



Village of Minerva Park
Council Meeting: April 8, 2019
AGENDA

Pledge of Allegiance

Roll Call

Green Cards Council President Schrimpf

Minutes

March 25, 2019

Code Enforcement Officer's Report March 2019

Village Official Reports

EMS/Fire – Chief Rick Hoehstetter

Police – Chief Matt Delp

Engineer – Mike Flickinger

Fiscal Officer – Kim Pulley

Legal Counsel – Gene Hollins

Planning & Zoning – Councilman Tony Benedetti

Village Planning Director – Eric Fischer

MPCA– Councilman Tony Benedetti

Charter Commission Report

Mayor's Report & NCC

Council Committee Reports

Communications – Councilman Joe Curl

Community – Councilman Tony Benedetti

Finance – Councilwoman Lori Howard

Safety – Councilman Matthew Star

Streets – Councilwoman Tiffany Hughes

Facilities – Council President Schrimpf

Legislation – Council President Schrimpf

Legislation

Resolution 2019-10 Credit Card Policy

(2nd reading)

Ordinance 06-2019 Supplemental Appropriations

(1st Reading)

New Business

Old Business

Citizens' Comments

Adjourn

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Minutes of the

March 25, 2019

Council Meeting

Council President Schrimpf called the meeting to order at 7:05 p.m.

Pledge of Allegiance

Roll Call: Councilwoman Howard, Council President Schrimpf, Councilman Benedetti, Councilman Star, Councilwoman Hughes. *Councilman Curl is absent.*

Mayor Eisentrout is excused.

Police Chief: Matt Delp

Fire Chief: Rick Hoechstetter

Fiscal Officer: Kim Pulley

Code Enforcement Officer: Kelvin Ferguson

Village Planner: Eric Fischer

Minutes:

Council President Schrimpf moved to accept the minutes of February 25, 2019; Councilman Benedetti seconded; passed.

Council President Schrimpf moved to accept the minutes of March 1, 2019; Councilman Star seconded; passed.

Legislation:

Council President Schrimpf moved to remove Resolution 2019-06 from the table; Councilman Benedetti Seconded; passed.

Resolution 2019-06

A RESOLUTION SETTING THE FEES FOR MEMBERSHIP, DAY PASSES, AND POOL RENTAL FOR THE MINERVA PARK POOL FOR THE 2019 SUMMER SEASON (3rd Reading)

- ❖ Discussion of Resolution 2019-06 was held at the Legislative Committee Meeting. There was an early bird special added.

Council President Schrimpf moved to approve Resolution 2019-06: Councilman Star seconded; passed.

Roll Call:

Ayes: Schrimpf, Benedetti, Hughes, Star, Howard

Nays: None

Abstentions: None

Resolution 2019-08

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH PATTERSON POOLS LLC FOR POOL PAINTING SERVICES (2nd Reading)

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Minutes of the

March 25, 2019

Council Meeting

Council President Schrimpf moved to waive the third reading of Resolution 2019-08; Councilman Star seconded; passed.

Roll Call:

Ayes: Star, Hughes, Benedetti, Howard, Schrimpf

Nays: None

Abstentions: None

Council President Schrimpf moved for passage of Resolution 2019-08; Councilman Star seconded; passed.

Roll Call:

Ayes: Schrimpf, Howard, Benedetti, Hughes, Star

Nays: None

Abstentions: None

Resolution 2019-09

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH AMICK MUNICIPAL CONSULTING GROUP FOR OPWC CONSULTING SERVICES AND DECLARING AN EMERGENCY (2nd Reading)

Council President Schrimpf moved to suspend the rules and waive the three readings for Resolution 2019-09; Councilman Star seconded; passed.

Roll Call:

Ayes: Hughes, Star, Benedetti, Schrimpf, Howard

Nays: None

Abstentions: None

Council President Schrimpf moved for passage of Resolution 2019-09 and declaring an emergency, such emergency is needed to have a contract in place and to start the project within the proposed timeline.

