Village Council Regular Meeting

November 19, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

1. **MOTION TO APPROVE** 11/12/26 Committee as a Whole Minutes
2. **MOTION TO APPROVE** 11/12/26 Council Meeting Minutes

Committee as a Whole Report

3. Streets - Stacey Koss Services - JP Martin Rec & Parks - Jason Camara
4. Other Committee Business

Citizen Comments

Legislation

5. **MOTION TO APPROVE** ORDINANCE 2026-21 Annual Compensation for Non-Uniform Employees

   AN ORDINANCE SETTING THE NON-UNIFORM WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK (3rd reading)

6. **MOTION TO APPROVE** ORDINANCE 2026-22 Health Care for 2027

   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)

7. **ORDINANCE 2026-23** Annual Appropriations

   AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2027 (2nd reading)

8. **RESOLUTION 2026-24** Pool Fees for 2027

   A RESOLUTION EXTABLISHING FEES FOR MEMBERSHIP FOR THE MINERVA PARK POOL FOR THE 2027 SEASON (2nd reading)

9. **RESOLUTION 2026-27** Rules of Council

   A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2027 (2nd reading)

10. **RESOLUTION 2026-28** Levy Estimate Request

A RESOLUTION AUTHORIZINT 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 FIVE (5.0) MILL 5-YEAR RENEWAL TAX LEVY AND TO DECLARE AN EMERGENCY (1st reading)

11. **RESOLUTION 2026-29** Certifying Tax Renewal to BOE

A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD OF ELECTIONS AND TO DECLARE AN EMERGENCY (1st reading)

Old Business

New Business

Adjourn

EXECUTIVE SUMMARY: Committee as a Whole November 12, 2026

1. In Attendance: Councilpersons Grant, Martin, Paessun, Pinter & Camara; Mayor Southard, Chief Delp, Fiscal Officer Wilcheck

---

2. Fiscal Report and 2027 Budget

Fiscal Officer Jeff Wiltshire reported that the October financial report had been completed and distributed to Council by email on the afternoon of November 12.

The first reading of the appropriation ordinance for the upcoming year was scheduled for the meeting. One correction was made to the proposed budget under Council, within General Government and the General Fund, to accurately reflect Councilmember salaries.

No other changes to the appropriation ordinance were reported.

The Fiscal Officer indicated that the budget had already received substantial review during previous meetings and that no additional fiscal concerns were identified during this work session.

Key Points:

- October financial report completed and distributed.
- First reading of the upcoming year's appropriation ordinance scheduled.
- Councilmember salary correction incorporated into the General Government/General Fund budget.
- No additional budget changes identified.

---

3. Pool House Project and Bid Process

The pool house project was a major topic of discussion.

A pre-bid meeting was held on November 12 with Grandson, Carol, and two prospective bidders to review project expectations and ensure potential contractors understood the scope of work.

Bids are due on November 25 at 1:00 PM.

Village representatives intend to review the submitted bids promptly after the deadline.

Additional individuals, including Mike or Sashi, may be asked to assist with the evaluation if necessary.

The goal is to have the results available for Council's December 3 work session so members can thoroughly review the proposals before making a decision.

---

4. Council Discussion re Scheduling

There was considerable discussion about whether the December 3 work session should also include a formal meeting to allow an initial legislative reading related to the pool house project.

The discussion centered on balancing two priorities:

1. Moving the project forward without unnecessary delays, particularly with winter approaching.
2. Providing Council and residents sufficient time to review the bids and understand the proposed project before final approval.

The proposed approach was to schedule:

- **December 3 at 6:30 PM:** Committee/work session.
- **December 3 at 7:00 PM:** Separate formal meeting, if needed.

The additional meeting would provide an opportunity for an initial legislative reading if Council determines that the bid results support moving forward. If no formal business is necessary, the meeting could be canceled or concluded without action.
The anticipated goal is to have legislation ready for consideration on December 10, subject to bid review and Council's decision.

---

5. Waterline Improvement Project

Council was informed of another delay involving the City of Columbus's waterline project approval process.
The anticipated start date for the City of Columbus plan approval process has been pushed to November 23, 2026.
New informational mailers were sent to affected residents on November 12 to communicate the updated information.

---

6. Police Department Compensation – Ordinance 2026-16

A proposed wording correction to Ordinance 2026-16, concerning Police Department compensation, was presented.
The requested amendment involves Section 1, in the second-to-last sentence.
The language referencing a 6% compensation differential above the sergeant on first shift needs to be changed to reference the sergeant on second shift.
The correction is necessary because there is no sergeant assigned to first shift.
Council was asked to entertain amending the ordinance before passage to ensure the language accurately reflects the Police Department's staffing structure.

---

7. Safety Committee and Public Safety

The Safety Committee reported no significant new safety matters requiring immediate action.
Members were encouraged to review the October 14 meeting minutes, which are available on the Village website under Committees and Meetings.
Several ongoing public safety concerns were discussed.

7A. Parking Concerns – Minerva Lake Road

Council discussed vehicles parking along Minerva Lake Road near the apartment complex, particularly near the area where the roadway widens and the turn lane begins.
Concerns were raised that vehicles parked in this area could create visibility and traffic safety issues, particularly during morning hours.
It was reported that Eric had submitted a request to the City of Columbus to designate the area as a no-parking zone.
Council members generally expressed support for addressing the parking issue and ensuring vehicles use available parking areas rather than parking along the roadway.

7B. Speeding and Stop-Sign Violations

Residents continue to express concerns about speeding throughout the Village.

The discussion also focused on recurring stop-sign violations, particularly at an intersection near upcoming road construction on Ponderosa.

Council members expressed frustration with drivers failing to come to a complete stop and discussed possible enforcement strategies.

The discussion identified several potential approaches:

- Review whether fines can legally be doubled in designated construction zones.
- Determine whether special signage is required to establish an enforceable doubled-fine construction zone.
- Confirm whether an ordinance or other formal authorization is necessary.
- Consider increased enforcement and documentation of violations.
- Explore whether existing enforcement and prosecutorial procedures can be used to address violations.

Joe, who joined the meeting during this discussion, provided perspective based on previous experience with construction-zone enforcement on Route 256. He noted that specific signage requirements and placement rules may apply.

The discussion also recognized that stop-sign violations may involve both Village residents and outside drivers, including delivery drivers and motorists using Village streets as cut-through routes.

The possibility of having officers document violations during construction periods was also discussed. Such documentation could provide useful information to prosecutors and the magistrate when considering enforcement and penalties.

7C. Halloween and General Safety Update

The Police Chief reported that Halloween activities went well overall.

No significant new safety incidents were identified during the discussion.

---

8. Proposed Update to Minor Curfew Ordinance

A potential update to the Village's minor curfew ordinance was introduced for future consideration.

The ordinance has not been updated since 1972. Police officers have expressed interest in reviewing the existing provisions and comparing them with ordinances adopted by neighboring municipalities.

The current Village ordinance was described as less restrictive than some surrounding communities.

Discussion included:

- Whether curfew times should differ based on the age of the minor.
- Whether younger minors should have earlier curfew requirements.
- Whether the Village should align its ordinance with neighboring communities.
- Whether the current provisions adequately address present-day circumstances.

The discussion was preliminary, and no decision was made to amend the ordinance.

---

9. Village Garage and Municipal Facilities

An update was provided regarding the Village garage project.
The final inspection was completed on Monday, November 9, and passed.
The actual occupancy permit is expected within the next several days. However, officials indicated that the Village had effectively received approval to begin moving forward with certain activities.
The snow removal contract was also received, resolving an issue that had delayed planning for the use of the facility.
The Village can now begin organizing the garage, determining where equipment and materials will be stored, and preparing for operational use.

Key Updates:

- Final inspection passed.
- Occupancy permit anticipated shortly.
- Snow removal contract received.
- Initial planning for facility organization and equipment placement can proceed.

---

10. Village Administrator Position and Job Description

Council discussed the proposed Village Administrator position and the need to review its job description before moving forward with related legislation.
A concern was raised that Council had not yet received the proposed job description.
A request was made to table the matter until the job description could be distributed and reviewed.
The discussion emphasized the importance of clearly defining:

- The Village Administrator's responsibilities and authority.
- The Mayor's continuing role and responsibilities.
- The relationship between the Administrator and the Mayor.
- The appropriate scope of administrative duties.
- Compensation considerations.
- The Village's operational structure if an Administrator leaves the position or is terminated.

Members noted that considerable time had already been spent discussing the organizational structure and the potential implications of establishing the position.
There was particular concern about setting compensation too low and potentially limiting the qualifications or experience of candidates.
The possibility of having to temporarily return administrative responsibilities to the Mayor if the Administrator position becomes vacant was also raised.
Council members indicated that the matter should not advance without an opportunity to review the proposed job description.

---

11. Rules of Council and 2027 Meeting Calendar

Council discussed beginning the review of the Rules of Council and making adjustments to the upcoming annual meeting calendar.

