

Village of Minerva Park
Council Meeting: November 19, 2018
AGENDA

Pledge of Allegiance

Roll Call

Invocation Councilwoman Hughes

Green Cards Council President Schimpf

Legislation

Resolution 2018-21 Annual Contracts

3rd Reading

Resolution 2018-24 Fund Transfer

2nd Reading

Ordinance 20-2018 Annual Appropriations for 2019

2nd Reading

Ordinance 21-2018 Salary Ranges and Positions

2nd Reading

Ordinance 22-2018 Accepting Public Improvements, Phase IV

2nd Reading (Intent is to waive 3rd reading and pass as an emergency)

Ordinance 23-2018 Supplemental Appropriations

1st Reading

New Business

Old Business

Citizens' Comments

Adjourn

RESOLUTION 2018-21

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

WHEREAS, the Village of Minerva Park annually enters into numerous contracts with various providers for services necessary for the continuous operations of the Village; and,

WHEREAS, the Village desires to enter contracts with the same agencies for continuing services;

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

Section 1. The Mayor and the Fiscal Officer are hereby authorized to enter into contracts, in a form acceptable to the Village Solicitor, with the vendors listed below:

<u>Contractor/Vendor</u>	<u>Services</u>
CH2M Hill/Jacobs Engineering	Village Engineer
Eric Nordman	Magistrate
Kelleen Roth	Legal Services – Prosecutor
Frost, Brown, Todd	Legal Services – Solicitor
Cardinal Vending	Pool Vending Machines
Franklin County Public Defenders	Public Defender
Franklin County Health Department	Plumbing Inspections
Stat Integrated Technologies, Inc (Aqua Doc)	Lake Water Maintenance
Public Entities Pool	Property and Liability Insurance
Franklin County DUI Task Force	Target Law Enforcement
KGT	IT Services

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

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

RESOLUTION 2018-21
(Continued)

First Reading: October 22, 2018
Second Reading: November 12, 2018
Third Reading: November 19, 2018
Passed: November 19, 2018

Lynn Eisentrout, Mayor

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

RESOLUTION 2018-24

A RESOLUTION AUTHORIZING THE TRANSFER OF THE RESIDUAL BALANCE OF THE EMS VEHICLE ACQUISITION BOND FUND

WHEREAS, the Village of Minerva Park has an inactive fund with a balance to be transferred and closed; and,

WHEREAS, Sections 5705.14(A), Ohio Revised Code, provides for the unexpended balance in a bond fund that is no longer needed for the purpose for which such fund was created shall be transferred to the sinking fund or bond retirement fund from which such bonds are payable; and,

WHEREAS, the Fiscal Officer seeks permission to transfer the remaining cash balance in accordance with Section 5705.14(A) of the Ohio Revised Code.

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

Section 1. The balance of \$482.25 in the EMS Vehicle Acquisition Bond Fund (4101), consisting of a residual balance from the note issue for the upgrade of the old EMS vehicle shall be transferred to the EMS Vehicle Bond Retirement Fund (3101) pursuant to Section 5705.14(A), Ohio Revised Code. The original purpose of the fund was terminated with the purchase of the 2015 EMS vehicle.

Section 2. The Fiscal Officer hereby is authorized and directed to make the transfer described in sections 1.

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 open meeting of this Council and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.

Section 4. This Resolution shall take effect at the earliest period provided by law.

Lynn Eisentrout, Mayor

First Reading: November 12, 2018
Second Reading: November 19, 2018
Third Reading: December 10, 2018
Passed: December 10, 2018

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

ORDINANCE 20-2018

AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR ENDING DECEMBER 31, 2019

WHEREAS, it is necessary to provide for the for current expenses and expenditures of the Village for the year ending December 31, 2019; and,

WHEREAS, the Annual Appropriations are effective from January 1, 2019 thru December 31, 2019;

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

Section 1. The Annual Appropriations of all funds for the current expenses and expenditures of the Village for the year ending December 31, 2019, which appropriations are attached hereto as Exhibit A and incorporated herein by reference, are hereby approved.

Section .2 The Fiscal Officer is hereby authorized to draw warrants/checks or effect electronic funds transfers on the Village Treasury for payment from any of the foregoing appropriations upon receiving proper certificates and invoices therefore, approved by the department head or an ordinance or resolution of the Council to make the expenditures. Warrants shall be drawn or electronic funds transfers effected for the payment of salaries or wages to persons employed by the Village and in accordance with law or ordinance.