Roll Call:

Ayes: Hughes, Star, Benedetti, Schrimpf, Howard

Nays: None

Abstentions: None

Resolution 2019-10

A RESOLUTION ADOPTING A NEW CREDIT CARD POLICY UNDER OHIO HOUSE BILL 312 FOR THE VILLAGE OF MINERVA PARK AND ITS EMPLOYEES (1st Reading)

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Minutes of the

March 25, 2019

Council Meeting

Ordinance 4-2019

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2019 (2nd Reading)

Council President Schrimpf moved to waive the third reading; Councilman Benedetti seconded; passed.

Roll Call:

Ayes: Howard, Schrimpf, Benedetti, Hughes, Star

Nays: None

Abstentions: None

Council President Schrimpf moved for passage of Ordinance 04-2019; Councilman Benedetti seconded; passed.

Roll Call:

Ayes: Howard, Schrimpf, Benedetti, Hughes, Star

Nays: None

Abstentions: None

Ordinance 05-2019

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2019 (1st Reading)

Council President Schrimpf moved to waive the three readings for Ordinance 05-2019; Councilman Benedetti seconded; passed.

Roll Call:

Ayes: Schrimpf, Howard, Hughes, Benedetti, Star

Nays: None

Abstentions: None

Council President Schrimpf moved for passage of Ordinance 05-2019; Councilwoman Hughes seconded; passed.

Roll Call:

Ayes: Schrimpf, Howard, Hughes, Benedetti, Star

Nays: None

Abstentions: None

New Business:

- ❖ There are no guests in the audience, they won't have Citizens' Comments unless someone shows up.
- ❖ Code Enforcement Officer Kelvin Ferguson introduced himself and his report. He explained that he records the complaints, the dates he addressed the problems, the codes that were violated, and the number of letters that were sent. Councilwoman Hughes said the strip malls were an eyesore and that there are excessive signs. She said the commercial properties could be better. Mr. Ferguson

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Minutes of the

March 25, 2019

Council Meeting

explained that a lot of times the short-term leases on the commercial properties and that with the sign code, there's not much penalty. Discussion ensued about the appearances of the commercial areas, especially the parking lots. Councilman Benedetti asked if the next step was to looking at the sign code. Councilwoman Hughes said that they need to know what businesses are there. Councilman Star agreed, asking if there was a maintained list of businesses. Mr. Ferguson said he could work on a business spreadsheet. Councilman Star asked what they could do about the vacant buildings. Mr. Ferguson said he had been speaking with the one of the managers of the buildings. Councilman Star wondered what the rental prices were. Mr. Fischer said the owner of the Yasmin Market is on top of taking care of the trash. Councilwoman Hughes said that it was good to see the process of Code Enforcement and asked for Mr. Ferguson's email address. It is zoningofficer@minervapark.org. Councilman Star stated that one of the irate residents that had reached out to Mr. Ferguson were not representative of the community of Minerva Park. Discussion ensued about past code enforcement officers. Mr. Fischer said that council could direct Planning and Zoning to work on different issues.

Councilman Star moved for Planning and Zoning to consider sign legislation with due haste: Councilman Benedetti seconded; passed.

- ❖ Council President Schrimpf said that things should be in writing. Mr. Fischer said that both he and planning and zoning liaison understood that direction.
- ❖ Councilman Star asked about the status of hiring a new officer. Chief Delp said they had an officer who has a conditional offer.
- ❖ Councilwoman Howard asked about a pipe that had broken on Wildwood and that was pouring for weeks. Mr. Fischer said that if they see damage there is a process and that they would do some research. Discussion ensued about if the resident could be located. Councilwoman Howard asked if they could start the process.
- ❖ Chief Hoehstetter spoke about two hydrants that he's having a serviceman looking at.
- ❖ Councilman Star asked if both Chiefs had anything to discuss. They did not, so Councilman Star decided not to call a Safety Committee meeting.
- ❖ The Facilities Committee is meeting with two more architects.

Council President Schrimpf moved to adjourn; Councilman Benedetti seconded; passed.

The meeting adjourned at 8:06 p.m.

