



Village of Minerva Park
Council Meeting: May 6, 2019
AGENDA

Pledge of Allegiance

Roll Call

Green Cards Council President Schrimpf

Minutes

April 22, 2019

Code Enforcement Officer's Report April 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
(tabled)

Resolution 2019-12 Flowline
(2nd reading, intent is to waive the third reading and pass as an emergency)

Resolution 2019-14 Contract Architecture Services
(2nd reading, intent is to waive the third reading and pass as an emergency)

Resolution 2019-15 Sanitary Sewer Improvements
(1st reading)

Resolution 2019-16 ODNR Funding Application
(1st reading)

Ordinance 06-2019 Supplemental Appropriations
(3rd Reading)

Village of Minerva Park
Council Meeting: May 6, 2019
AGENDA

Ordinance 07-2019 Accepting Public Improvements
(3rd Reading)

Ordinance 08-2019 Chickens/Ducks/Rabbits
(1st Reading)

New Business

Old Business

Citizens' Comments

Adjourn

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Minutes of the

April 22, 2019

Council Meeting

Diane Schrimpf called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call: Councilwoman Howard, Council President Schrimpf, Councilman Benedetti, Councilman Star, Councilwoman Hughes, Councilman Curl

Village Planner: Eric Fischer

Fiscal Officer: Kim Pulley

Police Chief: Matt Delp

Mayor Eisentrout is excused.

Minutes:

Council President Schrimpf moved for approval of April 8, 2019; passed.

Legislation:

Resolution 2019-11

A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF BRADLEY FORREN AS A FULL-TIME POLICE OFFICER FOR THE VILLAGE OF MINERVA PARK, OHIO AND DECLARING AN EMERGENCY

Council President Schrimpf moved to suspend the rules and waive the three readings; Councilman Benedetti seconded; passed.

Roll Call:

Ayes: Howard, Schrimpf, Benedetti, Star, Hughes, Curl

Nays: None

Abstentions: None

Council President Schrimpf moved to pass Resolution 2019-11 as an emergency, such emergency as to have the immediate need to fill the position; Councilman Benedetti seconded; passed.

Roll Call:

Ayes: Curl, Hughes, Star, Benedetti, Schrimpf, Howard

Nays: None

Abstentions: None

Resolution 2019-12

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH FLOWLINE, LLC FOR INSPECTION, CLEANING AND VIDEO RECORDING OF CERTAIN STORM SEWERS AND DECLARING AN EMERGENCY (1st Reading)

RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK

Minutes of the

April 22, 2019

Council Meeting

Resolution 2019-13

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH AMICK MUNICIPAL CONSULTING GROUP FOR ODNR CONSULTING SERVICES AND DECLARING AN EMERGENCY

- ❖ Councilmembers discussed if spending the money for the ODNR Grant Consulting Application was necessary since the grant was not guaranteed. Some Councilmembers felt there was not enough time to make a decision. There was concern with the Mayor being out of the office for a few weeks, and with the grant being due June 1, who was going to give necessary information to the consultant. Fiscal Officer Kim Pulley stated they could fund the baby pool project as quoted by Patterson Pools, however if they wanted to try to get grant money, they either will need to pass this legislation or wait until the next grant year. Waiting until the next grant year means having no baby pool in 2020. Councilman Benedetti stated that this was not an emergency.

Council President Schrimpf moved to suspend the three readings of Resolution 2019-13; Councilman Star seconded; passed.

Roll Call:

Ayes: Curl, Howard, Schrimpf, Hughes, Star, Benedetti

Nays: None

Abstentions: None

Council President Schrimpf moved to pass Resolution 2019-13 as an emergency, such emergency being to have the contract within the proposed timeline; Councilman Star seconded; passed.