Section 3. The Fiscal Officer is hereby authorized to allocate or reallocate funds to accounts that are within the fund, department, and major objects of expenditure established by the appropriations approved in this Ordinance or in any other ordinance approved by Council.

Section 4. 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 5. The Fiscal Officer shall certify this ordinance to the Franklin County Budget Commission.

Section 6. This ordinance shall take effect at the earliest period allowed by law.

Lynn Eisentrout, Mayor

First Reading: November 12, 2018
Second Reading: November 19, 2018
Third Reading: December 10, 2018
Passed: December 10, 2018

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

Village of Minerva Park, Ohio

2019 Annual Appropriations

General Fund

Security of Persons and Property

Police Department (110)

100	Personal Services	\$560,300
200	Employee Fringe Benefits	\$276,200
300	Contractual Services	\$40,700
400	Supplies and Materials	\$57,000
500	Capital Outlay	\$67,700
Total Police Department		<u>1,001,900</u>

Fire/Emergency Medical Services (120)

100	Personal Services	57,000
200	Employee Fringe Benefits	11,200
300	Contractual Services	17,600
400	Supplies and Materials	13,900
500	Capital Outlay	4,900
Total Emergency Medical Services		<u>104,600</u>

Street Lighting (130)

300	Contractual Services	<u>4,000</u>
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Civil Defense - Siren (140)

300	Contractual Services	<u>2,800</u>
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Total Security of Persons and Property

1,113,300

Public Health and Welfare

County Health District (210)

600	Other	10,500
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Other Assistance to Needy (230)

300	Contractual Services	600
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Other Public Health Services (290)

300	Contractual Services (Mosquito Spraying)	2,000
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Total Public Health and Welfare

13,100

Village of Minerva Park, Ohio

2019 Annual Appropriations

Leisure Time Activities

Provide and Maintain Parks (320)

100	Personal Services	19,500
200	Employee Fringe Benefits	3,700
300	Contractual Services	200
400	Supplies and Materials	2,800
Total Provide and Maintain Parks		<u>26,200</u>

Swimming Pool (340)

100	Personal Services	48,000
200	Employee Fringe Benefits	9,000
300	Contractual Services	16,400
400	Supplies and Materials	18,000
500	Capital Outlay	25,000
Total Swimming Pool		<u>116,400</u>

Total Leisure Time Activities 142,600

Community Environment

Community Planning and Zoning (410)

100	Personal Services	83,200
200	Employee Fringe Benefits	21,300
300	Contractual Services	63,500
400	Supplies and Materials	500
500	Capital Outlay	3,000
Total Community Planning and Zoning		<u>171,500</u>

Other Community Environment (490)

300	Contractual Services	<u>75,500</u>
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Total Community Environment 247,000

Basic Utility Services

Storm Sewers and Drains (559)

400	Supplies and Materials	30,000
500	Capital Outlay	30,000
Total Storm Sewers and Drains		<u>60,000</u>

Total Basic Utility Services 60,000

Village of Minerva Park, Ohio

2019 Annual Appropriations

General Government

Mayor's Office (710)

100	Personal Services	41,900
200	Employee Fringe Benefits	17,500
300	Contractual Services	15,700
500	Capital Outlay	1,000
Total Mayor's Office		<u>76,100</u>

Legislative (715)

100	Personal Services	3,600
200	Employee Fringe Benefits	600
300	Contractual Services	3,000
500	Capital Outlay	0
Total Legislative		<u>7,200</u>

Mayor's Court (720)

100	Personal Services	22,200
200	Employee Fringe Benefits	16,400
300	Contractual Services	22,600
400	Supplies and Materials	600
Total Mayor's Court		<u>61,800</u>

Fiscal Officer/Finance (725)

100	Personal Services	70,500
200	Employee Fringe Benefits	12,500
300	Contractual Services	13,600
400	Supplies and Materials	1,300
Total Fiscal Officer/Finance		<u>97,900</u>

Lands and Buildings (730)

100	Personal Services	18,500
200	Employee Fringe Benefits	3,500
300	Contractual Services	46,800
400	Supplies and Materials	8,700
500	Capital Outlay	7,500
Total Lands and Buildings		<u>85,000</u>

Property Tax Collection Fees (740)

300	Contractual Services	<u>10,000</u>
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Auditor of State Fees (745)

300	Contractual Services (Audit)	<u>8,000</u>
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Village of Minerva Park, Ohio