Mayor Lynn Eisentrout

Fiscal Officer Kim Pulley

VILLAGE OF MINERVA PARK
ZONING & CODE ENFORCEMENT REPORT - March 2019

Address	Date	Violation	Code Section	Description	Letter Sent	Correct By	Letter #	Status	Closed/Abated	Notes
3031 Minerva Lk Rd	3/10/2019	Outside Storage		Trailers and building material outside					Closed	Visited/ In compliance
5187 Westerville Rd		Vehicle Repair		Observation			0			Check twice a week for car repair
5216 Cleveland Ave										Had a discussion with business owner concerning the number of vehicles on the property and repairs to the property
3147 Minerva Lk Rd	3/25/2019	Leaves in street	1480.12a)(6)	Leaves raked from curb to street	3/12/2019	3/23/2019	3	Open		Small piles remain in street
5292 Cleveland Ave										
5294 Cleveland Ave				Toilets discarded in rear of property.			1	Open		First letter returned from owner. Did not send second letter. I have to find owners address
5400 Cleveland Ave	3/12/2019	Broken Fence	1480.12a)(1)	Fence has fallen on neighbors property	3/12/2019	3/23/2019	2	Open		Have received written and verbal correspondence from manager. Getting estimate
5288 Elmhurst	3/12/2019	Trash can		Trash Can			0	Closed		Knocked on door. Tenant explained that he works difference shifts. Removed can from curb.
2818 Minerva Lk Rd	3/12/2019	Two trailers	1480.12a)(3)(6)	Two trailers in driveway for more than 48 hours.	3/12/2019	3/22/2019	1	Closed	Closed	One trailer removed. Removed tools and debris outside.
2660 Minerva Lk	3/18/2019	Fence Permit		Fence Installation						Walk in. Delivered Permit
5260 Cleveland Ave	3/14/2019	Trash and debris	1480.12a)(6)	Trash and debris stored outside in rear	3/14/2019	3/25/2019	1	Closed	Closed	Spoke with property manager. He said he will speak with tenant to keep trash in dumpster.
5264 Cleveland Ave	3/14/2019	Trash and debris	1480.12a)(6)	Trash and debris stored outside in rear	3/14/2019	3/25/2019	1	Closed	Closed	Spoke with property manager. He said he will speak with tenant to keep trash in dumpster.
5266 Cleveland Ave	3/14/2019	Trash and debris	1480.12a)(6)	Trash and debris stored outside in rear	3/14/2019	3/25/2019	3	Closed	Closed	Trash no longer in rear. Compliance
5270 Cleveland Ave										
5272 Cleveland Ave	3/14/2019	Trash and debris	1480.12a)(6)	Trash and debris stored outside in rear	3/14/2019	3/24/2019	2	Closed	Closed	Trash no longer in rear. Compliance
3127 Minerva Lk	3/12/2019	Broken Lamp Post	1480.06a)©	Light on post broken and leaning	3/12/2019	3/23/2019	3	Closed	Closed	Lamp post fixed and in compliance
5248 Cleveland Ave	3/13/2019	Inoperable sign	(a)(2)€	Vacant sign with no insert	3/13/2019	3/23/2019	1	Open		Met with and spoke with property manager. Agreed to fix or offer plan for new type of signage
5236 Cleveland Ave	3/13/2019	Inoperable sign	(a)(2)€	Vacant sign with no insert	3/13/2019	3/23/2019	1	Open		" " above" " " " " " "
5310 Elmhurst				Trash Can						
3276 Yellow Finch Wa	3/17/2019	Wheelchair ramp	1480.13a)(k)(m)	Wheelchair ramp off front porch. Did not apply for permit.	3/19/2019	3/28/2019	1	Open		Wrote letter asking owners to come in an apply for permit.
2792 N. Bay Dr	3/19/2019	Inoperable Vehicle	1282.80c)(1)	Vehicle in driveway with flat tire	3/19/2019	3/28/2019	2	Open		Letter sent asking to repair tire. Registration expire 4/2019
3138 Minerva Lk Rd	3/12/2019	Garage/ Garage Door	1480.13a)(c)(1)(g)	Top of garage on wood surface and garage door peeling. Need Painting	3/19/2019	3/28/2019	1	Open		Sent letter asking owner to paint garage and door.
2964 Minerva Lk Rd	3/21/2019	Fence Permit		Fence Permit					Closed	Walk in. Delivered permit 3/23/19
2577 Maplewood	3/25/2019	Outside Storage	1480.12	Ladder and tire on side of house	3/25/2019	4/4/2019	1	Open		Voice mail complaint from neighbor. Called no answer.
2759 Maplewood	3/25/2019	Inoperable Vehicle	1282.8	White van parked in street with flat tire	3/25/2019	4/4/2019	1	Open		Received complaint. Letter sent
2837 Wildwood Rd	3/25/2019	Outside Storage	1480.12	Boxes and households effects on front porch						
2732 Minerva Lk	3/26/2019	Front Porch	1480.13a)(b)(12)	Front porch have fallen apart and delapidated	3/29/2019	4/8/2019	1	Open		Received complaint.



Village of Minerva Park Police Department

ORINUM: OH0252000

Calls By Geocode - Summary

Date: 4/1/2019
Page 1 of 6

Selection Criteria

From Date: 03/01/2019 To Date: 03/31/2019 Geocode: All

Geocode	Central	Village Police Station	Total Calls for this Geocode
			74
Nature code	Nature Description	Calls Received	
13	Special detail	3	
18A	Animal complaint	1	
20	Domestic complaint	1	
33	In service	36	
37	Out of service	23	
60	Suspicious person	2	
60A	Suspicious vehicle	1	
86	Traffic offense	1	
9	Investigate complaint	5	
LOG	Log Entry	1	

Geocode	NE-Commercial	Business	Total Calls for this Geocode
			134
Nature code	Nature Description	Calls Received	
10	Assist other unit	1	
33	In service	1	
35B	Business Check	50	
35T	Traffic Enforcement	18	
60	Suspicious person	1	
60A	Suspicious vehicle	1	
62	Traffic detail	14	
82	Disabled vehicle	3	
82A	Abandoned vehicle	1	
86	Traffic offense	44	

Calls By Geocode - Summary

Date: 4/1/2019

Page 2 of 6

Selection Criteria

From Date: 03/01/2019

To Date: 03/31/2019

Geocode: All

Geocode	NE-Pool	Swim Club	Total Calls for this Geocode	17
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Nature code	Nature Description	Calls Received
35B	Business Check	17

Geocode	NE-Residential	Residential	Total Calls for this Geocode	66
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Nature code	Nature Description	Calls Received
10	Assist other unit	1
12A	Burglary in progress	1
15F	Felony warrant	1
20	Domestic complaint	1
35R	Residence Check	3
35T	Traffic Enforcement	29
46	Prowlers	1
60	Suspicious person	1
60A	Suspicious vehicle	1
62	Traffic detail	6
72	Threats or harassment	1
76	Mental	1
86	Traffic offense	14
9	Investigate complaint	5

Geocode	NE-School	Hawthorne Elementary	Total Calls for this Geocode	37
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Nature code	Nature Description	Calls Received
13	Special detail	2
35B	Business Check	17
62	Traffic detail	16
82	Disabled vehicle	1
86	Traffic offense	1

Geocode	NW - Rehab Facility	5460 Cleveland Ave	Total Calls for this Geocode	14
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Nature code	Nature Description	Calls Received
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Calls By Geocode - Summary

Date: 4/1/2019

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Selection Criteria **From Date:** 03/01/2019 **To Date:** 03/31/2019 **Geocode:** All

10	Assist other unit	2
35B	Business Check	11
63	Investigation or follow up	1

Geocode	NW-Commercial	Business	Total Calls for this Geocode	137
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Nature code	Nature Description	Calls Received
10	Assist other unit	6
2	Property damage accident	2
24	Drunk	1
35B	Business Check	44
35T	Traffic Enforcement	1
36	Theft	1
60	Suspicious person	2
60A	Suspicious vehicle	3
62	Traffic detail	9
63	Investigation or follow up	1
78	Alarm drop	3
86	Traffic offense	62
86P	Parking Violation	1
9	Investigate complaint	1