Roll Call:

Ayes: Hughes, Howard, Star, Schrimpf

Nays: Benedetti, Curl

Abstentions: None

Resolution 2019-14

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH XXXXX TO PROVIDE CONCEPTUAL PLANNING SERVICES AND DECLARING AN EMERGENCY (1st reading)

Ordinance 6-2019

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

Ordinance 7-2019

AN ORDINANCE ACCEPTING THE PUBLIC IMPROVEMENTS SITUATED IN MINERVA PARK SUBDIVISION PHASES V AND VI AS RECORDED IN PLAT BOOK 125 PAGES 12 AND 16, RESPECTIVELY, FRANKLIN COUNTY, OHIO RECORDS

**RECORD OF PROCEEDINGS
VILLAGE OF MINERVA PARK**

Minutes of the

April 22, 2019

Council Meeting

INCLUDING THE STREETS AND IMPROVEMENTS SITUATED IN THE RIGHT OF
WAY (2nd Reading)

Old Business:

- ❖ Councilwoman Howard gave an update on the progress of the pool. The waterline that connects the main waterline to the pool may need some repair. A plumber will be called to investigate.
- ❖ A representative from RITA will be coming on May 13, 2019 at 6:00 p.m. during the work session.
- ❖ Councilwoman Howard asked about the orange pylon. Mr. Fischer said that M/I will be fixing.
- ❖ There were some missing names on the Veteran's Memorial. Discussion ensued on how to figure out how to locate what needed to be engraved on the bricks.
- ❖ There will be updated variance hearing in May.
- ❖ Discussion ensued about community improvement corporation.

New Business:

- ❖ Council President Schrimpf brought up maintenance items on the Community Building that she would like to see deep cleaned.

Citizens' Comments:

- ❖ A resident was concerned about neighbors having mold in their roofs.

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

The meeting adjourned at 8:16 p.m.

Mayor Lynn Eisentrout

Fiscal Officer Kim Pulley

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

Address	Date	Violation	Code Section	Description	Letter Sent	Correct By	Letter #	Status	Closed/Abated	Notes
4784 Black Sycamore	4/1/2019			Fence Permit						
M/I Homes	4/1/2019	Trash		Trash scattered in division						
3204 Yellow Finch Way	4/3/2019	Patio		Patio Permit Issued						Patio Permit Issued
3138 Minerva Lake	4/1/2019	Commercial Vehicle- Outside storage			4/1/2019	4/11/2019	1	Open		Commercial Vehicle in rear of property. Appliances, debris and litter in rear
3138 Minerva Lake	4/3/2019	Inoperable Vehicle	1482.08(1)	Inoperable vehicle in rear of property	4/3/2019	4/13/2019	1	Open		Vehicle with windows out in rear of property.
2916 Kerrwood	4/4/2019			Fence Permit						Deliver Fence Permit
2577 Maplewood Dr	4/9/2019	Outside storage	1480.12	Ladder and tire stored against the house	4/11/2019	4/21/2019	2	Closed		Ladder and tire has been removed
5236 Cleveland Ave	4/9/2019	Signage	1280.04	Broken Sign in front of building	4/11/2019	4/21/2019	2	Open		Sign remains inoperable
4884 Black Sycamore	4/10/2019			Fence Permit						Fence Permit
5280 Elmhurst				Trash in Front yard						Trash and debris removed
5216 Cleveland Ave	4/24/2019	To Many Vehicles	1230.03	More than six vehicles on property	4/24/2019	5/4/2019	3	Open		More than six remains
4792 Fairview	4/18/2019			Fence Permit						Dropped Fence Permit Off
2702 Alder Vista	4/18/2019	Lighting	1272.07	Flood lights shining on neighbor property	4/18/2019	4/28/2019	2	Open		Owner has responded
3003 Minerva Lake	4/12/2019	Trash, debris, car	1282.08	Trash, mattress and broken vehicle	4/12/2019	4/22/2019	1	Open		Trash removed. Vehicle inoper
4900 Black Sycamore	4/23/2019									
2328 Wildwood	4/29/2019	Weeds and grass		Property Vacant. Weeds & Grass			0			Property Sold. Grass Cut
2576 Minerva Lk	4/30/2019	Debris & Grass		Report from Neighbor. Sending letter			1			Letter Sent
3003 Minerva Lake	4/30/2019	Inoperable Vehicle	1282.08 & 1480	Inoperable vehicle in rear of property and tire next to the house	4/30/2019	5/10/2019	2	Open		Vehicle remains inoperable and tire next to house
5236 Cleveland Ave	4/26/2019	Signage	1280.04	Inoperable sign	4/30/2019	5/10/2019	3	Open		Inoperable sign.
3138 Minerva Lake	4/11/2019	Inoperable Vehicle	1282.08	Inoperable vehicle, Commercial vehicle and outside debris on property	4/11/2019	4/21/2019	2	Open		All violations remain the same