2019 Annual Appropriations

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<u>Village Solicitor (750)</u>		
300	Contractual Services	<u>\$98,000</u>
<u>Income Tax Administration (755)</u>		
300	Contractual Services	<u>36,000</u>
<u>Other General Government (790)</u>		
300	Contractual Services	35,900
400	Supplies and Materials	3,000
600	Other	<u>500</u>
Total Other General Government		<u>39,400</u>
Total General Government		<u>519,400</u>
Capital Outlay		
Capital Outlay		<u>20,000</u>
Total General Fund		<u>\$2,115,400</u>

Village of Minerva Park, Ohio

2019 Annual Appropriations

<u>Special Revenue Funds</u>		
<u>Street Construction Maintenance and Repair Fund (2011)</u>		
<u>Transportation</u>		
<u>Street Maintenance and Repair (620)</u>		
300	Contractual Services	\$30,000
<u>Capital Outlay (500)</u>		
500	Capital Outlay	\$100,000
<u>Debt Service (850)</u>		
700	Debt Service	18,800
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Total Street Construction Maintenance and Repair Fund		148,800
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<u>Mayor's Court Computer Fund "B" (2902)</u>		
<u>General Government</u>		
<u>Mayor's Court (720)</u>		
300	Contractual Services	2,500
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<u>Mayor's Court Computer Fund "A" (2908)</u>		
<u>General Government</u>		
<u>Mayor's Court (720)</u>		
300	Contractual Services	500
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<u>Waterline Maintenance Fund (2909)</u>		
<u>Basic Utility Services</u>		
<u>Other Water (539)</u>		
300	Contractual Services	10,000
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<u>Sewer Maintenance Fund (2910)</u>		
<u>Basic Utility Services</u>		
<u>Other Sanitary Sewers (549)</u>		
300	Contractual Services	25,000
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Total Sewer Maintenance Fund		25,000
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Total Special Revenue Funds		186,800
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Village of Minerva Park, Ohio

2019 Annual Appropriations

Debt Service Funds

G.O. EMS Vehicle Bond Retirement (3101)

Debt Service

Debt Service		
700	Debt Service	\$23,400

Waterline Phase III (3903)

Debt Service

Debt Service		
700	Debt Service	25,800

Waterline Phase IV (3904)

Debt Service

Debt Service		
700	Debt Service	28,700

Total Debt Service Funds		\$77,900
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Total All Funds		\$2,380,100
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ORDINANCE 21-2018

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

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

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

WHEREAS, as part of the budget for 2019, the authorized positions and compensation rates need adjusted.

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

Section 1. The number of hourly full-time, part-time, and seasonal employees, positions, and related pay ranges shall be as follows:

<u>Positions/Job Title</u>	<u>Authorized Number</u>	<u>Full-Time/ Part-time/ Seasonal</u>	<u>Compensation Ranges Effective January 1, 2019</u>			
			<u>Hourly Rates</u>		<u>Annual Compensation**</u>	
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
<u>Police Department ##</u>						
Lieutenant	1	Full-Time	27.00	33.00	56,160	68,640
Sergeant	1	Full-Time	25.00	31.00	52,000	64,480
Detective	1	Full-Time	24.00	30.00	49,920	62,400
Patrol Officer	7	Full-Time	23.00	28.00	47,840	58,240
Police Officer	3	Part-Time	17.00	22.00	17,680	22,880
<u>Fire/EMS Department</u>						
Paramedic In Charge	10	Part-Time	15.00	18.00	15,600	18,720
Paramedic	10	Part-Time	14.00	17.00	14,560	17,680
EMT	15	Volunteer	---	---	---	---
<u>Parks</u>						
Maintenance Worker	1	Part-Time	12.00	20.00	12,480	20,800
Maintenance Worker	3	Seasonal	12.00	15.00	5,760	7,200
<u>Swimming Pool</u>						
Office Staff	4	Seasonal	8.50	11.00	4,080	5,280
Lifeguards	12	Seasonal	8.50	11.00	4,080	5,280
Maintenance Worker	2	Seasonal	12.00	15.00	5,760	7,200

ORDINANCE 21-2018
(Continued)

Positions/Job Title	Authorized Number	Full-Time/ Part-time/ Seasonal	Hourly Rates		Annual Compensation **	
			From	To	From	To
<u>Planning and Zoning</u>						
Code Enforcement Officer	1	Part-Time	16.00	22.00	33,280	45,760
Village Planner	1	Part-Time	30.00	40.00	31,200	41,600
<u>Mayor/Administration</u>						
Administrative Assistant	1	Full-Time	10.00	18.00	20,800	37,440
<u>Mayor's Court</u>						
Clerk of Court	1	Full-Time	17.00	23.00	35,360	47,840
<u>Lands and Buildings</u>						
Maintenance Worker	1	Part-Time	12.00	20.00	12,480	20,800

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

Police department is authorized to have 9 full-time and 3 part-time positions in total, allocated between position levels at the discretion of the Chief of Police.