Geocode	NW-Residential	Residential	Total Calls for this Geocode	48
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Nature code	Nature Description	Calls Received
10	Assist other unit	2
18A	Animal complaint	2
29	Emergency squad needed	1
35	On patrol	1
35B	Business Check	1
35T	Traffic Enforcement	27
54	Stabbing or cutting	1
60	Suspicious person	3

Calls By Geocode - Summary

Date: 4/1/2019

Page 4 of 6

Selection Criteria **From Date:** 03/01/2019 **To Date:** 03/31/2019 **Geocode:** All

60A	Suspicious vehicle	2
86	Traffic offense	7
86P	Parking Violation	1

Geocode	Out of Village	Other jurisdiction	Total Calls for this Geocode	68
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Nature code	Nature Description	Calls Received
10	Assist other unit	14
12A	Burglary in progress	1
13	Special detail	12
2	Property damage accident	3
20	Domestic complaint	5
26	Fight	2
4	Injury accident	1
42	Nature unknown	1
54	Stabbing or cutting	2
56	Stolen vehicle	1
58A	Suicide attempt	1
60	Suspicious person	3
60A	Suspicious vehicle	1
78	Alarm drop	4
80	Traffic jam/road blocked	2
82	Disabled vehicle	2
86	Traffic offense	11
9	Investigate complaint	2

Geocode	SE- Residential	MI Development	Total Calls for this Geocode	61
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Nature code	Nature Description	Calls Received
10	Assist other unit	1
20	Domestic complaint	1
2A	Property damage hit-skip	1
35B	Business Check	27

Calls By Geocode - Summary

Selection Criteria

From Date: 03/01/2019	To Date: 03/31/2019	Geocode: All
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35R	Residence Check	10
62	Traffic detail	6
78	Alarm drop	3
80	Traffic jam/road blocked	1
82	Disabled vehicle	1
84	Open door	2
86	Traffic offense	2
86P	Parking Violation	4
9	Investigate complaint	2

Geocode	SW-Commercial	Business	Total Calls for this Geocode	16
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Nature code	Nature Description	Calls Received
13	Special detail	1
35B	Business Check	3
35T	Traffic Enforcement	1
62	Traffic detail	9
86	Traffic offense	2

Geocode	SW-Residential	Residential	Total Calls for this Geocode	30
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Nature code	Nature Description	Calls Received
10	Assist other unit	1
13	Special detail	4
20	Domestic complaint	1
35	On patrol	1
35T	Traffic Enforcement	3
58A	Suicide attempt	1
60	Suspicious person	3
60A	Suspicious vehicle	2
62	Traffic detail	2
76	Mental	1
78	Alarm drop	2

Calls By Geocode - Summary

Selection Criteria

From Date: 03/01/2019	To Date: 03/31/2019	Geocode: All
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80	Traffic jam/road blocked	1
84A	OPEN WINDOW	1
86	Traffic offense	1
86P	Parking Violation	5
91	911 hang-up	1

Geocode	Unknown	Unknown	Total Calls for this Geocode	224
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Nature code	Nature Description	Calls Received
13	Special detail	1
33	In service	114
35B	Business Check	1
37	Out of service	105
62	Traffic detail	1
86	Traffic offense	2

Total Calls Received	926
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Village of Minerva Park Police Department