Village of Minerva Park Police Department

ORINUM: OH0252000

Calls by Geocode - Chart

Date: 5/2/2019

Page 1 of 2

Selection Criteria

From Date: 04/01/2019 To Date: 04/30/2019

Key To Chart

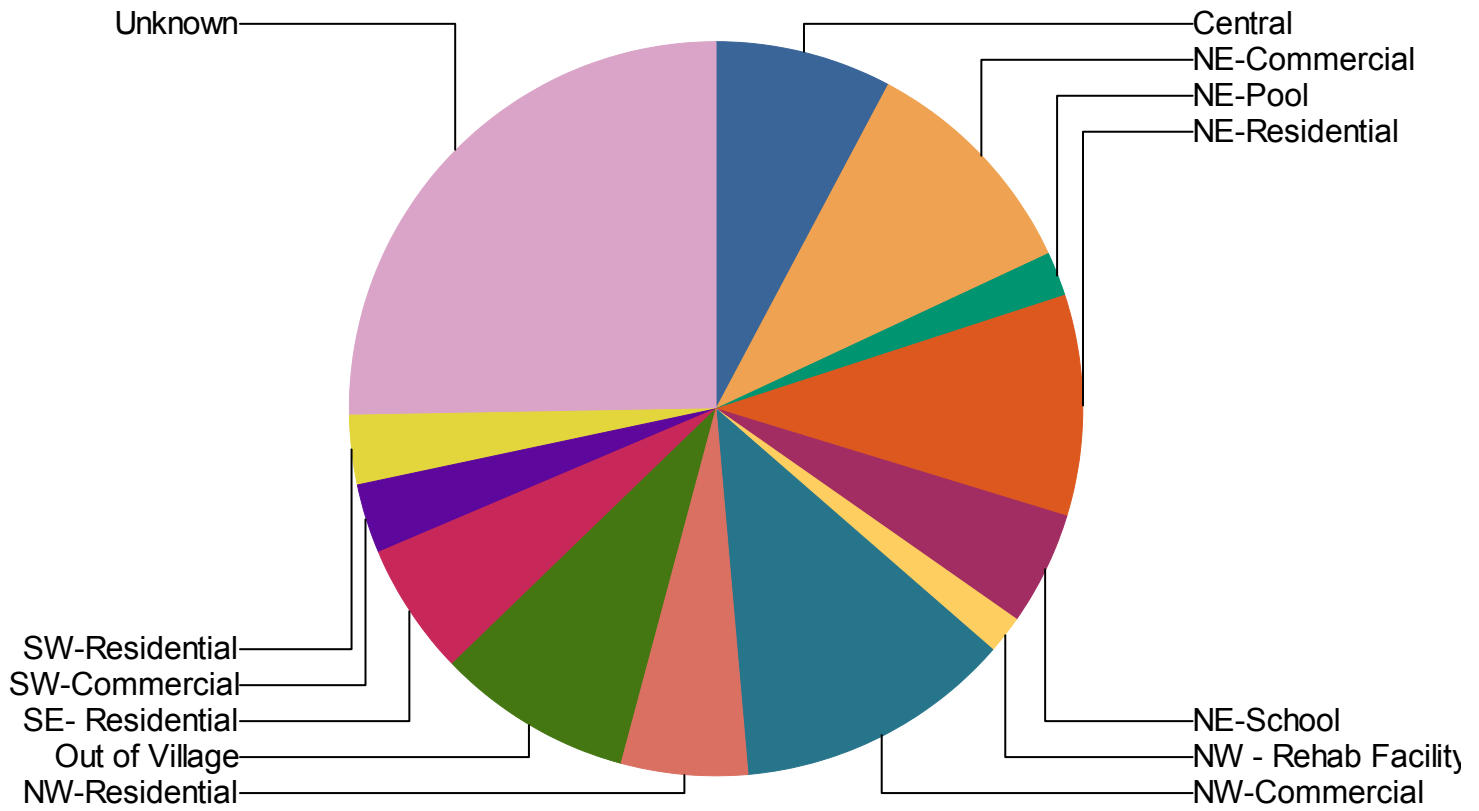
Geocode	Description	Percentage
Central	Village Police Station	7.69%
NE-Commercial	Business	10.49%
NE-Pool	Swim Club	1.86%
NE-Residential	Residential	9.67%
NE-School	Hawthorne Elementary	4.90%
NW - Rehab Facility	5460 Cleveland Ave	1.86%
NW-Commercial	Business	12.12%
NW-Residential	Residential	5.59%
Out of Village	Other jurisdiction	8.62%
SE- Residential	MI Development	5.83%
SW-Commercial	Business	3.03%
SW-Residential	Residential	3.15%
Unknown	Unknown	25.17%

Selection Criteria

From Date: 04/01/2019

To Date: 04/30/2019

Calls by Geocode





Village of Minerva Park Police Department

ORINUM: OH0252000

Calls By Geocode - Summary

Date: 5/2/2019
Page 1 of 6

Selection Criteria **From Date:** 04/01/2019 **To Date:** 04/30/2019 **Geocode:** All

Geocode	Central	Village Police Station	Total Calls for this Geocode	66
Nature code	Nature Description		Calls Received	
13	Special detail		1	
13A	Administrative		3	
33	In service		28	
35T	Traffic Enforcement		1	
37	Out of service		28	
9	Investigate complaint		1	
LOG	Log Entry		4	

Geocode	NE-Commercial	Business	Total Calls for this Geocode	90
Nature code	Nature Description		Calls Received	
10	Assist other unit		1	
35B	Business Check		53	
35T	Traffic Enforcement		6	
42	Nature unknown		1	
60	Suspicious person		1	
62	Traffic detail		5	
72	Threats or harassment		1	
80	Traffic jam/road blocked		3	
82	Disabled vehicle		2	
86	Traffic offense		15	
91	911 hang-up		2	

Geocode	NE-Pool	Swim Club	Total Calls for this Geocode	16
Nature code	Nature Description		Calls Received	

Calls By Geocode - Summary

Selection Criteria **From Date:** 04/01/2019 **To Date:** 04/30/2019 **Geocode:** All

35B	Business Check	14
60	Suspicious person	2

Geocode	NE-Residential	Residential	Total Calls for this Geocode	83
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Nature code	Nature Description	Calls Received
10	Assist other unit	2
20	Domestic complaint	1
26	Fight	1
33	In service	1
35R	Residence Check	1
35T	Traffic Enforcement	40
60A	Suspicious vehicle	2
62	Traffic detail	5
64	Vandalism	1
78	Alarm drop	1
82	Disabled vehicle	1
86	Traffic offense	24
9	Investigate complaint	3

Geocode	NE-School	Hawthorne Elementary	Total Calls for this Geocode	42
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Nature code	Nature Description	Calls Received
33	In service	1
35B	Business Check	16
62	Traffic detail	24
91	911 hang-up	1

Geocode	NW - Rehab Facility	5460 Cleveland Ave	Total Calls for this Geocode	16
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Nature code	Nature Description	Calls Received
35B	Business Check	15
60	Suspicious person	1

Calls By Geocode - Summary

Selection Criteria

From Date: 04/01/2019 To Date: 04/30/2019 Geocode: All

Geocode	NW-Commercial	Business	Total Calls for this Geocode	104
Nature code	Nature Description		Calls Received	
10	Assist other unit		3	
21	Prisoner		1	
2A	Property damage hit-skip		1	
33	In service		1	
35B	Business Check		44	
35T	Traffic Enforcement		8	
60A	Suspicious vehicle		3	
62	Traffic detail		3	
78	Alarm drop		2	
82	Disabled vehicle		1	
86	Traffic offense		34	
9	Investigate complaint		3	

Geocode	NW-Residential	Residential	Total Calls for this Geocode	48
Nature code	Nature Description		Calls Received	
10	Assist other unit		1	
19	Contact by phone		1	
2	Property damage accident		1	
35R	Residence Check		10	
35T	Traffic Enforcement		21	
60	Suspicious person		1	
60A	Suspicious vehicle		2	
62	Traffic detail		1	
86	Traffic offense		5	
86P	Parking Violation		1	
9	Investigate complaint		2	
91	911 hang-up		1	
LOG	Log Entry		1	

Calls By Geocode - Summary

Selection Criteria

From Date: 04/01/2019

To Date: 04/30/2019

Geocode: All

Geocode	Out of Village	Other jurisdiction	Total Calls for this Geocode
			74
Nature code	Nature Description	Calls Received	
10	Assist other unit	23	
13	Special detail	11	
15F	Felony warrant	2	
15M	Misdemeanor warrant	2	
2	Property damage accident	2	
20	Domestic complaint	7	
26	Fight	1	
4	Injury accident	1	
40	Person with gun	1	
42	Nature unknown	2	
50A	Robbery in progress	1	
58A	Suicide attempt	1	
60	Suspicious person	8	
69	Narcotics complaint	1	
82	Disabled vehicle	3	
84	Open door	1	
86	Traffic offense	6	
9	Investigate complaint	1	

Geocode	SE- Residential	MI Development	Total Calls for this Geocode
			50
Nature code	Nature Description	Calls Received	
35B	Business Check	20	
35R	Residence Check	6	
35T	Traffic Enforcement	1	
56	Stolen vehicle	1	
58A	Suicide attempt	2	
62	Traffic detail	8	
63	Investigation or follow up	1	

Calls By Geocode - Summary

Date: 5/2/2019

Page 5 of 6

Selection Criteria	From Date: 04/01/2019	To Date: 04/30/2019	Geocode: All
78	Alarm drop		1
84	Open door		1
86	Traffic offense		2
86P	Parking Violation		5
9	Investigate complaint		1
91	911 hang-up		1

Geocode	SW-Commercial	Business	Total Calls for this Geocode	26
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Nature code	Nature Description	Calls Received
35B	Business Check	10
35T	Traffic Enforcement	1
56	Stolen vehicle	1
62	Traffic detail	6
86	Traffic offense	8

Geocode	SW-Residential	Residential	Total Calls for this Geocode	27
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Nature code	Nature Description	Calls Received
10	Assist other unit	2
13	Special detail	1
18A	Animal complaint	1
35T	Traffic Enforcement	8
36	Theft	1
38	Missing person	2
58A	Suicide attempt	1
68	Livestock on roadway	1
78	Alarm drop	2
82	Disabled vehicle	1
86	Traffic offense	2
9	Investigate complaint	5

Geocode	Unknown	Unknown	Total Calls for this Geocode	216
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Nature code	Nature Description	Calls Received
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Calls By Geocode - Summary

Date: 5/2/2019

Page 6 of 6

Selection Criteria

From Date: 04/01/2019 **To Date:** 04/30/2019 **Geocode:** All

13A	Administrative	1
19	Contact by phone	1
33	In service	109
35B	Business Check	1
35T	Traffic Enforcement	1
37	Out of service	99
60	Suspicious person	1
Unknown	Unknown	3

Total Calls Received

858



Village of Minerva Park Police Department

ORINUM: OH0252000

Citations By Offense - Summary

Date: 5/2/2019

Page 1 of 3

Selection Criteria

From Date: 04/01/2019

To Date: 04/30/2019

Offense : All

Offense Code	Description	Number of Citations
2151.00	Runaway	1
404.09(a)	Presenting False Name or Information to Officer	1
414.01(a)(1)	Obeying Traffic Control Devices	1
432.08(a)	Rules for driving in marked lanes	1
432.09(a)	Space between moving vehicles	1
432.11(a)	Turning in Roadway Prohibited (u-turns)	1
432.13(a)	Signals before changing course, turning or stopping (use of turn signals)	1
432.18(a)	Driving in response to Stop Sign (Fail to Stop at Stop Sign)	1
432.31(a)	Divided Roadways	1
434.02(a)	Reckless operation on streets or highways	1

Citations By Offense - Summary

Date: 5/2/2019

Page 2 of 3

Selection Criteria

From Date: 04/01/2019

To Date: 04/30/2019

Offense : All

Offense Code	Description	Number of Citations
434.03B	Speed	8
436.03	Temporary Instruction Permis & ID Card (Juvi at least 16 and adults)	1
436.03(a)	Temporary Instruction Permit - Eligible Adult Required	1
436.06	Dispaly of License	1
436.07 (a)(1)	No Operator's License	1
436.071(a)	DUS-any suspension other than FRA	13
436.072 (a)	Expired Operator License	1
436.075(a)	Failure to Reinstate License	6
436.09(a)	Display of License Plates/Validation Sticker/Placards	1
436.09(E)	Expired Registration	4
436.10A1	Use of Unauthorized Plates-Fictitious	1
438.08(a)	Red Light or Red Flag on Extended Loads	1

Citations By Offense - Summary

Date: 5/2/2019

Page 3 of 3

Selection Criteria

From Date: 04/01/2019

To Date: 04/30/2019

Offense : All

Offense Code	Description	Number of Citations
438.30(b)(1)	Seatbelt-Driver	4
4510.12	No Operator's License	4
4510.14	Driving Under OVI Suspension	2
4511.21	Speed	15
452.03(a)(1)	Parking Prohibitions - on a sidewalk, except a bicycle	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

RESOLUTION 2019-12

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH FLOWLINE, LLC FOR INSPECTION, CLEANING AND VIDEO RECORDING OF CERTAIN STORM SEWERS AND DECLARING AN EMERGENCY

WHEREAS, the Village Engineer has recommended the Village begin a program to inspect and document the current condition of the Village's storm sewer system; and,

WHEREAS, the Village has received a quote for the inspection, cleaning, and recording of Wildwood Road, Elmhurst Road, Westbridge Road, Park Lane, and Park Lane Court from Flowline, LLC, to be started on or about May 7, 2019.

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

Section 1. The Mayor and Fiscal Officer of the Village of Minerva Park are hereby authorized and directed to enter into an agreement for the inspection, cleaning, and recording of storm sewers with Flowline, LLC.

Section 2. The cost of the project shall not exceed \$15,000 without further approval of Council.

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. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety and welfare and specifically for the need to have a contract in place and to start the project within the proposed time to address storm sewers that may not be draining properly; WHEREFORE, this resolution shall take effect and be in force from and after its passage.

Lynn Eisentrout, Mayor

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

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

RESOLUTION 2019-14

A RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT WITH MOODY NOLAN, INC TO PROVIDE CONCEPTUAL PLANNING SERVICES AND DECLARING AN EMERGENCY

WHEREAS, the Council of the Village of Minerva Park (“Village”) needs to secure the services of an architectural firm to assess the existing configuration and tenant needs and develop a conceptual plan for the Village community and administrative building located at 2829 Minerva Lake Road; and

WHEREAS, the Village deems it necessary to utilize the services of Moody Nolan, Inc. to provide conceptual design planning;

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 authorized to enter into a contract with Moody Nolan, Inc. to develop a conceptual design plan for the Village community and administrative building located at 2829 Minerva Lake Road.

Section 2. The cost of the services of Moody Nolan, Inc. shall not exceed \$17,550.

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. That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety and welfare and specifically for the need have to a conceptual plan in place to assess the renovation needs of the aforementioned building; WHEREFORE, this resolution shall take effect and be in force from and after its passage.

Lynn Eisentrout, Mayor

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

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

RESOLUTION 2019-15

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR THE 2019 SANITARY SEWER IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY

WHEREAS, there presently exists a need for improvements to the sanitary sewer system in the area of Wildwood Road; and

WHEREAS, the sanitary sewer improvements contract was put out for bid and bids were received in accordance with the law; and

WHEREAS, based on the recommendation of the Village Engineer, Insight Pipe Contracting, LLC is deemed to be the lowest and best bidder for sanitary sewer improvements, as set forth in their *2019 Minerva Park Sanitary Sewer Improvements Project Bid* received by the Village on April 30, 2019;

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

Section 1. The Council hereby awards the 2019 Minerva Park Sanitary Sewer Improvements Project to Insight Pipe Contracting, LLC and authorizes the Mayor and Fiscal Officer to enter into contract on behalf of the Village for the purpose of completing the above-mentioned project pursuant to the contract documents.

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

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

Section 4. Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park, such emergency arising out of the need to immediately begin improvements to the sanitary sewer system for the health and safety of residents of the Village. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Lynn Eisentrout, Mayor

First Reading: May 6, 2019
Second Reading: May 20, 2019
Third Reading: June 10, 2019
Passed: June 10, 2019

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

RESOLUTION 2019-16

A RESOLUTION AUTHORIZING THE MAYOR TO SEEK FINANCIAL ASSISTANCE VIA THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR IMPROVEMENTS TO THE MINERVA PARK BABY POOL AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the State of Ohio Nature Works Grant Program; and

WHEREAS, the Village of Minerva Park desires financial assistance under the Nature Works Grant Program.

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

- Section 1.** The Village of Minerva Park approves filing this application for financial assistance.
- Section 2.** The Mayor hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
- Section 3.** The Village of Minerva Park does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the Nature Works Grant Program.
- 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.
- Section 5.** That this resolution is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety and welfare and specifically for the need to meet the application process deadlines; WHEREFORE, this resolution shall take effect and be in force from and after its passage.

Lynn Eisentrout, Mayor

First Reading: May 6, 2019
Second Reading: May 20, 2019
Third Reading: Waived
Passed: May 20, 2019

RESOLUTION 2019-16
(continued)

ATTEST

APPROVED AS TO FORM

Kim Pulley, Fiscal Officer

Solicitor

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>Security of Persons and Property</u>				
1000-110-400	Supplies and Materials	\$59,000	\$5,000	\$64,000
<u>Public Health and Welfare</u>				
1000-290-300	Contractual Services	2,000	1,100	3,100
<u>Leisure Time Activities - Swimming Pool</u>				
1000-340-300	Contractual Services	16,800	10,000	26,800
<u>Basic Utility Services</u>				
1000-559-300	Contractual Services	0	10,000	10,000
1000-559-400	Supplies and Materials	30,000	9,300	39,300
<u>Franklin Park Conservatory Grant</u>				
<u>Leisure Time Activities</u>				
2911-320-400	Supplies and Materials	0	1,560	1,560
<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.

**Ordinance 06-2019
(Continued)**

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

Lynn Eisentrout, Mayor

ATTEST

Kim Pulley, Fiscal Officer

APPROVED AS TO FORM

Solicitor

ORDINANCE 07-2019

**AN ORDINANCE ACCEPTING THE PUBLIC IMPROVEMENTS
SITUATED IN MINERVA PARK SUBDIVISION PHASES V AND VI AS
RECORDED IN PLAT BOOK 125 PAGES 12 AND 16, RESPECTIVELY,
FRANKLIN COUNTY, OHIO RECORDS INCLUDING THE STREETS AND
IMPROVEMENTS SITUATED IN THE RIGHT OF WAY**

WHEREAS, the Developer of Minerva Park Subdivision Phase V and VI 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 V and VI as recorded in Plat Book 125 Pages 12 and 16, respectively, 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. This ordinance shall take effect at the earliest period allowed by law.

Lynn Eisentrout, Mayor

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

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor

ORDINANCE 08-2019

AN ORDINANCE TO REVISE SECTION 618.19 AND CREATE SECTION 1290.01 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK, OHIO

WHEREAS, it is necessary and appropriate to revisit, clarify, and update regulations from time to time; and

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

Section 1. Village of Minerva Park Code Section 618.19 is hereby amended to read as follows:
“Section 618.19 Maximum Number of Dogs, Cats or Chickens, Ducks, and/or Rabbits Permitted.”

- (a) No person shall keep more than five (5) dogs, cats, excluding puppies and/or kittens less than six (6) months old, in any single-family dwelling, or in any separate dwelling unit in a two-family or multifamily structure within the Village. “Dwelling” and “dwelling unit” as used in this section, include the lot or parcel of land on which the house of building containing the dwelling unit is located, and all other structures located on the lot or parcel.
- (b) No person shall keep more than five (5) chickens, ducks or rabbits, excluding chicks/peeps, ducklings, and/or kits less than six (6) months old, at any single-family dwelling. Chicken, Rabbits and/or Ducks are not permitted to be kept at any separate dwelling unit in a two-family or multifamily structure within the Village. “Dwelling” and “dwelling unit” as used in this section, include the lot or parcel of land on which the house of building containing the dwelling unit is located, and all other structures located on the lot or parcel.

Section 2. Village of Minerva Park code section be created, Section 1290.01, which shall read as follows:

“Section 1290.01 Chickens, Ducks, and Rabbits

- (a) No Person shall own, keep or harbor any chickens, ducks, or rabbits without meeting the requirements set forth in the following subsection:
 - (1) That a one time permit be required and issued by the Village of Minerva Park prior to acquiring chickens, ducks, or rabbits, and an inspection occur by the Village of Minerva Park within 60 days of acquiring chickens, ducks, or rabbits.
 - (2) That the chickens, ducks, and/or rabbits be kept in a secure enclosure shielded from the street to which it fronts.
 - (3) That an appropriate enclosure (such as a chicken coop for chickens) be provided, and be kept clean and in good repair.
- (b) No person in paragraph (a) shall sell eggs produced by said chickens and/or ducks.
- (c) No person in paragraph (a) shall own, keep or harbor a rooster.
- (d) No person in Paragraph (a) shall fail to comply with all other sections of 618, Animals, involving the care and responsibility of animals.

ORDINANCE 03-2018
(Continued)

(e) Whoever violates this Section is guilty of a minor misdemeanor for a first offense; whoever violates this Section for a second or subsequent offense is guilty of a misdemeanor in the fourth degree. In addition, for second or subsequent violations, the Court may order the offender to forfeit the animals.

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

Section 5. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Lynn Eisentrout, Mayor

First Reading: May 6, 2019
Second Reading: May 20, 2019
Third Reading: June 10, 2019
Passed: June 10, 2019

ATTEST

APPROVED AS TO FORM

Kimberly Pulley, Fiscal Officer

Solicitor