11A. Rules of Council

The proposed Rules of Council revisions were not yet fully incorporated into the document.
Jesse had been asked to prepare the necessary changes.
Council expressed interest in beginning the reading process rather than delaying the review.
The intention is to provide multiple opportunities for review and discussion before final action.

11B. 2027 Meeting Calendar

Several scheduling adjustments were discussed and agreed upon.

Veterans Day – November 2027

November 11, 2027, falls on a Thursday, which conflicts with the regularly scheduled meeting date.
Council agreed to move the November meeting to Wednesday, November 10, 2027.

October 2027

The October 28 meeting date conflicts with the anticipated Halloween trick-or-treating schedule.
Council agreed to move that meeting to October 21, 2027.

March 2027

The March 25 date was removed because of scheduling conflicts associated with spring break.
March will have one formal meeting and one work session unless an additional meeting becomes necessary.

Strategic Planning Meetings

Council discussed the importance of scheduling strategic planning sessions to address the Village's long-term goals and provide an opportunity to communicate the Village's overall direction to the community.
Potential dates discussed included:

- July 25, 2027.
- October 24, 2027.

These dates were tentatively included for planning purposes, with the understanding that meetings could be canceled if they were not needed.
Members discussed the possibility of holding quarterly strategic planning sessions and the importance of involving the broader Village administration and Council in developing the Village's long-term vision.

Other Calendar Considerations:

- July remains a challenging month because of vacations and budget preparation.
- Council discussed maintaining flexibility to add or cancel meetings as necessary.
- The need to provide residents with an opportunity to understand the Village's long-term strategic direction was emphasized.

12. E-Bike Legislation

Council revisited previously drafted legislation addressing electric bicycles and similar motorized devices.
There had been no substantial progress update since the legislation was initially developed.

Members discussed using neighboring municipalities' legislation, particularly Blendon Township's, as a model to promote consistency across jurisdictions.
The objective is to avoid confusion for residents who travel between communities, particularly those riding e-bikes in the Village, Westerville, and surrounding areas.
The discussion referenced provisions addressing:

- Class 1, Class 2, and Class 3 e-bikes.
- Electric scooters and motorized skateboards.
- Restrictions on operation by minors.
- Helmet requirements.
- Permitted riding locations.
- Enforcement and fines.
- Mobility devices used by individuals with disabilities.

Blendon Township's legislation was identified as a useful model. Westerville's legislation was also discussed, with a noted difference involving e-bike use on downtown sidewalks.
The discussion referenced a provision prohibiting individuals under age 16 from operating Class 3 e-bikes.
It was recalled that Jesse had previously been asked to place the proposed language into the Village's legislative format.
Council expressed interest in obtaining the neighboring legislation and moving forward with the drafting process.
Members also recognized that proposed state-level e-bike legislation could require future local adjustments.

---

13. 2027 Levy Renewal

The upcoming renewal of a levy was identified as an important legislative priority.
The issue is scheduled for renewal in 2027.
If Council wants the matter to appear on the May 4, 2027 primary election ballot, it must be filed with the Board of Elections by February 3, 2027.
The discussion emphasized the need to begin reviewing the language immediately to allow sufficient time for preparation, readings, and any necessary revisions.
Council expressed a preference for beginning the review early rather than risking delays caused by wording or procedural issues.
The possibility of the matter appearing on the same election ballot as the proposed charter-related issue was also discussed, although the election timing for the charter matter remained under consideration.

---

16. Overall Assessment and Conclusion

The November 12, 2026 Committee as a Whole work session focused on advancing ongoing Village projects while identifying legislative and operational matters requiring additional attention.

The pool house project is approaching a significant decision point, with bids expected November 25 and potential legislative consideration in December. The Village garage has cleared its final inspection, allowing preparations for operational use to proceed. Meanwhile, the waterline project remains subject to an updated approval timeline from Columbus.
Public safety remains an ongoing priority, particularly regarding speeding, stop-sign compliance, and parking concerns. Council expressed interest in pursuing practical enforcement measures, including investigating the possibility of doubled fines in construction zones.
Several legislative initiatives also require continued attention. These include the minor curfew ordinance, e-bike regulations, the Rules of Council, the Village Administrator position, and the renewal of Issue 5-011. The need to begin the Issue 5-011 review promptly is particularly important because of the February 3, 2027 election filing deadline.
Overall, the meeting established clear follow-up priorities and identified several matters that should return to Council for additional review or action. Continued coordination between Council, Village administration, the Police Department, and supporting staff will be important to maintaining progress and meeting the identified deadlines.

Motion to adjourn made by Camara; 2nd by Pinter; approved with unanimous aye vote.
Meeting adjourned at 7:07 PM

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

EXECUTIVE SUMMARY: Village of Minerva Park Regular Council Meeting 11/12/26

---

1. In Attendance: Council Members Grant, Martin, Paessun, Pinter & Camara; Mayor Southard, Chief Delp, Fiscal Officer Wilcheck & Attorney Bachelor
Motion to approve the absence of Councilperson Koss made by Paessun, 2nd by Grant; motion approved with unanimous Aye vote.

---

2. Swearing-In of New Police Officer
Council conducted the formal swearing-in ceremony for Jared Nelson as a newly appointed Village police officer. The appointment was subsequently addressed through Resolution 2026-25.

---

4. Approval of Previous Meeting Minutes
Council approved the following meeting minutes:

- October 22, 2026 – Committee as a Whole.
  - Motion to approve made by Pinter, 2nd by Grant; approved by unanimous aye vote
- October 22, 2026 – Regular Council Meeting.
  - Motion to approve made by Camara, 2nd by Pinter; approved by unanimous aye vote
- November 5, 2026 – Council Work Session.
  - Motion to approve made by Camara, 2nd by Paessun; approved by unanimous aye vote

---

3. Village Official Reports
3A. Police Department
The Police Chief indicated that the monthly departmental report had been distributed to Council and that there were no additional updates or matters requiring discussion.
Council continues to work with the Police Chief on evaluating police department vehicle needs and determining the most appropriate long-term fleet configuration.
The Safety Committee has requested the Chief's input and analysis regarding the optimal number and types of police vehicles for the department.
3B. Fiscal Officer and Finance
The October financial report was distributed to Council on the afternoon of November 12.
Councilperson Pinter reported that three Finance Committee meetings had been held in preparation for the upcoming budget process. With the November 12 discussion, the proposed budget had effectively been reviewed four times.
The Finance Committee has been examining the budget in detail in advance of the initial legislative readings.
Meeting minutes and related financial information are available through the Village website for residents and council members who wish to review the discussions.

The report emphasized continued financial oversight and the importance of carefully evaluating expenditures and future obligations.

3C. Maintenance and Public Works

Although Mike Flickinger was on vacation, the Mayor provided two significant infrastructure updates.

- **Maintenance Building**
  - The new maintenance building has received its final permit approval. The Village was advised that occupancy approval was effectively complete and that staff could begin moving into the building.
  - This represents an important milestone in completing the project.
- **North Lake Court Project**
  - The new start date for the North Lake Court project is November 23, 2026.
  - Postcards were being distributed to affected residents to provide advance notification of the project.

3D. Legal Counsel

Legal counsel reported no updates but remained available to answer questions from Council.

3E. Zoning

The Village continues discussions regarding the future direction of the Zoning Officer position. The Mayor indicated that additional information and a decision regarding how to proceed would be shared with Council over the next several weeks.

3F. Planning and Zoning

Tommy Grant reported that Planning and Zoning did not have a scheduled meeting for November.

A potential new committee member may be considered in January.

3G. Minerva Community Association (MPCA)

The NPCA held its meeting on November 11 and selected new leadership:

- Scott Humphreys will become Secretary beginning January 2027.
- Abra will become President.

The Association also discussed upcoming community activities and volunteer needs.

Festival of Lights: Scheduled for Saturday, December 12, 2026. Transportation will again use shuttle buses because the previous trolley and carriage options are no longer available.

A children's event was also discussed for the following day.

The Association is working toward finalizing its calendar of activities for 2027, with additional information expected following its December meeting.

Council leadership expressed appreciation for outgoing PCA President Carrie and Secretary James for their contributions and service.

---

4. Committee as a Whole Report

4A. Finance Committee

The Finance Committee continues its work on the 2027 budget.

Council has reviewed the proposed budget multiple times, and the November 12 meeting marked the beginning of the formal legislative process for several budget-related measures.

The October financial report was available for review, and Council members were encouraged to raise any outstanding questions.

4B. Safety Committee

The most recent Safety Committee meeting occurred October 14. Minutes are available on the Village website.

Two continuing areas of concern were identified:

1. **Traffic and speeding:** Speeding on Village streets remains an ongoing resident concern and an issue under consideration by Council.
2. **Police fleet:** Council requested the Police Chief's recommendations regarding the most appropriate police vehicle fleet for the department.

Another Safety Committee meeting will be scheduled based on availability.

4C. Legislation Committee

Several legislative priorities were discussed:

- Revisiting the Village's minor curfew, which has not been updated in many years. The objective is to modernize the ordinance and bring it more in line with surrounding municipalities, making enforcement more consistent.
- Developing potential e-bike legislation.
- Delaying further action on the Village Administrator legislation until an appropriate job description is prepared.

The Village Administrator position remains under consideration, but Council wants a more complete understanding of the position's responsibilities before proceeding.

---

5. Mayor's Report

Pool House Construction

The Mayor reported that a contractor kickoff meeting had been held for the pool house project. Several contractors attended and had an opportunity to ask questions about the proposed project.

The deadline for submitting pool house construction bids is: **November 25, 2026, at 1:00 p.m.**

The bid opening will take place at the Village building and will be open to the public. The Village expects to make the bid information available online following the opening and review process.

6. Citizen Comments

Barb Sutton of Minerva Lake Road reminded residents and landscaping contractors not to blow leaves into Village streets.

Maintenance personnel have had to move leaves back out of the streets to protect storm drains and maintain appropriate drainage.

Residents were encouraged to share this reminder with landscaping contractors working in the neighborhood.

She also announced the upcoming Holiday Donation Drive: The annual Minerva Park donation drive will begin Monday, November 16. The Village will coordinate with all three neighborhood schools to collect items identified as needed by the schools. Information will be posted on the

Village website and social media. The previous year's donation drive was very successful, and the participating schools expressed appreciation for the community's generosity.

---

8. Legislative Actions and Outcomes

The following items were considered during the November 12 meeting.

MOTION TO APPROVE ORDINANCE 2026-16 – Police Compensation AN ORDINANCE SETTING THE WAGE AND SALARY RANGES AND THE NUMBER OF EMPLOYEES AND POSITIONS OF THE POLICE DEPARTMENT FOR THE VILLAGE OF MINERVA PARK
Motion to approve made by Grant, 2nd by Camara; approved by unanimous aye vote

MOTION TO TABLE ORDINANCE 2026-19 – Village Administrator Position AN ORDINANCE ESTABLISHING THE POSITION OF VILLAGE ADMINISTRATOR PURSUANT TO OHIO REVISED CODE SECTION 735.271
Motion to table made by Grant; 2nd by Pinter; approved by unanimous aye vote

ORDINANCE 2026-21 – Compensation for Non-Uniform Employees AN ORDINANCE SETTING THE NON-UNIFORM WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK (2nd reading)

ORDINANCE 2026-22 – 2027 Healthcare Benefits 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 (2nd reading)

MOTION TO APPROVE ORDINANCE 2026-23 – 2027 Annual Appropriations AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2027 (1st reading)

MOTION TO AMEND RES 2026-21 to remove engineering vendor made by Grant, 2nd by Camara; approved by unanimous aye vote

MOTION TO APPROVE RESOLUTION 2026-21 – 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 to approve as amended made by Grant; 2nd by Pinter; approved by unanimous aye vote

MOTION TO APPROVE RESOLUTION 2026-22 – Snow Removal Agreement with Blendon Township A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH BLENDON TOWNSHIP TO PROVIDE SNOW REMOVAL SERVICES FOR THE VILLAGE OF MINERVA PARK AND DECLARING AN EMERGENCY (3rd reading)
Motion to approve made by Camara; 2nd by Pinter; motion approved by unanimous aye vote

RESOLUTION 2026-24 – 2027 Pool Fees
A RESOLUTION ESTABLISHING FEES FOR THE MEMBERSHIP FOR THE MINERVA PARK POOL FOR THE 2027 SEASON (1st reading)

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS for RESOLUTION 2026-25
Motion to suspend the rules made by Grant, 2nd by Camara; approved by unanimous aye vote.

MOTION TO APPROVE RESOLUTION 2026-25 – Appointment of Officer Jared Nelson
A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF JARED NELSON AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)
Motion to approve made by Grant; 2nd by Pinter; motion approved by unanimous aye vote

RESOLUTION 2026-27 – Rules of Council for 2027
A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2027 (1st reading)

---

9. Major Discussion: Blendon Township Agreement and TIF Financial Considerations
One of the most substantial discussions involved the Village's financial relationship with Blendon Township and the agreement for snow removal services.
Council discussed the proposed increase in the annual payment and the need to understand the basis for the financial arrangement.
Background and Financial Concerns
The original arrangement was established approximately four years ago.
The intent was to compensate Blendon Township for revenue it was not receiving from the Village's TIF-affected development area while continuing to receive snow removal services.
Council discussed whether the existing payment accurately reflects the property tax revenue associated with the affected area.

The discussion also raised concerns about whether the Village has adequate documentation defining the Township's responsibilities and the Village's obligations.

Key Issues Raised

Council members identified several questions requiring further examination:

- What services is Blendon Township obligated to provide to Minerva Park as part of the existing municipal relationship?
- Is there a written agreement or other legal documentation defining those responsibilities?
- How was the original payment amount calculated?
- Does the current payment appropriately reflect the tax revenue associated with the TIF area?
- Are the increases being driven by actual changes in service costs or by other Township expenses?
- Could the Village establish a more reliable payment cap based on verified property values and tax calculations?
- What protections exist against future increases in the amount charged?

Council also discussed other services that have changed over time, including mosquito control and other municipal support services.

Members emphasized that the Village should understand what services it receives and what financial obligations it is expected to maintain.

Financial Considerations

The discussion referenced an annual snow removal payment of approximately $21,500 and an illustrative calculation of approximately $86 per household based on 250 households.

These figures were discussed as part of the conversation and should not be treated as independently verified financial calculations.

Council also discussed the possibility of purchasing its own snow removal equipment. However, operating an independent snow removal program would involve more than purchasing a truck. Additional costs would include:

- Heavy-duty vehicles.
- Salt and other materials.
- Equipment maintenance.
- Additional staffing.
- Overnight and extended-hour coverage.

The discussion suggested that establishing an independent operation could ultimately cost more than continuing the existing arrangement.

---

10. Old Business: Civic Plus Website Improvements

Council discussed a demonstration of Civic Plus, a service offering enhanced municipal website functionality.

Potential features include:

- Online access to commonly requested forms and permits.
- Improved navigation and information retrieval.
- Reduced routine telephone inquiries.
- Better after-hours access to municipal information.
- Improved resident communication and customer service.

The estimated cost discussed was approximately $5,000 annually.
Council recognized that the service could improve administrative efficiency, particularly because staff receive recurring questions about forms, permits, and Village procedures. However, members expressed concern about the cost relative to anticipated usage. Additional investigation is needed to determine whether the Village's current website has adequate analytics capabilities and whether Civic Plus could offer a discounted arrangement or a six-month trial.

---

11. New Business and Infrastructure Updates

Waterline Issues

The Mayor acknowledged continuing waterline problems and indicated that Village administration is working with contractors to address them. Residents experiencing reduced water pressure were encouraged to contact the Village or monitor official Village communications. The Village is using its website, email, and social media to distribute updates as information becomes available.
The Mayor also acknowledged challenges in communicating emergency information during a holiday when administrative offices were closed.

Cleveland Avenue Rezoning

Council referenced ongoing work involving the potential rezoning of Cleveland Avenue. Additional information and discussion are expected as the matter progresses.

Tree Lawn Fee

A $25 tree lawn fee was mentioned during the closing discussion.
The transcript does not provide enough detail to establish whether this represents a newly approved fee or a proposal requiring additional consideration.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

ORDINANCE 2026-21

AN ORDINANCE SETTING THE NON-UNIFORM 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 2027, the authorized positions and compensation rates need to be 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 full-time, part-time, and seasonal employees, positions, and related pay ranges within all departments shall be as follows:

Positions/Job Title	Authorized Number	Status	Hourly Rates		Annual Compensation *	
			Low	High	Low	High
Maintenance Department						
Maintenance Worker 2	1	Part-Time	21.00	24.50	21,840	25,480
Maintenance Worker 1	1	Part-Time	18.00	21.00	18,720	21,840
Laborer	1	Seasonal	17.00	21.00	8,160	10,080
Swimming Pool						
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 Expenience)	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
Mayor/Administration						
Administration Assistant	2	Part-Time	20.00	25.00	41,600	52,000
Code Enforcement Officer	1	Part-Time	25.00	33.00	52,000	68,640

* Part Time estimated hours are 1040, seasonal estimated hours are 480

Section 2. 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
Village Administrator	1	Full-Time	75,000	110,000
Fiscal Officer	1	Part-Time	50,000	65,000
Assistant Fiscal Officer/ Police Clerk/Clerk of Court	1	Full-Time	65,000	91,000
Villager Planner	1	Part-Time	31,000	43,500

ORDINANCE 2026-21

(Continued)

Section 3. 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.

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. Merit increases, in addition to the cost of living increase, of up to three percent may be awarded to non-uniformed exempt and non-exempt full-time and part-time employees at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation ranges as outlined in this ordinance. An annual evaluation to accompany the merit increase is required. Seasonal employees may receive a merit increase upon returning to work for another new season.

Section 6. The rates presented in this Ordinance are effective with the pay period beginning December 27, 2026, to be paid on January 15, 2027. All employees shall receive a cost of living increase of 3.5 percent effective for the pay period beginning December 27, 2026.

Section 7. 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 8. All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

_____
Tiffany Southard, Mayor

First Reading: October 22, 2026
Second Reading November 12, 2026
Third Reading November 19, 2026
Passed: November 19, 2026

ATTEST

_____
Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

_____
Jesse Shamp, Solicitor

ORDINANCE 2026-22

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

WHEREAS, the Village of Minerva Park ("Village") is committed to providing a fringe benefit package to its' employees and Mayor; and,

WHEREAS, the fringe benefit package shall include life and accidental death and dismemberment, dental, vision, short-term disability, and major medical insurance; and,

WHEREAS, other fringe benefits may be made available to all employees, which cost shall be paid by payroll deduction from the employee; and,

WHEREAS, rates for January 1, 2027, renewal of policies were recently received and include a up to a seven-percent increase for major medical and up to 10 percent each for dental, vision, and life and short-term disability.

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

Section 1. Employees of the Village shall be eligible for life and accidental death and dismemberment, dental, vision, short term disability, and major medical insurance coverage as provided by the Village from time to time upon such terms, conditions and requirements as defined herein. All insurance plans shall begin coverage the first of the month following the start of employment and shall continue through the end of the month of separation. Major medical may, with the approval of the mayor, start on the first day of employment if extenuating circumstances exist.

Section 2. Employees whose spouse has health care benefits available from their employer shall take the coverage available. Employees, who are eligible for family coverage and have a spouse also employed by the Village and eligible for family coverage, may only elect coverage under one of the spouse's family coverage options. Said spouses may not hold two separate, single coverage plans.

Section 3. The major medical insurance program shall be provided through a high deductible health care plan, which deductibles shall be within the limits set by the Internal Revenue Service as adjusted annually for individual and family plans.

Section 4. The Village provides an Employee Salary Redirection Plan commonly referred to as a Section 125 Plan allowing employees to use pre-tax dollars to contribute to their Health Savings Account (HSA) and purchase other eligible insurance plans.

Section 5. The Village will contribute to an HSA to assist with the deductibles under the various insurance plans. The annual contribution to an employee's HSA is as follows:

		Single	Family
Village Contributions	Full-Time Employees	$2,600	$4,900
Village Contributions	Part-Time Employees	1,300	

ORDINANCE 2026-22

(Continued)

Section 6. The Village's HSA contribution shall be deposited within five (5) business days of dates after the start of a new year and on the dates identified below and, in the amounts, listed below:

	Full-Time Employees			Part-Time Employees
Payments Due	Percentage of Contribution	Single	Family	Single
January 1	50%	$1,300	$2,450	$650
April 1	30%	780	1,470	390
Prior to June 30	20%	520	980	260

Section 7. The Mayor, upon a written request identifying a significant hardship, may waive all or part of the timing of the employer deposit of the HSA contribution made by the Village.

Section 8. For employees hired after March 31, the HSA contributions shall be pro-rated based upon the number of full months employed by the Village in their initial year.

The Village recognizes that under Internal Revenue Service regulations, eligible expenses of an HSA account are not limited to the major medical deductibles under the Village's major medical plan. The employee is solely responsible for the HSA and how funds are used.

Section 9. Full-time employees who elect to waive any of the Village health insurance must provide proof of coverage from the alternate provider within 30 days of employment or qualifying event. Full-time employees eligible to waive health care coverage shall be compensated $2,500, per year, payable bi-weekly with the payroll. Eligible means covered under another group policy and not a policy under the Affordable Care Act or its related exchanges.

Section 10. Full-time employees will be required to contribute and pay $50 per month for single and $65 for family coverage towards the medical insurance.

Part-time hourly employees who regularly work 20 or more hours per week or part-time salaried positions are eligible for major medical insurance and will be required to contribute and pay 50 percent of the premium amount per month.

Section 11. Part time employees will be eligible for major medical coverage as described above after 90 days of employment; employees must average at least 20 hours per week. The lookback period is a moving year average.

Section 12. The Mayor and Fiscal Officer are authorized to enter into contracts for major medical and dental insurance with Anthem Blue Cross Blue Sheild, The Standard for life and short term disability, and Vision Service Plan for vision.

Section 13. 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.

ORDINANCE 2026-22

(Continued)

Section 14. All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

_____
Tiffany Southard, Mayor

First Reading: October 22, 2026
Second Reading: November 12, 2026
Third Reading: November 19, 2026
Passed: November 19, 2026

ATTEST **APPROVED AS TO FORM**

_____ _____
Jeffrey Wilcheck, Fiscal Officer Jesse Shamp, Solicitor

ORDINANCE 2026-23

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2027

WHEREAS, it is necessary to provide the current expenditures of the Village for the year ending December 31, 2027; and

WHEREAS, the appropriations herein are to be effective from January 1, 2027 through December 31, 2027.

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

Section 1. The Annual Appropriation of all funds for the expenditures of the Village for the year ending December 31, 2027, 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, automated clearing house (ACH) transactions 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, automated clearing house (ACH) transactions, 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 12, 2026
Second Reading: November 19, 2026
Third Reading: December 10, 2026
Passed: December 10, 2026

_____
Tiffany Southard, Mayor

ATTEST

_____
Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

_____
Jesse Shamp, Solicitor

Village of Minerva Park, Ohio

2027 Annual Appropriations

General Fund	
Security of Persons and Property	
Police Department (110)	
Personal Services	$923,700
Other Expenditures	636,700
Capital Outlay	70,000
Total Police Department	1,630,400
Fire Fighting, Prevention, and Inspection (120)	
Other Expenditures	296,700
Street Lighting (130)	
Other Expenditures	8,000
Civil Defense - Siren (140)	
Other Expenditures	3,500
Total Security of Persons and Property	1,938,600
Public Health and Welfare	
County Health District (210)	
Other Expenditures	15,500
Other Assistance to Needy (230)	
Other Expenditures	1,000
Other Public Health Services (290)	
Other Expenditures	5,900
Total Public Health and Welfare	22,400
Leisure Time Activities	
Provide and Maintain Parks (320)	
Personal Services	20,000
Other Expenditures	38,800
Total Provide and Maintain Parks	58,800
Swimming Pool (340)	
Personal Services	74,400
Other Expenditures	77,000
Total Swimming Pool	151,400
Concessions (350)	
Personal Services	8,400
Other Expenditures	10,100
Total Concessions	18,500
Other Leisure Time Activities	
Other Expenditures	4,500
Total Leisure Time Activities	233,200

Village of Minerva Park, Ohio

2027 Annual Appropriations

Community Environment	
Community Planning and Zoning (410)	
Personal Services	$60,000
Other Expenditures	20,200
Total Community Planning and Zoning	80,200
Other Community Environment (490)	
Other Expenditures	77,000
Total Community Environment	157,200
Transportation	
Other Expenditures	1,500
General Government	
Mayor's Office (710)	
Personal Services	203,500
Other Expenditures	115,700
Total Mayor's Office	319,200
Legislative (715)	
Personal Services	24,000
Other Expenditures	36,300
Total Legislative	60,300
Mayor's Court (720)	
Personal Services	47,500
Other Expenditures	54,500
Total Mayor's Court	102,000
Fiscal Officer/Finance (725)	
Personal Services	113,700
Other Expenditures	79,200
Total Fiscal Officer/Finance	192,900
Lands and Buildings (730)	
Personal Services	35,300
Other Expenditures	133,200
Total Lands and Buildings	168,500
Property Tax Collection Fees (740)	
Other Expenditures	11,000
Auditor of State Fees (745)	
Other Expenditures	15,000

Village of Minerva Park, Ohio

2027 Annual Appropriations

Village Solicitor (750)	
Other Expenditures	$96,500
Income Tax Administration (755)	
Other Expenditures	80,000
Other General Government (790)	
Other Expenditures	96,100
Total General Government	1,141,500
Capital Outlay (800)	
Capital Outlay	10,000
Other Financing Uses	
Transfers - Out	15,000
Total General Fund	**3,519,400**

Special Revenue Funds

Street Construction Maintenance and Repair Fund (2011)	
Transportation	
Street Maintenance and Repair (620)	
Other Expenditures	56,000
Street Cleaning, Snow and Ice Removal (630)	
Other Expenditures	31,500
Capital Outlay	110,000
Debt Service	17,600
Street Construction Maintenance and Repair Fund	215,100
DUI Education Fund (2081)	
Security of Persons and Property	
Police Department (110)	
Other Expenditures	2,700
Law Enforcement Trust (2091)	
Security of Persons and Property	
Police Department (110)	
Other Expenditures	2,400
Police CPT Reimbursement (2271)	
Police Department (110)	
Personal Services	25,000

Village of Minerva Park, Ohio

2027 Annual Appropriations

MP TIF Tax Equivalent Fund (2901)	
General Government	
Property Tax Collection Fees (740)	
Other Expenditures	$220,000
Debt Service	
Debt Service	490,100
Total MP TIF Tax Equivalent Fund	710,100
Mayor's Court Computer Fund "B" (2902)	
General Government	
Mayor's Court (720)	
Other Expenditures	6,800
Mary Yost Plant Fund (2904)	
Community Environment	
Other Community Environment (490)	
Other Expenditures	15,000
Storm Sewer Maintenance Fund (2907)	
Basic Utility Services	
Other Storm Sewer s and Drains (549)	
Other Expenditures	153,500
Mayor's Court Computer Fund "A" (2908)	
General Government	
Mayor's Court (720)	
Other Expenditures	500
Waterline Maintenance Fund (2909)	
Basic Utility Services	
Other Water (539)	
Other Expenditures	75,000
Capital Outlay	
Capital Outlay	75,000
Total Waterline Maintenance Fund (2909)	150,000
Sewer Maintenance Fund (2910)	
Basic Utility Services	
Other - Sewer Line Maintenance	
Other Expenditures	137,000
Capital Outlay	
Capital Outlay	
Total Sewer Maintenance Fund (2910)	137,000
Total Special Revenue Funds	1,418,100

Village of Minerva Park, Ohio

2027 Annual Appropriations

DEBT SERVICE FUNDS

Sewer Phase II Debt Service Fund (3901)	
Debt Service	
Debt Service	$14,500
Sewer Phase III Debt Service Fund (3902)	
Debt Service	
Debt Service	10,010
Total Debt Service Funds	24,510

CAPITAL PROJECTS FUNDS

MP TIF Contruction Fund (4105)	
Capital Outlay	
Capital Outlay	657,822
Pool Improvement (4901)	
Capital Outlay	
Capital Outlay	700,000
Storm Sewer Improvement Fund (4902)	
Capital Outlay	
Capital Outlay	25,000
Street Improvement (4903)	
Capital Outlay	
Capital Outlay	175,000
Equipment Replacement Fund	
Capital Outlay	
Capital Outlay	25,000
Sidewalks and Pathways	
Capital Outlay	
Capital Outlay	500,000
Total Capital Projects Funds	2,082,822
Total All Funds	**$7,044,832**

RESOLUTION 2026-24

A RESOLUTION ESTABLISHING FEES FOR MEMBERSHIP FOR THE MINERVA PARK POOL FOR THE 2027 SUMMER SEASON

WHEREAS, the Village of Minerva Park operates the Minerva Park Pool; and

WHEREAS, rates for memberships, passes, and related fees must be established for the 2027 Summer Season; and

WHEREAS, Council finds that modest adjustments are necessary to offset increases in operating expenses, personnel costs, utilities, chemicals, maintenance, and capital improvements while continuing to provide affordable recreational opportunities for Village residents;

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

Section 1. The membership fees for the 2027 Season at the Minerva Park Pool shall be as shown in Exhibit A attached hereto and incorporated herein.

Section 2. Early Bird/Renewal Discount

A. A Twenty-Five Dollar ($25.00) discount shall be available to resident memberships purchased between January 1, 2027 and April 30, 2027, provided residency is verified through presentation of acceptable identification.

B. A Twenty-Five Dollar ($25.00) discount shall be available to any member who renews membership prior to April 30, 2027.

C. Only one discount may be applied per membership.

Section 3. Resident rates shall apply to those employed within the Village of Minerva Park, provided proof of employment is presented, including but not limited to a recent pay stub or employee identification card. Resident rates shall also be extended to members of the Northland Swim Club who renew membership at the Minerva Park Community Pool.

Section 4. The fee for a Babysitter/Caregiver Pass shall be Seventy-Five Dollars ($75.00).The fee for a Grandparent is Seventy-Five Dollars. ($75.00)

Section 5. The Mayor is hereby authorized to establish fees for special events, provided such fees are reasonably related to the costs incurred by the Village in hosting such events.

Section 6. Birthday Party Package (during normal pool hours): One Hundred Twenty-Five Dollars ($125.00) for a two-hour reservation, including admission for two (2) adults and ten (10) children, refreshments as determined by pool management, and use of designated party facilities.

Section 7. Payments made by credit card may be subject to a convenience fee charged by the Village's payment processing service provider.

Section 8. 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 all deliberations resulting in such formal actions were held in meetings open to the public in compliance with applicable legal requirements.

Section 9. All prior legislation or portions thereof inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

First Reading: November 12, 2026
Second Reading: November 19, 2026
Third Reading: December 10, 2026
Passed: December 10, 2026

Tiffany Southard, Mayor

ATTEST

Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

Jesse Shamp, Solicitor

MINERVA PARK POOL FEES - 2027 SEASON
PREMIUM MEMBERSHIP
(Limited Availability - Resident Only)

Number of Members	Fee
1	$310
2	$370
3	$420
4	$435
5	$445
6	$455
7	$455

CLASSIC MEMBERSHIP

Number of Members	Resident	Non-Resident
1	$145	$180
2	$205	$255
3	$270	$315
4	$295	$345
5	$320	$370
6	$340	$395
7	$340	$395

WEEKEND / EVENING MEMBERSHIP

Number of Members	Resident	Non-Resident
1	$115	$145
2	$175	$220
3	$240	$280
4	$265	$310
5	$290	$335
6	$310	$360
7	$310	$360

DAY PASSES

Category	Resident	Non-Resident
Age 3 and Up	$12	
Non-Resident Age 3 and Up		$16
Holiday Pass	$15	$20

TEN-PACK PASSES

Category	Fee
Member/Resident	$110
Non-Member/Non-Resident	$145

SENIOR MEMBERSHIP (65+)

Category	Fee
Single	$105
Senior +1	$160
Senior +2	$210

ADDITIONAL FEES (in addition to membership)

Item	Fee
Babysitter/Caregiver Pass	$75
Grandparent Pass	$75
Birthday Party Package	$125
Early Bird/Renewal Discount	($25)

NOTES

1. Residency must be proven by presentation of acceptable identification.
2. At least one member of a Senior Membership must be age sixty-five (65) or older as of the pool opening date. Additional members must be either a spouse or a child age twelve (12) or younger.
3. Children under three (3) years of age as of the pool opening date shall be admitted free of charge.
4. Only one Early Bird/Renewal Discount may be applied per membership.

RESOLUTION 2026-27

A RESOLUTION ADOPTING THE RULES OF COUNCIL FOR THE COUNCIL OF THE VILLAGE OF MINERVA PARK FOR 2027

WHEREAS, the Council of Minerva Park meets to consider matters of the Village; and

WHEREAS, it is necessary for the Council of Minerva Park to adopt the Rules of Council each year to help govern the proceedings of Council;

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

Section 1. The Council of Village of Minerva Park hereby adopts the rules to govern the meetings and proceedings of the Council of the Village of Minerva Park for the calendar year 2027.

Section 2. The Rules of Council 2027 for the Village of Minerva Park, attached as Exhibit A, are made a part hereof as if fully rewritten herein.

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

First Reading:	November 12, 2026
Second Reading:	November 19, 2026
Third Reading:	December 10, 2026
Passed:	December 10, 2026

Tiffany Southard, Mayor

ATTEST

Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

Jesse Shamp, Solicitor

RES 2026-27 EX. A
Revised 11/2025

Rules of Council
Rules of Conduct 2027

Village of Minerva Park
Minerva Park, Ohio

2829 Minerva Lake Road
Columbus, Ohio 43231
614-882-5743

Contents

Filling Vacancies on Council 4
Process for Voting on Candidates to Fill Vacancy(s) 4
Excusal from Attendance at Regular Council Meetings and Absence without Valid Excuse 5
Repeated Absence from Attendance 5
Excusal During Meeting 6
Regular Meetings 6
Limitation of Debate 8
Voting 8
Division of a question or motion 9
Demand for Roll Call 9
Order of Business 9
Citizen Interaction During Council Meetings 10
Motions 11
Order of Precedence 11
Motion to Adjourn 11
Motion to Lay on the Table 11
Previous Questions or Motion 11
Motion to Postpone to a Certain Time 11
Motion to Refer 12
Motion to Amend 12
Motion to Postpone Indefinitely 12
Motion to Suspend Rules and Votes Required 12
Motion to Reconsider 13
Ordinances and Resolutions 13
Executive Session - Explanation and Rules of Engagement 13
An Executive Session can be held for the sole purpose of the consideration of any of the following matters 14
Committees-Appointment of Standing Committees 14

Committee Meeting Notification and Posting.....15
Sub-Committee Rules and Responsibilities.....16
EXHIBIT A.....17

VILLAGE OF MINERVA PARK
Rules of Council

Filling Vacancies on Council

When a vacancy arises on council either through a council member vacating an unexpired term or because no one ran to fill a 4-year term, there will be a call for citizens to indicate their interest in filling the unexpired or vacant term. Such a call will be made through announcements in the Village Email Update, the Village Newsletter, communications from council members/others knowing of the vacancy, and announcements placed at appropriate places in the village including— posting on Facebook, Instagram, and posting on the Village Website. Such announcements will include the date by which citizens should indicate their interest.

The deadline for council to fill the vacancy is thirty days from the date the resignation becomes effective, either by an acceptance vote of council or by the future effective date provided by the resignation letter. If the vacancy arises because no one ran to fill a 4-year term, the vacancy is effective on January 1st of the beginning of the unfilled term. If council is unable to select a replacement 30 days from the date the vacancy became effective, the mayor may fill it by appointment.

To indicate interest, a citizen must submit a resume and letter of intent to the mayor or any of the council members. Once the mayor or council member receives the resume and letter, he/she will immediately see that all members of council receive copies. If no regular meeting is scheduled, a special meeting will be scheduled as soon as possible after the deadline in order for the interested citizens to appear in person before the mayor and council to both ask and answer questions.

Every effort should be made to have all council members present to interview and select a new member. At least four members of council must be present in order to call a regular or special meeting to interview, select and vote to fill a vacancy.
Filling the vacancy will be the first order of business on the agenda.

Process for Voting on Candidates to Fill Vacancy(s):

1. **In the event of one or two vacancies on the Village Council, the following procedure shall be followed:**

    a. **A motion and a second shall be taken and a subsequent vote shall be made to fill one vacancy at a time.**

    b. **Once the first vacancy is filled, the second vacancy shall be filled through the same procedure.**

    c. **At least four members of Council must be present during such votes and at least 3 votes must be cast in favor of any nominated candidate in order for the candidate to fill the vacancy.**

2. **In the event of three vacancies on Village Council, a meeting may be called with all remaining members of the Village Council for the sole purpose of nominating and appointing new members.**

3. **In the event of four or more vacancies, the Mayor shall appoint a council member and administer the oath of office until there are at least 3 members of Council such that the above noted procedures can be followed.**

Unless otherwise decided by the mayor and council, the person filling the vacancy will serve on all the committees as the person being replaced until the end of the year. However, if the person being replaced was chair of the committee, the mayor and council may appoint one of the existing committee members to serve as chair for the remainder of the year.

Excusal from Attendance at Regular Council Meetings and Absence without Valid Excuse

A council member shall be excused from attendance at a regular or special meeting of council upon notification to the mayor prior to such meeting. If the council member does not notify the mayor of the anticipated absence and asks to be excused, the absence shall be noted as an absence without a valid excuse. Pursuant to Ohio Revised Code Section 705.13, unless waived by two thirds vote of all members, each unexcused absence from a regular meeting will result in a salary reduction equaling two percent of the annual salary. The vote will be taken immediately after Roll Call is completed.

Repeated Absence from Attendance

Council may declare a councilperson's seat vacant for absence when such absence has been continuous for two months. Said hearing for said expulsion shall be pursuant to Ohio Revised Code Section 731.45 and pursuant to other Ohio Revised Code sections pertaining to the conduct of council meetings.

Excusal During Meeting

No member shall be excused while council is in session except upon permission of the chair.

Meetings

Regular Meetings

Regular meetings of council shall be held at the Community Building at 7:00 p.m. on the second and fourth (when possible) Thursday of each month (January through December). See last page: Annual calendar. Council may, by majority vote, change the day and hour of holding any regular meetings with proper notification, or adjourn the same to a day and hour determined by a like vote of the members present if constituting a quorum.

Special Meetings

Council shall hold special meetings as may be found necessary to discuss specific issues. Such meetings will be posted by the Village Staff upon the written or verbal request of the mayor or upon the written or verbal request of three council members. Requests made by email sent to all council members and the Fiscal Officer are considered valid written requests for special meetings.

Work/Study Sessions

Regular Work/Study Sessions of Council shall be held at the Community Building at 7:00 pm on the Thursday before the first council meeting of each month (January through December). Additional Work Sessions may also be scheduled as needed, as determined by the mayor and council, including before or after regular or special sessions of the council. Meetings are held at the Community Building or other public place within the corporate limits of the Village of Minerva Park

All council members should be notified of work/study sessions by email or phone at least 24 hours in advance. All meetings shall be open to the general public and notification shall be made in accordance with the section "Postings of Regular, Special, and Work/Study Session Meetings" of these rules and in compliance with the Ohio Revised Code.

There shall be no discussion or participation in deliberations of council by the public in its work/ study sessions. However, specific residents or other individuals may be deliberately invited to participate in a work/study session when the topic of the work/study session directly relates to that citizen or individual. No resolution, regulation, rule, ordinance, or formal action of any kind shall be adopted at a work/study session.

Occasionally, Council may schedule an informal meeting where residents are invited to talk on any topic related to the Village.

Postings of Regular, Special, and Work/Study Session Meetings

Council and Committee meeting and Work Session announcements must be placed in the following locations at least 24 hours before the scheduled meeting. The ORC calls for 5 different places. Currently, the Administration places them as follows:

1. On the electronic sign in front of 2829 Minerva Lake Rd.
2. On the sandwich board in front of the Municipal Building
3. Message board near the pond on Black Sycamore
4. Message board near the intersection of Briar Rose and Lakewood
5. In or on the board at the playground area on Maplewood Road
6. On the village website
7. In or on the board at the pool (from Memorial Day through Labor Day only)
8. In addition: The Columbus Dispatch can also be notified by emailing legaladvertising@dispatch.com or calling 614-461-8759.

Should the Fiscal Officer be unavailable, the Mayor's Administrative Assistant, the President of Council or any council member can also post the announcements.

Notification to Members and Topics at Special Meeting

Any such vote or request for the calling of a special meeting shall state the subject or subjects to be considered at the special meeting. Twenty-four (24) hours' notice of such special meeting, if called by the mayor or by three members of council, shall be given to each member of council and to the mayor by email or phone. Council members are encouraged to state their preferred means of notification to the Mayor and Fiscal Officer. It should be noted that Ohio Revised Code 731.46 states that notice if given "upon at least twelve hours' notice to each member, served personally or left at his usual place of residence". It is our intention to give 24 hours' notice to allow all council members time to prepare for the meeting.

Calling the Meeting to Order, Roll Call, Quorum

The mayor, or in his/her absence, the president pro tempore of council, shall take the chair at the hour appointed for council to meet, and immediately shall call the council to order. The roll shall then be called by the mayor or the president of council in the absence of the mayor, who shall enter in the minutes of each meeting the names of members present thereat. A quorum must be present to hold the meeting. A quorum is defined as the majority of all members of council. Minerva Park has six council seats; a quorum is four or more members. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote of those present, take a recess or recesses and procure the attendance of an absent member. If a quorum cannot be formed, the meeting shall not be held. However, a special meeting to be held in the future could then be called according to the council rule concerning special meetings above.

Temporary Chair

In case of the absence of the mayor and the president pro tempore of council, a designee of the mayor shall call the meeting to order. The designee shall call the roll, and if a quorum is found to be present, the council shall proceed to elect by a majority vote a temporary chairperson of the meeting until the appearance of the mayor or president pro tempore of council.

Appeals from Decisions of the Chair

The mayor or president pro tempore of council shall preserve decorum and decide all questions of order, subject to appeal to council. If any member transgresses the rules of council, the chair shall, or any member may, call him/her to order and in the latter instance the chair shall render a decision as to the point of order. In case of an appeal from a ruling of the chair, the question shall be "Shall the decision of the chair stand as the decision of council?" The chair shall be sustained unless overruled by a majority vote of the members of council present.

Chairs Power to Vote

The mayor shall have no vote except in the event of a tie vote of members of council present, in which case the mayor shall have the power to vote and his/her vote shall have the same legal effect as a vote of a member of council. However, any member of council who is serving as chairman shall have the same power to vote as other members.

Rules of Conduct During Council Meetings

Members of council agree to abide by the Rules of Conduct as described in Resolution 2018-28. Council Members mutually agree to self-monitoring of their conduct.

Limitation of Debate

Each member of council shall confine him/herself to a maximum of ten (10) minutes of time on a single topic.

Voting

When a question or motion is put forth for a vote, all members shall vote on same. While abstentions are discouraged, an abstention is often appropriate if the council member is not adequately informed as to the issue being decided upon or has a conflict of interest.
If a council member knows he/she should abstain because there is a conflict of interest, he/she should state that there is a conflict of interest before discussion begins. The council member then leaves the room during discussion and voting.

Division of a question or motion

On demand of any member, a question or motion under consideration which covers two or more points shall be divided where the question or motion admits of such division.

Demand for Roll Call

Any member may demand a roll call vote upon any question or motion before council at any time before the decision of said question or motion is announced by the chair.

Order of Business

Order of Business for the first regular meeting of the month shall include:

Call to Order
Roll Call and vote on compensation of absent members (for unexcused absence)
Pledge of Allegiance
Minutes of previous meetings
Village Official Reports-Preferred Order
- Police Department
- Fiscal Officer
- Engineer
- Law Director
- Village Planner
- Zoning Officer
- Planning & Zoning
- MPCA

Council Committee Reports-Preferred Order
- Services
- Recreation & Parks
- Finance
- Streets
- Safety
- Legislation

Mayors Report

Invited Guests
Citizen Comments
Legislation
Old Business
New Business
Adjourn

*The specific order of these reports can be modified as needed

The Order of Business for the second regular meeting of the month will include, but not be limited to:

Roll Call and vote on Compensation of absent members
Pledge of Allegiance
Invited Guests
Citizen Comments
Legislation
Old Business
New Business
Adjournment

Citizen Interaction During Council Meetings

Council meetings are public business meetings of the Minerva Park Council. As such, all citizen comments must be orderly, civil, and courteous and pertain to current issues and topics of business before council.

Citizens may comment (see Agenda) Immediately Before Legislation is Read.

Citizens will come to the podium, one at a time, stating their name and address clearly. Each citizen has a maximum time allocation of 3 minutes, while the totality of all Citizens Comments portion of the meeting shall not exceed 30 minutes. of the mayor or presiding chair, there can be discussion surrounding the topic. However, realizing that the council meeting is an orderly business meeting, the discussion should always directly pertain to the business at hand.

The Mayor or President of Council may recognize any nonmember of council for the purpose of asking a brief question that clarifies for the citizen the topic before council.

Any group of four or more, or a delegation of four or more, wishing to appear before council should direct a letter to the Fiscal Officer and a copy to the mayor in such time that it will be received no later than 72 hours before a regular council meeting or no later than 24 hours before a special council meeting. At that time, council members shall also be notified by the Mayor or Fiscal Officer. This rule is not intended for an individual, or groups of two or three individuals, but larger groups that wish to address an issue at a council meeting. The purpose of this is to give council ample time to research and consider the problem to be presented and discussed at the next meeting. Such a group shall choose a spokesperson to initially present the issue to council, and then other members of the group may be recognized to give comments directly related to the issue when the group has been recognized to speak on the committee topic.

At all times, speakers must be civil and courteous and address topics and issues before Council. For a further definition of civil and courteous, please see Rules of Conduct. (Exhibit A)

In the event residents become unruly, a five-minute recess may be declared by the mayor or the council pro tern. Residents may be escorted outside and be brought back into the council chambers one at a time to present their comments.

Motions

Once a motion is made and seconded, it is open for debate. Any member may request that the motion be restated or be reduced to writing. A motion may be withdrawn by the mover with consent of the person who seconded the motion. Unless otherwise required by law, a motion shall be deemed passed if it receives the affirmative vote of a majority (or other required number when mandated by law) of the members who voted including the chair if entitled to vote thereof.

Order of Precedence

When a question of motion is before council, no motion shall be entertained except the following subsidiary motions:

a) To adjourn
b) To lay on the table
c) The previous question or motion
d) To postpone to a time certain
e) To refer
f) To amend
g) To postpone indefinitely

Said motions shall have precedence in the foregoing order.

Motion to Adjourn

Motion to adjourn shall be in order at any time, except as follows:

a) When repeated without intervening business or discussion
b) When made while another member is speaking
c) When the previous question or motion has been ordered
d) While a vote is being taken

A motion to adjourn is not debatable except as to time to which the meeting is adjourned.

Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate of the subject under consideration If the motion prevails, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of the majority of the members present.

Previous Questions or Motion

The previous question or motion shall be stated in these words: "Shall debate now close?" The motion shall pass if two-thirds (2/3rds) of the members present shall favor it. If the said motion is ordered, there shall be no further amendment of debate, but the question or motion shall be put immediately.

Motion to Postpone to a Certain Time

Motions to postpone may be amended to time, excepting a motion to postpone indefinitely. If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

Motion to Refer

When discussion on a motion is demanding a considerable amount of meeting time, it is permissible to move to refer the discussion to a committee or work session so that discussion can take place in a more informal setting and with plenty of time to work on details.

Motion to Amend

A motion to amend shall be susceptible but of one amendment. An amendment once rejected may not be moved again in the same form.

Motion to Postpone Indefinitely

If a motion to postpone indefinitely is carried, the principal question or motion shall be declared lost.

Motion to Suspend Rules and Votes Required

A motion to pass legislation requires a vote of at least a majority of all the members of council. Minerva Park Village council has six members on council; four affirmative votes are needed to pass a piece of legislation.

A motion to pass legislation as emergency legislation requires two-thirds (2/3) vote of the members of council. Minerva Park Village council has six members on council; four votes are needed to pass legislation as emergency legislation.

A motion to suspend the rule which requires that each ordinance or resolution shall be read on three different days must receive by roll call vote the affirmative vote of three-fourths of the members of council. Minerva Park Village council has six members on council; three fourths of council shall be deemed to be five members supporting the motion to suspend the rule. Upon the passage of such motion, the main question or motion shall be open to debate.

A majority of members of council present without debate may vote to suspend all other rules not inconsistent with Ohio Revised Code.

Motion to Reconsider

A motion to reconsider a proposal that has been acted upon favorably must be made before adjournment of the session of council at which the vote was taken. A motion to reconsider any other action taken by council may be made not later than the next regular meeting after the vote of council thereon. In either case, only a member who voted with the prevailing side may make such motion. The concurrence of a majority of the members present shall be sufficient for reconsideration of a vote. If a motion to reconsider is lost, it shall not be entertained again in the calendar year in which it was initially presented.

Ordinances and Resolutions

Each ordinance and resolution shall be read by title only, provided the council may require any reading to be in full by a majority vote of its members. Each ordinance or resolution shall be read on three different days, provided the council may dispense with this role by a vote of at least three fourths of its members. See Motion to Suspend Rules.

Ordinances, resolutions, and motions not receiving a second to be passed shall be deemed to have been defeated and will be declared lost.

From time to time, council makes corrections to ordinances or resolutions as they are presented to council. If these corrections are simply typographical or to clarify a matter, which might appear ambiguous to some by reading the same, it may be corrected after it is passed. However, if the change is substantive in nature as to what is being legislated, that piece of legislation should be withdrawn, and new legislation presented which accurately states the purpose and intent of the legislation. In all cases, the public and the citizens must have time to review and analyze said substantial corrections or changes to legislation.

Executive Session - Explanation and Rules of Engagement

In line with the current Ohio Sunshine Laws, all council meetings, special meetings, work sessions, and all meetings of any committee are declared to be public meetings open to the public at all times. There are limited exemptions in the case when deliberations and discussions should not be heard and observed by the public. In those limited cases, council can go into executive session as specified in the Ohio Revised Code section 121.22 (G).

Council may hold executive sessions at regular and special meetings only after a majority of a quorum of council determines, by a roll call vote, to hold an executive session.
Except as otherwise provided by law, council shall NOT hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.

If council holds an executive session, the motion and vote to hold that executive session shall state which one or more of the approved purposes for which the executive session is to be held but need not include the name of any person to be considered at the meeting.
Because the discussion in executive session is confidential given the nature of the matters

listed above, there will be no notes or minutes of the discussion of the executive session and all those present at the executive session are to keep the matters discussed confidential.

An Executive Session can be held for the sole purpose of the consideration of any of the following matters:

1) Personnel matters: To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

2) Purchase or Sale of Property: To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. (more details - see ORC)

3) Confidential Attorney Conferences: Concerning disputes involving the council that is the subject of pending or imminent court action;

4) Employment Conditions: Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

5) Confidential Matters Defined by Law: Required to be kept confidential by federal law or regulations or state statutes;

6) Security Details: Details relative to the security arrangements and emergency response protocols for council or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the council or public office;

Committees-Appointment of Standing Committees

Each member of Village Council shall be appointed as the designated representative for one of the following areas:

- Recreation & Parks;
- Finance;
- Legislation;
- Safety;
- Streets;
- Services

In lieu of standing committees, the Village Council shall meet before each Village Council

meeting as a Committee as a Whole (CAW). Each designated representative for the aforementioned areas shall provide a report to the CAW as necessary for discussion or for information purpose.

The formation of a CAW does not preclude Village Council or the Mayor from appointing additional ad hoc committees as necessary through a majority vote. Any ad hoc committees shall consist of 3 members of Village Council.

Each designated representative shall be responsible for the information set forth below:

- Recreation & Parks: The recreation and parks committee shall make recommendations to council for the care and maintenance of the Village grounds and facilities including the pool, lakes/ponds, playground, basketball court, shelters and reserves. This is accomplished with support from the Village Administration.
- Finance: To provide financial oversight, make recommendations and regular reports to council. This is accomplished with support of the Fiscal Officer and the Mayor.
- Legislation: To provide oversight, make recommendations, assist in drafting and review of ordinances and resolutions. This is accomplished with the support of Village Administration including the Mayor, Fiscal Officer, and Solicitor.
- Safety: To provide oversight to the Police, Fire and EMS services of the village. This is accomplished through regular meetings with the department heads, Mayor, and Fiscal Officer. To work with Code Enforcement specifically to review and clarify code ordinances. This is accomplished with support from the Village Administration and code enforcement officer.
- Streets: To provide oversight regarding maintenance of streets and sewers both sanitary and storm, as well as related infrastructure. This is accomplished through the support of the Village Engineer and Mayor.
- Services: To provide oversight regarding Refuse Removal, Leaf Pick-up, maintenance of Village properties and to provide support for effective and timely communications to Village residents. This is accomplished through the support of the Village Administration, Mayor and Residents.

Committee Meeting Notification and Posting

The CAW shall notify the Mayor and Fiscal Officer as to the date, time, and place of its meetings. Meetings should be held in the community building or other public buildings to allow any interested citizens to attend.

Village staff shall then post notification of the CAW meeting at the Community Building as per The Postings of Regular, special and Work/Study Sessions Meetings section as soon as notified of such meeting and never later than 24 hours before the meeting is to begin and any other notification required by Ohio Revised Code and Sunshine Laws.

Sub-Committee Rules and Responsibilities

Purpose of Sub-Committee

The CAW may form sub-committees as necessary for the purpose of expediting a defined project/task or where involvement of residents would be beneficial to reaching a defined goal, including assistance in assessing public opinion or gathering data or technical details.

Subcommittees shall be formed by a majority vote of Village Council.

EXHIBIT A

RULES OF CONDUCT FOR THE VILLAGE COUNCIL OF MINERVA PARK OHIO
LAST REVISED JANUARY 14, 2019

2.1 All members of the Village Council have equal votes. No council member has more power than any other, and all members shall be treated with equal respect.

2.2 As a Council member it is important, at all times, to act in a manner that enhances community confidence.

2.3 These Rules of Conduct to not prohibit or infringe on any member's right to freedom of speech or expression of an opposing viewpoint. Members are entitled and encouraged to share their viewpoints(s) provided it is done in a professional manner, and with utmost respect for others.

2.4 No member of the legislative authority, especially when acting in his/her official capacity or in dealing with the public, shall commit any act or utter any comments which would bring embarrassment to the Village of Minerva Park

2.5 Members should, at all times, ensure their actions and statements provide a positive image and public perception of the Village and work to enhance and improve the Village, other members of Council, and Village employees. At no time shall a member of the council commit an act or make remarks which are derogatory, degrading, belittling, sarcastic or malicious toward another member of council, the Village, Mayor or Village employees. Opposing viewpoints of council members, the Mayor or Village employees may be shared, are not presented in a manner violating these rules of conduct or any other laws of the Village or State of Ohio.

2.6 Members of the Village Council shall conduct themselves in accordance with all aforementioned sections and the following:

2.6.1 Act properly, professionally and in accordance with the requirements of the law and the terms of the Rules of Conduct.

2.6.2 Fully participate in village council meetings and other public forums, while demonstrating respect kindness, consideration, and courtesy to others.

2.6.3 Act in good faith; honestly, for the purpose of the community and not one's personal agenda; always acting in the interest of the community and council, without exceeding their lawful powers.

2.6.4 Make no allegations which are unseemly or derogatory in public forums pertaining to matters of Village business, employees, or other council members.

2.6.5 Refrain from any form of conduct, especially in performance of their official duties and while in public forums, which may cause any reasonable person

unwarranted offense or embarrassment; or bring embarrassment to the Village.

2.6.6 Observe the highest standards of honesty and integrity and avoid conduct which may suggest any departure from this standard.

2.6.7 Ensure confidential information is guarded and handled with the utmost sensitivity.

2.6.8 Always act in accordance with their obligation of loyalty to the Council and Village, serving as a model of leadership and civility to the community

Enforcement

3.1 Violation of these established rules may be considered malfeasance, misfeasance, or non- feasance; and is a violation of rules established under Ohio Revised Code Section 731.45. (1)

3.2 Violation of these rules may result in disciplinary action in accordance with provisions of Ohio Revised Code Section 731.45.

3.3 These rules shall be enforced by the Council of the Village of Minerva Park as provided by Ohio Revised Code Section 731.45.

3.4 These Rules are hereby incorporated in the Rules of Council by reference.

(1) LAW Writer® Ohio Laws and Rules
Revised Code» Title [7] VII MUNICIPAL CORPORATIONS» Chapter 731: ORGANIZATION
731.45 Rules - journal - expulsion of members.

"The legislative authority of a municipal corporation shall determine its own rules and keep a journal of its proceedings. It may punish or expel any member for disorderly conduct or violation of its rules and declare the seat vacant for absence without valid excuse, where such absence has continued for two months. No expulsion shall take place without the concurrence of two thirds of all the members elected, and until the delinquent member has been notified of the charge against him and has had an opportunity to be heard.

Village of Minerva Park 2027

Holiday Strategic Planning WCS Spring Break Work Session Council Meeting

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

RESOLUTION 2026-28

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 FIVE (5.0) 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 5.0 mill levy for a period of five (5) years that was previously enacted by the Village electors on November 8, 2022, which Council seeks to renew the 5.0 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 5.0 mill renewal levy for a period of five (5) years.

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 4, 2027, 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 2027 and shall be first collected in tax year 2028. 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 2026-28
(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 2027 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 4, 2027 primary election ballot. Wherefore, this resolution shall take effect and shall be in force from and after its passage and pursuant to Chapter 5705 of the Revised Code.

_____
Tiffany Southard, Mayor

First Reading: November 19, 2026
Second Reading: December 3, 2026
Third Reading: December 10, 2026
Passed: December 10, 2026

ATTEST

_____
Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

_____
Jesse Shamp, Solicitor

I hereby certify that this is a true and accurate copy of Resolution 2026-28 of the Minerva Park Village Council, which was passed on December 10, 2026, and recorded in the permanent minutes and records of the Village of Minerva Park, Ohio.

_____
Jeffrey Wilcheck, Fiscal Officer

RESOLUTION 2026-29

A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD OF ELECTIONS AND TO DECLARE AN EMERGENCY

WHEREAS, the amount of taxes that may be raised within the 10-mill limitation by levies on the current tax duplicate will be insufficient to provide adequate amounts for the necessary requirements of the Village of Minerva Park and it is necessary to renew an existing tax levy for the purpose hereinafter set forth; and

WHEREAS, Village voters approved a five (5.0) mill tax levy November 8, 2022, for a period of five (5) years for the purposes contained in Ohio Revised Code Section 5705.19(A) and the Council of the Village of Minerva Park believes it is necessary and in the best interests of Village residents to renew said levy at the May 4, 2027, primary election; and

WHEREAS, the Village Council passed Resolution 2026-28 on December 10, 2026, which declared the necessity of the renewal tax levy and requested certification and specific information from the Franklin County Auditor as required by Ohio law; and

WHEREAS, on December XX, 2026 the Franklin County Auditor certified to the Village that the tax revenue that would be generated by a 5.0 mill renewal tax levy is $XXX,XXX based on the assessed valuation of the Village of $XX,XXX,XXX.

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

Section 1. The Village Council finds it necessary to submit to all of the electors of the Village the question of whether to renew a tax levy in excess of the 10-mill limitation for the benefit of the Village of Minerva Park pursuant to R.C. 5705.19(A) for the purpose of providing for the current expenses of the Village, at a rate not exceeding 5.0 mills for each one dollar of valuation, which amounts $xx for each one hundred dollars ($100,000) of valuation, for a period of time of five (5) years, such levy being a renewal of an existing 5.0 mill levy, which is currently in effect.

Section 2. The question of approving a renewal levy shall be submitted to all of the electors of the Village of Minerva Park, which is wholly located in Franklin County, Ohio, and shall be levied upon the entire territory.

Section 3. The election for said levy shall be held at the usual voting places for the Village of Minerva Park on May 4, 2027.

Section 4. Said renewal levy be extended on the tax list and duplicate of the Village of Minerva Park beginning in tax year 2027 for collection in 2028 and for the next 5 tax years if the majority of electors voting thereon vote in favor of the levy.

Section 5. The Fiscal Officer of the Village of Minerva Park be and is hereby directed to certify, not less than 90 days prior to the election, a copy of this Resolution, a copy of the Resolution declaring it necessary to levy a tax in excess of the ten-mill limitation, and a copy of the Certification of the Franklin County Auditor to the Board of Elections of Franklin County, Ohio and the Franklin County Auditor, Ohio, as provided by law, and to notify the Board of Elections to cause notice of election on the question of approving the renewal levy to be given as required by law.

RESOLUTION 2026-29
(Continued)

Section 6. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 7. The Village Council hereby declares this to be an emergency measure necessary for the public peace, health, safety, and welfare of the residents of the Village of Minerva Park and arises out of the need for the Fiscal Officer to file with the Franklin County Board of Elections so that the levy appears on the May 4, 2027 primary election ballot. Wherefore, this resolution shall take effect and shall be in force from and after its passage and pursuant to Chapter 5705 of the Revised Code.

_____
Tiffany Southard, Mayor

First Reading: November 19, 2026
Second Reading: December 3, 2026
Third Reading: January 14, 2027
Passed: January 14, 2027

ATTEST

_____
Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

_____
Jesse Shamp, Solicitor