Section 2. The full-time salaried positions and related pay ranges shall be as follows:

Positions/Job Title			Annual Compensation	
			From	To
Chief of Police	1	Full-time	\$65,000	\$75,000
Pool Manager (15 Weeks)	1	Seasonal	9,000	12,000
Fiscal Officer	1	Full-time	55,000	67,000
Fire/EMS Chief	1	Part-Time	15,000	18,000

Section 3. 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 4. Merit increases may be awarded to exempt and non-exempt full-time and part-time employees upon completion of an initial probation period and upon an annual review. Seasonal employees may receive a merit increase upon returning to work for another new season.

Section 5. A merit increase is subject to the approval of the Mayor and receipt of an annual evaluation.

ORDINANCE 22-2018

**AN ORDINANCE ACCEPTING THE PUBLIC IMPROVEMENTS
SITUATED IN MINERVA PARK SUBDIVISION PHASE IV AS RECORDED IN
PLAT BOOK 123 PAGE 32 FRANKLIN COUNTY, OHIO RECORDS INCLUDING
THE STREETS AND IMPROVEMENTS SITUATED IN THE RIGHT OF WAY AND
DECLARING AN EMERGENCY**

WHEREAS, the Developer of Minerva Park Subdivision Phase IV has represented to the Village that all public improvements reflected upon the subdivision plat including streets and all improvements within the platted street right of way are complete; and,

WHEREAS, the Village is satisfied that all public improvements reflected upon the plat are complete in accordance with the terms of the Development Agreement,

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

Section 1: That all public improvements reflected upon the plat of Minerva Park Phase IV as recorded in Plat Book 123 Page 32 Franklin County, Ohio Records including the streets and all improvement situated in the street right of way are hereby accepted by the Village pursuant to the terms of the Statute.

Section 2: That the Developer is hereby released from all obligations to the Village pursuant to the improvements reflected upon the plat and the Development Agreement with the Village.

Section 3. That it is hereby found and determined that all formal action of this Council concerning and relating to passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of the decision making bodies of the Village of Minerva Park which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the Village of Minerva Park, Franklin County, Ohio.

Section 4. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the immediate need to allow for the orderly transition of development from Phase IV to Phase V.

Lynn Eisentrout, Mayor

First Reading: November 12, 2018
Second Reading: November 19, 2018
Third Reading: Waived
Passed: November 19, 2018

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

ORDINANCE 23-2018

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2018

WHEREAS, it is necessary to supplement the appropriations in Ordinance 29-2017 for the year ending December 31, 2018; and

WHEREAS, the appropriations herein are to be effective for the year ending December 31, 2018.

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

Section 1. The Annual Appropriations in Ordinance 29-2017 are supplemented as follows:

<u>Fund/Account No.</u>	<u>Account Name</u>	<u>Current Amount</u>	<u>Increase</u>	<u>Revised Amount</u>
<u>General Fund</u>				
<u>Police Department</u>				
1000-110-200	Employee Fringe Benefits	305,564	13,500	319,064
<u>Fire/Emergency Medical</u>				
1000-120-200	Employee Fringe Benefits	11,100	1,400	12,500
<u>Provide and Maintain Parks</u>				
1000-320-200	Employee Fringe Benefits	2,200	500	2,700
<u>Swimming Pool</u>				
1000-340-200	Employee Fringe Benefits	7,800	1,200	9,000
<u>Community Planning and Zoning</u>				
1000-410-200	Employee Fringe Benefits	17,600	2,000	19,600
<u>Mayor's Office</u>				
1000-710-200	Employee Fringe Benefits	17,500	1,000	18,500
<u>Legislative</u>				
1000-715-200	Employee Fringe Benefits	700	100	800
<u>Mayor's Court</u>				
1000-720-200	Employee Fringe Benefits	15,400	600	16,000
<u>Finance</u>				
1000-725-200	Employee Fringe Benefits	11,300	1,700	13,000
<u>Land and Buildings</u>				
1000-730-200	Employee Fringe Benefits	2,400	500	2,900

**Ordinance 23-2018
(Continued)**

Section 2. The Fiscal Officer shall certify these additional appropriations to the Franklin County Budget Commission.

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

Lynn Eisentrout, Mayor

First Reading: November 19, 2018
Second Reading: December 10, 2018
Third Reading: December 17, 2018
Passed: December 17, 2018

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor