwise.

Legislation Reviewed

1. **Ordinance 2025-16** – Third reading of “short-cutting” ordinance.
2. **Resolution 2025-19** – Accepting budget commission rates and certifying tax levies (emergency).
3. **Resolution 2025-21** – Authorizing bidding/contract for **Valley Road improvements.**
 - Engineering already complete.
 - Mayor must report back on contract amounts.
 - Council retains final say via appropriations.
4. **Resolution 2025-22** – Contract with **Brandstetter Carroll** for pool bathhouse design and oversight (emergency).
5. **Resolution 2025-23** – Transfer of funds for **Minerva Lake Road storm sewer project.**

Other Business

- **Newsletter Deadline:** October meeting dates must be set quickly to meet publication cutoff.
- **Finance Meeting:** Confirmed for **October 2nd.**
- **Planning & Zoning:** Two hearings scheduled next week.
- **Westerville Schools Levy Presentation:**
 - District officials (possibly Treasurer Nicole Marshall) requested to present.
 - Council agreed to offer **October 9th and 23rd** dates.
 - Presentation limited to **10–15 minutes**, minimal Q&A.
- **Chatbot Proposal (CivicPlus):**

- Cost: **~\$5,000 per year.**
 - Functions: after-hours responses, redirect to forms/links, analytics of common inquiries.
 - Deferred to future work session discussion.
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Closing

- Meeting adjourned briefly before the start of the formal council session.



Village Council Regular Meeting

September 18, 2025 at 7:30 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Camara, Martin, Paessun, Grant & Pinter Absent: Councilperson Koss

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

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

Pledge of Allegiance

Minutes

MOTION TO APPROVE 8/28/25 Committee as a Whole Minutes

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

MOTION TO APPROVE 8/28/25 Council Meeting Minutes

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

MOTION TO APPROVE 9/4/25 Council Work Session Minutes

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

Village Official Reports

Police - Chief Matt Delp

Report in packet; Officer DeJesus to complete probation next week; expect legislation to confirm appt, 9/25; Officer DeJesus has been nominated for the Star Award to be presented in October.

Fiscal Officer - Jeffrey Wilcheck

Discussion held during Committee as a Whole Meeting: Property Tax collection ahead of 2024; Income Tax up only 3.95% YTD; projected growth trimmed to 3%-will monitor closely; Review of fiscal legislation on upcoming agenda.

Engineer - Mike Flickinger

Mayor Southard shared report: Review of Task Orders regarding Maintenance Bldg., Lake Design, Roadway Improvements, Water Line Improvements, Pedestrian Path Plan, Erosion in Kilbourne Run, and the Reconstruction of Valley Rd.

Legal - Jesse Shamp

No formal report

Village Planning - Eric Fischer

2 Conditional Use Hearings will be on Council Agenda for 9/25-materials forthcoming.

Zoning Officer - John Canty

Report in Packet

Planning & Zoning - Tommy Grant

Met 9/17 to hold Conditional Use Hearing and to discuss options for possible planned zoning district.

MPCA - Jason Camara

No meeting in September; Garage Sale 9/19, 20 & 21; Fall Festival 10/18; Candidate's Night 10/28; Holiday parties 12/13 & 14.

Committee as a Whole Report

Finance - Tony Pinter

Reviewed tax collection statistics, reviewed August Financial Report and Pool Bath House RFP; next meeting 9/23 8:30 AM.

Safety - Cathy Paessun

Referred to Chief's report in packet; reviewed improvement in MFES pick up due to changes made by the school; residents encouraged to wear reflective clothing when out and about after dusk; next meeting 10/2 9AM.

Legislation - Tommy Grant

Met 9/15 to review upcoming legislation, salaries, leaf bids, Valley Rd Project, Trick or Treat and long term planning.

Mayor's Report

The tree survey has been received and sent out to Council; working with staff on numerous projects in the Village.

Citizen Comments

Craig Buckingham of Minerva Lake Rd spoke to share his concerns about the Road Reconstruction Project. He feels that communication has been lacking and that resident input has not been considered.

Barbara Sutton of Minerva Lake shared publicly thanks to Leah Cline and Officer Sean Corley for their organization of the recent First Responder's Night.

Legislation

Motion made by Grant, Seconded by Council President Camara.

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

MOTION TO APPROVE ORDINANCE 2025-16 Shortcutting

AN ORDINANCE AMENDING SECTION 432.38 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK (3rd reading)

RESOLUTION 2025-19 Accepting Amounts and Rates

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY (1st reading-intent to waive the 3rd reading and pass as an emergency)

RESOLUTION 2025-21 Valley Rd. Improvement Project

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE VALLEY ROAD IMPROVEMENTS AND DECLARING IT AN EMERGENCY (1st reading)

RESOLUTION 2025-22 Pool Bath House

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL BATH HOUSE PROJECT AND DECLARING IT AN EMERGENCY (1st reading-intent to waive 3rd reading and pass as an emergency)

2nd reading will include Brandstetter-Carroll as the firm that has been selected to perform this work.

RESOLUTION 2025-23 Transfer of Funds

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARE AND EMERGENCY (1st reading-intent to waive 3rd reading and pass as an emergency)

Old Business

Pool has been discussed earlier in the Meeting.

Maintenance Building is in final permitting stages.

Staff will meet with contractor and engineer 9/19 for updates on the Roadway Project.

New Business

Trick or Treat 2025 Date MORPC recommends Thursday October 30.

Motion made by Council President Camara to follow the recommendation of MORPC for trick or treat unless council specifies otherwise, Seconded by Grant.

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

Trick or Treat will be October 30, 6-8 PM

New Business

MOTION TO ENTER EXECUTIVE SESSION

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

The phrase "and potential investigation of public employees" was added to the motion.

Motion made by Council President Camara, Seconded by Paessun.

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

Adjourn

The meeting adjourned at 8:40 PM

ORDINANCE 2025-18

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2025

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

WHEREAS, the appropriations herein are to be effective for the year ending December 31, 2025.

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

Section 1. The Annual Appropriations in Ordinance 35-2024 is supplemented as presented below:

	<u>Current Amount</u>	<u>Increase/ (Decrease)</u>	<u>Revised Amount</u>
<u>General Fund (1000)</u>			
<u>Security of Persons and Property</u>			
<u>Fire Fighting, Prevention, and Inspection (120)</u>			
Other Expenditures	\$257,000	\$13,000	\$270,000
<u>Street Lighting (130)</u>			
Other Expenditures	4,800	4,000	8,800
<u>Capital Outlay (800)</u>			
Capital Outlay	59,000	15,000	74,000
Total		<u>32,000</u>	
 <u>Waterline Maintenance Fund (2909)</u>			
<u>Basic Utility Services</u>			
<u>Other Water (539)</u>			
Other Expenditures	60,000	23,000	83,000
Total Supplemental Appropriations		<u>\$55,000</u>	

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: September 25, 2025
Second Reading: Waived
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Solicitor

RESOLUTION 2025-19

A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY

WHEREAS, the Council of the Village of Minerva Park, in accordance with the Chapter 5705, Revised Code, adopted a Tax Budget for the year commencing January 1, 2026; and,

WHEREAS, the Budget Commission of Franklin County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part is within, the ten-mill tax limitation.

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

Section 1. The amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

Section 2. There be and is hereby levied on the tax duplicate of the Village of Minerva Park the rate of each tax necessary to be levied within and without the ten-mill limitation for tax year 2025 (collection year 2026) as follows:

Fund	Amount to be Derived from Levies Outside the 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mil Limitation	Estimate of Full Tax Rate to be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	\$297,198.66	\$63,507.58	1.00	8.20

Section 3. The Fiscal Officer is hereby directed to certify a copy of this resolution to the Franklin County Auditor.

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 submit a certified copy of this Resolution to the Franklin County Auditor by the due date of October 1, 2025. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-19

(Continued)

Item # 9.

I hereby certify that this is a true and accurate copy of Resolution 2025-19 of the Minerva Park Village Council, which was passed on September 25, 2025, and recorded in the permanent minutes and records of the Village of Minerva Park, Ohio.

Jeffrey Wilcheck, Fiscal Officer

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

WHEREAS, Council for the Village of Minerva Park passed Resolution 2025-08 on March 27, 2025 confirming the appointment of Josue DeJesus as a full-time police officer; and

WHEREAS, Josue DeJesus was hired on March 24, 2025; and

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

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

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

Section 1. Council hereby concurs with the recommendation by the Mayor to affirm the appointment of Josue DeJesus as a full-time police officer for the Village of Minerva Park effective September 24, 2025.

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

Section 3. All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Section 4. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety, and welfare and specifically so that the above-named Officer may immediately begin serving to his/her full capacity Wherefore, this Resolution shall take effect and be in force from and after its passage. This resolution shall be in effect at the earliest period allowed by law.

First Reading: September 25, 2025
Second Reading: Waived
Third Reading: Waived
Passed: September 25, 2025

Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-21

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACT FOR THE VALLEY ROAD IMPROVEMENTS AND DECLARING IT AN EMERGENCY

WHEREAS, there presently exists a need for improvements to Valley Road and related utilities from Minerva Lake Road north to the pool parking lot; and

WHEREAS, based on the 2022 Pavement Condition Report, Valley Road has a Pavement Condition Index (PCI) rating of 22 and was placed in the PCI Category of 22; and

WHEREAS, a PCI rating from 0 (zero) to 40 indicates the pavement has major defects indicating the need for major rehabilitation or reconstruction and the pavement is structurally inadequate; and

WHEREAS, the engineering work has been authorized; and

WHEREAS, the reconstruction of Valley Road must be completed before the opening of the 2026 pool season and the beginning of pool improvements planned for the fall of 2026.

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

Section 1. The Council hereby authorizes the Mayor and Fiscal Officer to advertise for bids upon the completion of the engineering work.

Section 2. The Council hereby authorizes Mayor and Fiscal Officer to enter into contract with the lowest and best bidder, based on the recommendation of the Village Engineer.

Section 3. The mayor shall report the engineer's recommendation for the award of a contract.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 5. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the need to immediately begin improvements to the road and related utilities in order to avoid conflicts planned pool improvements. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council

Tiffany Hughes, Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: October 9, 2025
Passed: October 9, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-22

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL BATH HOUSE PROJECT AND DECLARING IT AN EMERGENCY

WHEREAS, the Village of Minerva Park owns and operates the municipal pool and related facilities; and

WHEREAS, the Village has determined that the bath house at the pool needs to be replaced; and

WHEREAS, the Village published a Request for Proposals on Constructioncontract.com and emailed the same to several architectural firms; and

WHEREAS, proposals were received August 22, 2025, and reviewed by Village Staff and Council; and

WHEREAS, based on the recommendation of Village Staff and comments from Village Council, Brandstetter Carroll, Inc. is deemed to be the best and most experienced responder, as set forth in their response dated August 22, 2025.

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 the 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 \$76,500, 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 bath house. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: September 11, 2025
Second Reading: September 25, 2025
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2025-23

Item # 16.

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARE AND EMERGENCY

WHEREAS, Section 5705.14, Revised Code, allows for the transfer of funds from the General Fund to the Storm Sewer Improvement Fund; and,

WHEREAS, the Council of the Village of Minerva Park finds it necessary to provide funds for the storm sewer improvements along Minerva Lake Road.

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

Section 1. Council finds, determines and declares that it is necessary to transfer funds from the General Fund to the Storm Sewer Improvement Fund (4902) in the amount of \$85,000.

Section .2 The Fiscal Officer shall transfer the funds upon passage of this resolution.

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. This Ordinance is hereby declared to be an emergency measure, to be effective immediately upon passage, such emergency being necessary for the preservation of the public health, safety, and welfare of the Village and its inhabitants, to wit: to transfer the funds to meet Minerva Lake Road project expenditures. Therefore, this Resolution shall take effect and be in force from and immediately after its passage by the Council.

Mayor

First Reading: September 18, 2025
Second Reading: September 25, 2025
Third Reading: Waived
Passed: September 25, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Solicitor