ORINUM: OH0252000

Calls by Geocode - Chart

Date: 4/1/2019

Page 1 of 2

Selection Criteria

From Date: 03/01/2019 To Date: 03/31/2019

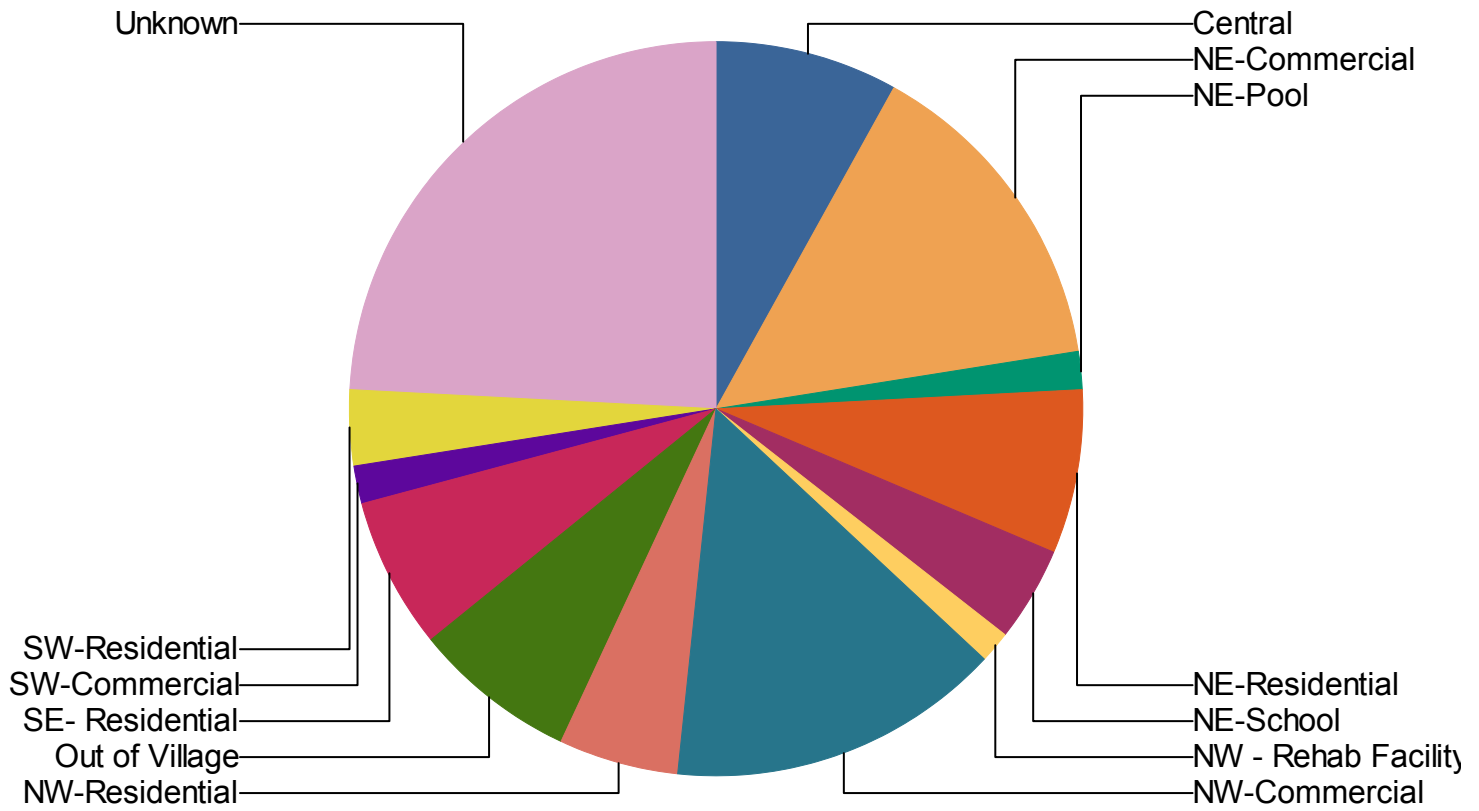
Key To Chart

Geocode	Description	Percentage
Central	Village Police Station	7.99%
NE-Commercial	Business	14.47%
NE-Pool	Swim Club	1.84%
NE-Residential	Residential	7.13%
NE-School	Hawthorne Elementary	4.00%
NW - Rehab Facility	5460 Cleveland Ave	1.51%
NW-Commercial	Business	14.79%
NW-Residential	Residential	5.18%
Out of Village	Other jurisdiction	7.34%
SE- Residential	MI Development	6.59%
SW-Commercial	Business	1.73%
SW-Residential	Residential	3.24%
Unknown	Unknown	24.19%

Selection Criteria

From Date: 03/01/2019 To Date: 03/31/2019

Calls by Geocode





Village of Minerva Park Police Department

ORINUM: OH0252000

Citations By Offense - Summary

Date: 4/1/2019

Page 1 of 2

Selection Criteria

From Date: 03/01/2019

To Date: 03/31/2019

Offense : All

Offense Code	Description	Number of Citations
414.01(a)(1)	Obedying Traffic Control Devices	2
432.18(a)	Driving in response to Stop Sign (Fail to Stop at Stop Sign)	1
432.20(a)	Right of Way of Public Safety or Coroner's vehicle	1
434.03B	Speed	10
436.03(a)	Temporary Instruction Permit - Eligible Adult Required	1
436.071(a)	DUS-any suspension other than FRA	6
436.072 (a)	Expired Operator License	1
436.072(a)(1)	No Ops	1
436.075(a)	Failure to Reinstate License	3
436.09(E)	Expired Registration	13

Citations By Offense - Summary

Date: 4/1/2019

Page 2 of 2

Selection Criteria

From Date: 03/01/2019

To Date: 03/31/2019

Offense : All

Offense Code	Description	Number of Citations
438.30(b)(1)	Seatbelt-Driver	1
4510.12	No Operator's License	3
4510.14	Driving Under OVI Suspension	2
4511.19A1A	Driving While Under the Influence of Alcohol and/or Drugs	1
4511.21	Speed	9
452.04(f)(1)	Handicap Parking Prohibition	1

RESOLUTION 2019-10

A RESOLUTION ADOPTING A NEW CREDIT CARD POLICY UNDER OHIO HOUSE BILL 312 FOR THE VILLAGE OF MINERVA PARK AND ITS EMPLOYEES

WHEREAS, Ohio House Bill 312 amended several Ohio Revised Code sections and enacted several new Ohio Revised Code sections meant to regulate the use of credit and debit cards by political subdivisions; and

WHEREAS, Ohio House Bill 312 requires the legislative authority of all political subdivisions to adopt a written policy for the use of credit card accounts; and

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

Section 1. Village Council hereby adopts the Credit Card Policy attached hereto as Exhibit A and incorporated herein by reference.

Section 2. This resolution shall take effect and shall be in force at the earliest opportunity allowed by law.

Lynn Eisentrout, Mayor

First Reading: March 25, 2019
Second Reading: April 8, 2019
Third Reading: April 22, 2019
Passed: April 22, 2019

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

CREDIT CARD POLICY

Pursuant to Resolution 2019-10, Village Council has hereby adopted the following policy concerning Village-issued credit cards:

- Positions authorized to use credit cards. Credit cards will be issued upon request of the Mayor, or designee, to Village Council members, department heads, and any supervisor or employee authorized by the Mayor.
- Issuance of cards. Requests for the issuance of a credit card are to be made, in writing, to the Mayor, or designee. Credit Cards are “corporate” cards that are issued in the name of the Village with the employee as an authorized user. Prior to issuing a card to an employee, the Mayor, or designee, will determine how the credit cards will be used by the employee in accordance with this Policy and the specific credit card limit for that cardholder.
- Restrictions on use. Credit cards are authorized for the following uses:
 1. Authorized travel, including airfare, conference registration, hotel, meals, and miscellaneous travel expenses, in accordance with Village’s Code of Personnel Practices and Procedures.
 2. Purchase of materials and supplies from vendors when purchase orders, vendor accounts, or petty cash are not available or practical. (Note: all procurement rules and reimbursement of expense rules will be applicable to purchases made with credit cards).
 3. Business meals, in accordance with the Village’s Code of Personnel Practices and Procedures.
 4. Other expenditures as deemed necessary as authorized and pre-approved by the Mayor, or designee.

In all instances, the Village’s tax-exempt status should be provided to a vendor so that sales tax is not charged. If a vendor fails to waive the tax, the employee should document their effort to have the tax waived. The Mayor, or designee, is authorized to determine whether the Village or the employee is responsible for the tax liability.

Village credit cards are to be used solely for Village business as outlined above. Use of the credit card for personal items, personal use, alcohol, cash advances, or entertainment is strictly prohibited.

- Management of credit cards. The Mayor, or designee, is responsible for administration of Village credit cards to include, but not limited to, selection of the card provider, managing issuance and cancellation of cards, and ensuring proper use. The Fiscal Officer, or designee, is responsible for payment of credit card bills.
- Compliance Officer. A Compliance Officer will be appointed by the Mayor, or designee. The Compliance Officer will quarterly review the number of cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits. The Compliance Officer does not have authority to use a Village credit card account and may not authorize an officer or employee to use a Village credit card account.
- Rewards. At least annually, the Mayor, or designee, must report to Village Council all rewards received based on the use of the Village's credit card account.
- Itemized receipts required. Every purchase, including those made via the Internet, **must** have a **detailed itemized receipt**. A credit card signature slip with only the amount charged is not considered sufficient documentation. Business meal receipts must also include the name(s) of the person(s) attending and the business objective. In addition to a detailed itemized receipt, a copy of the authorized travel request form, if applicable, must accompany all travel related purchases (i.e., airfare, hotel, meals, etc.). All receipts and documentation, with appropriate vendor information, account codes, and authorization, must be submitted to the Mayor, or designee, within 24 hours to assure timely processing and payment.
- Protection of credit cards. Employees must sign out a credit card including name, date, and purposes for each use. When in use, it is the authorized cardholder's responsibility to safeguard the card and credit card account number at all times. If a Village cardholder suspects the loss, theft, or possibility of unauthorized use of the card, the employee shall immediately notify the Mayor, or designee, and the cardholder's supervisor, in writing. If a card is reported as lost or stolen, the Mayor, or designee, will contact the card provider and may cancel or replace the card. All credit cards must be returned to the Mayor, or designee, within 24 hours of use, unless the card is being utilized for out of town travel.

- Cancellation of cards. Requests for cancellation of a card should be directed to the Mayor, or designee. Upon separation from employment with the Village, or if the Mayor, or designee, determines that the cardholder's position no longer qualifies for a Village-issued card, the card will be cancelled immediately.
- Maximum credit limit. Unless specifically authorized by the Mayor (for a limited time or for a specific expenditure), individual credit card accounts shall not exceed \$5,000.
- Misuse of card. The use of a credit card account for expenses beyond those authorized by this Policy and/or any failure to comply with these Credit Card Policies or any additional directives issued pursuant to this Policy constitutes misuse of a credit card account. An officer or employee who misuses a credit card account is subject to discipline, including, but not limited to, loss of eligibility to use a Village credit card, demotion, and/or termination. Further, the employee may be subject to civil liability and/or criminal proceedings as a result of this misuse and may be required to reimburse the Village for the unauthorized expenditures or not maintaining proper documentation.
- The Mayor and the Village Solicitor are hereby authorized to take all actions necessary to implement and administer this Policy.

I acknowledge that I have received and understand the credit card policy as outlined. I agree to abide by all terms included herein.

Employee Acknowledgement

Date

ORDINANCE 06-2019

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2019

WHEREAS, it is necessary to supplement the appropriations in Ordinance 20-2018 for the year ending December 31, 2019; and

WHEREAS, the appropriations herein are to be effective for the year ending December 31, 2019.

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

Section 1. The Annual Appropriations in Ordinance 20-2018 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>Public Health and Welfare</u>				
1000-290-300	Contractual Services	\$2,000	\$1,100	\$3,100
<u>MP Improvement Tax Increment Equivalent</u>				
<u>Capital Outlay</u>				
4907-800-500	Capital Outlay	86,611	12,768	99,379

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.

First Reading: April 8, 2019
Second Reading: April 22, 2019
Third Reading: May 6, 2019
Passed: May 6, 2019

Lynn Eisentrout, Mayor

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor