



Village Council Regular Meeting

April 09, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Confirmation of Mayoral Appointment to the Planning & Zoning Commission

Minutes

- 1. MOTION TO APPROVE** 3/12/26 Committee as a Whole Minutes
- 2. MOTION TO APPROVE** 3/12/26 Council Meeting Minutes
- 3. MOTION TO APPROVE** 4/2/26 Work Session Minutes

Village Official Reports

- 4. Police** - Chief Matt Delp
- 5. Fiscal Officer** - Jeffrey Wilcheck
- 6. Engineer** - Mike Flickinger
- 7. Legal** - Jesse Shamp
- 8. Village Planning** - Eric Fischer
- 9. Zoning Officer** - John Canty
- 10. Planning & Zoning** - Tommy Grant
- 11. MPCA** - Jason Camara

Committee as a Whole Report

- 12. Finance:** Tony Pinter **Safety:** Cathy Paessun **Legislation:** Tommy Grant
Other Committee as a Whole Business

Mayor's Report

Citizen Comments

Legislation

- 13. ORDINANCE 2026-04** - Pool/Concession Discounts
AN ORDINANCE REVISING EXHIBIT A OF ORDINANCE 14-2024: SETTING POLICY FOR PRICING OF CONCESSIONS, SPECIAL EVENT ADMISSIONS, AND OTHER ITEMS SOLD AT THE MINERVA PARK POOL AND DECLARING AN EMERGENCY (1st reading-intent to pass as an emergency upon the 3rd reading)
- 14. RESOLUTION 2026-06** Fee Schedule

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE
AND TO DECLARE AN EMERGENCY (1st reading-intent to pass as emergency upon
3rd reading)

Old Business

15. Project Updates: Pool Maintenance Building MLR Road

16. 3219 Minerva Lake Rd.

New Business

Adjourn

Executive Summary: Committee of the Whole Meeting – March 12, 2026

This meeting of the Committee of the Whole focused on **financial updates, infrastructure planning, capital projects (particularly the municipal pool), grant funding, neighborhood concerns, and operational issues affecting the village**. Discussions included capital funding management, sewer and stormwater infrastructure impacts, upcoming construction projects, public safety concerns, and potential policy changes.

1. Financial Status and Budget Outlook

Budget Improvements

The fiscal officer reported that **the village's financial outlook has improved compared with projections from five months earlier**, indicating stronger-than-expected fiscal stability. The annual financial report was reviewed with only minor questions remaining.

Audit Status

- An external audit is currently underway.
- Results are still pending and expected soon.

Bond Proceeds and Spending Requirements

The village must comply with rules governing previously issued bonds:

- **36-month expenditure requirement:** At least **85% of bond proceeds must be spent within 36 months**.
- The deadline passed in **May 2025**, and it is unclear if the village met the threshold.
- The fiscal officer is reviewing eligible expenses to determine whether the village can count additional expenditures toward the requirement.
- Meeting the 85% threshold avoids potential compliance issues.

Interest Earnings and Arbitrage Review

- Approximately **\$426,000 in interest** has been earned on bond proceeds.
- After five years (May 2027), the village must perform an **arbitrage calculation** comparing interest earnings to bond yield (~3.7–3.8%).
- If earnings exceed allowable levels, the village may owe funds to the IRS.

TIF Revenue Concerns

Tax Increment Financing (TIF) revenues are lower than expected due to **county levies being deducted from PILOT payments**.

Key points:

- Expected annual TIF revenue: **\$750,000**
- Actual revenue after deductions: **~\$490,000**
- Roughly **\$190,000 annually** is redirected to levies such as:
 - Westerville Library
 - County social services programs
- Legal review is underway to confirm whether these deductions are required.

This revenue reduction limits funds available for projects within the TIF district.

2. Municipal Pool Project

The **pool remains the most significant capital project under consideration.**

Engineering Assessment

Brandstetter Engineering will provide a **separate proposal to assess the pool and equipment**, determining whether it is more practical to repair or replace components.

The original engineering proposal includes:

Phase	Cost
Concept Design	\$17,000
Preliminary Design	\$37,000
Construction Documents	\$120,000
Bid/Permit Submission	\$15,000
Construction Administration	\$70,000
Total	\$259,000

The assessment will help determine the future direction of the project.

Sewer Capacity Concerns

The pool project has raised concerns about the **sanitary sewer system capacity**, specifically:

- Existing system may include a **6-inch sewer line**.
- Backwashing pool filters releases large volumes of water into the sewer system.
- Engineers are evaluating whether the current system can handle the load.

Potential solutions discussed:

1. **Upgrade to an 8-inch sewer line** (if downstream capacity allows).
2. **Install a holding tank** to slowly release wastewater.
3. **Use alternative filtration systems** requiring less backwash water.

Additional verification is needed to determine pipe sizes and downstream capacity.

Stormwater Considerations

If the **pool parking lot is paved**:

- Stormwater runoff will increase.
- Existing **15-inch storm sewer lines** may need evaluation to determine capacity.

These issues must be resolved before final design decisions are made.

3. Infrastructure Projects

Valley Road and North Lake Court Projects

Two infrastructure projects were combined to improve bidding competitiveness:

- **Valley Road**

- **North Lake Court water line replacement**

Current anticipated construction timeline: **Spring 2027.**

Project Delays

The projects are currently stalled due to unresolved engineering questions regarding:

- Sewer capacity
- Stormwater drainage
- Pool system impacts

Resident Waterline Concern

A North Lake Court resident reported repeated **waterline breaks affecting their property and home.**

Key issues raised:

- The waterline replacement project has been delayed.
- Council members expressed concern about continued delays potentially increasing costs.
- Officials questioned whether **North Lake Court could proceed independently** from the Valley Road project.

Infrastructure costs are rising significantly, increasing pressure to move forward sooner.

4. Grant Funding for Sidewalks and Paths

The village secured **\$800,000 in grant funding** for pedestrian infrastructure.

Sources:

- **\$550,000 from ODNR**
- **\$250,000 from COTA**

Actions underway:

- Creation of a **Sidewalk and Pathway Fund** to manage grant money.
- Passage of appropriation ordinances allowing the funds to be used.
- Selection of an engineering firm to design the projects.

Council will later decide **where sidewalks and pathways will be constructed.**

5. Transfers and Capital Funding

A resolution proposes transferring funds from the General Fund:

Transfer	Amount
Pool Improvement Fund	\$1,000,000

Transfer	Amount
Street Improvement Fund	\$250,000
Storm Sewer Fund	\$250,000

Combined with bond proceeds, the village would have **approximately \$3 million available for pool improvements.**

If the project does not proceed, the funds can be transferred back to the General Fund.

6. Safety and Community Issues

Dirt Bike Noise Complaints

Residents have complained about **frequent dirt bike riding on private property.**

Findings:

- Police measured noise levels **below the ordinance limit of 85 decibels.**
- A voluntary agreement was reached with the owner to stop riding after **8 p.m.**

However, some residents report:

- Long durations of noise
- Difficulty enjoying outdoor spaces
- Possible safety concerns from riding near streets

Potential policy options discussed:

- Updating the **noise ordinance**
- Creating limits based on **duration rather than decibel levels**
- **Banning off-road vehicles in residential zoning districts**

Legal review is required before implementing restrictions.

7. Street Parking Concerns

Residents have raised complaints about **excessive street parking**, particularly on Wildwood.

Issues include:

- Streets becoming **single-lane due to parked vehicles**
- Some homes leaving driveways empty while parking cars on the street
- Delivery trucks worsening congestion

Possible solutions discussed-these will be revisited in future work sessions:

- Permit-based parking systems
- Street parking restrictions
- Parking fees or disincentives

8. Traffic Data Collection

Council requested access to **data from speed radar signs** placed throughout the village.

Goals include:

- Identifying speeding trends

- Using data to address resident concerns
- Informing future traffic enforcement decisions

Staff will begin compiling and sharing the data electronically.

9. Meeting Scheduling

Upcoming council meetings were adjusted due to attendance conflicts:

- **March 19:** Possible special meeting/town hall if quorum is present
- **March 26:** Cancelled
- **April 2:** Next scheduled work session
- **April 9:** Potential alternate meeting if needed

Key Strategic Takeaways

1. **Pool project remains unresolved** pending engineering evaluation and sewer capacity analysis.
2. **Infrastructure coordination issues** are delaying road and waterline projects.
3. **TIF revenue reductions** may limit funding available for future improvements.
4. **\$800,000 in pedestrian grants** creates an opportunity for new sidewalks and paths.
5. **Community quality-of-life issues** (noise, parking, traffic) are becoming more prominent as density increases.
6. Several **policy updates may be required**, particularly regarding noise and residential vehicle use.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

March 12, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

PRESENT: Councilpersons Camara, Grant, Koss, Martin, Paessun, Pinter

ALSO IN ATTENDANCE: Mayor Southard, Chief Delp, Planner Fischer, Attorney Joe Bachelor (for Jesse Shamp)

Pledge of Allegiance

Minutes

MOTION TO APPROVE 2/26/26 Committee as a Whole Minutes

Motion made by Camara, Seconded by Pinter.

Voting Yea: Martin, Paessun, Pinter, Camara, Grant, Koss

MOTION TO APPROVE 2/26/26 Council Meeting Minutes

Motion made by Camara, Seconded by Koss.

Voting Yea: Paessun, Pinter, Camara, Grant, Koss, Martin

MOTION TO APPROVE 3.5.26 Council Work Session Minutes

Motion made by Koss, Seconded by Pinter.

Voting Yea: Pinter, Grant, Koss, Martin, Paessun

Voting Abstaining: Camara

Village Official Reports

Police - Chief Matt Delp

Report in Packet-nothing to add

Fiscal Officer - Jeffrey Wilcheck

Discussion held during CAW meeting regarding annual report, capital projects

Engineer - Mike Flickinger

Mayor Southard reviewed Task Orders regarding the Maintenance Building, Minerva Lake Rd., Kilbourne Run Erosion and Valley Rd. reconstruction

Legal - Jesse Shamp (Joe Bachelor)

Working on Noise Ordinance, will begin research on street parking and commercial vehicles.

Village Planning - Eric Fischer

Preparing RFQ for engineering firm to help with possible pathway/sidewalk projects.

Zoning Officer - John Canty has been out for the month of February.

Working on permits remotely.

Planning & Zoning - Tommy Grant

Will meet 3/18-topics to include ADU's and possible rezoning of Cleveland Ave. commercial area.

MPCA - Jason Camara

Membership up to 130; MinervaFlora will resume invasive removal this spring-they requested that the Village purchase mulch for the Mary Yost Garden (procedure from previous years to be used); Spring Fling 4/11; Arts in the Park 6/6.

Committee as a Whole Report

Finance-Tony Pinter Safety-Cathy Paessun Legislation-Tommy Grant

Finance held a meeting 3/10: review of annual report and capital projects.

Safety-concerns shared about street parking.

Legislation-review of agenda items.

Other Committee as a Whole Items

Working with Engineer to speed up progress on Kerwood/N. Lake Ct. water line issues, and other projects.

Miller Landscaping has begun work for 2026-looks great so far!

Pool memberships are now available! Last day for discounts is April 30; pool meetings re opening & procedures to be scheduled.

Mayor's Report

An MS4 audit (re stormwater) was recently held-a requirement to include and update residents on village projects. Mayor Southard encourages keeping grass clippings out of the streets, and picking up after pets.

Mayor Southard encourages residents to wear reflective gear when walking between dusk and dawn.

Citizen Comments - None**Legislation****MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR ORD 2026-02**

Motion made by Grant, Seconded by Camara.

Voting Yea: Koss, Martin, Paessun, Grant, Pinter, Camara

MOTION TO APPROVE ORDINANCE 2026-02 Supplemental Appropriations

AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026 (1st reading - intent to suspend the rules requiring 3 readings)

Motion made by Grant, Seconded by Camara.

Voting Yea: Koss, Martin, Paessun, Grant, Pinter, Camara, Grant

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR ORD 2026-03

Motion made by Grant, Seconded by Camara.

Voting Yea: Martin, Paessun, Grant, Pinter, Camara, Koss

MOTION TO APPROVE ORDINANCE 2026-03 Establishment of Sidewalk/Pathway Fund

AN ORDINANCE TO ESTABLISH THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Pinter.

Voting Yea: Paessun, Pinter, Camara, Grant, Koss, Martin

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RES 2026-04

Motion made by Grant, Seconded by Camara.

Voting Yea: Pinter, Camara, Koss, Martin, Paessun, Grant

MOTION TO APPROVE RESOLUTION 2026-04 Grant Acceptance

A RESOLUTION AUTHORIZING THE MAYOR EXECUTE A GRANT AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR THE CAPITAL IMPROVEMENT COMMUNITY PARK, RECREATION/ CONSERVATION PROJECT AND DECLARING AN EMERGENCY (1st Reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Koss.

Voting Yea: Camara, Grant, Koss, Martin, Paessun, Pinter

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RES 2026-05

Motion made by Grant, Seconded by Camara.

Voting Yea: Grant, Koss, Martin, Paessun, Pinter, Camara

MOTION TO APPROVE RESOLUTION 2026-05 Transfer of Funds

A RESOLUTION AUTHORIZING THE TRANSFERS OF FUNDS AND DECLARING AN EMERGENCY (1st reading - intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Camara.

Voting Yea: Koss, Martin, Paessun, Pinter, Camara, Grant

Old Business**Maintenance Building Update**

Gas lines are in, working to confirm availability of 220 service for power tools.

New Business**Street Parking**

Discussed earlier in the meeting.

Pool Survey

A resident survey regarding the pool has been developed by Councilperson Paessun and Pete DiSalvo. A copy will be sent to council for review and comment. Upon approval, the hope is to get it sent out in April.

Council President Camara expressed his thanks to Councilperson Grant for his work on behalf of the residents at 3219 Minerva Lake Rd. Councilperson Grant then thanked Roto Rooter for doing the right thing by these residents.

Adjourn

Motion made by Camara, Seconded by Koss.

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

Executive Summary: Village Council Work Session – April 2, 2026

In Attendance: Councilpersons Grant, Pinter, Paessun, Martin, and Camara

Also in attendance: Mayor Southard, and Attorney Jesse Shamp

1. MPCA Storage Container Agreement

- The Village and MPCA (community association) discussed relocating a **shipping container** behind the maintenance building for MPCA storage.
- Key agreed terms:
 - Village will fund **site preparation (pad), relocation, and future electrical installation**.
 - MPCA will have **exclusive access (lock/key control)**.
 - MPCA can **inspect and select** the preferred container (condition matters—must be watertight).
 - Container will likely be **painted and visually mitigated**.
- Legal considerations:
 - Proposed structure: MPCA effectively **owns/controls the container**, with a **land-use agreement**.
 - If MPCA dissolves or abandons use, ownership may **revert to the Village**.
 - Need to confirm compliance with **bond funding restrictions**.
- Additional considerations:
 - Placement must comply with **setback/property line constraints**.
 - Future **security (cameras, possible fencing)** and **landscaping** not yet finalized.
- Action:
 - Draft a **formal agreement/lease** outlining terms and partnership expectations.

2. MPCA–Village Partnership Formalization

- Discussion on formalizing the **relationship between MPCA and the Village**.
- Rationale:
 - Address public perception regarding **fee waivers** for MPCA.
 - Clarify MPCA's role as a **partner supporting Village activities** (already stated in its charter).
- Action:
 - Develop a **written agreement** to formalize roles, benefits, and expectations.

3. Liquor Law Ballot Initiative

- Revisited effort to allow **expanded alcohol sales** (beer, wine, liquor, Sundays).
- Challenges:
 - Requires **300–400+ signatures** per issue.
 - Signature thresholds tied to **gubernatorial election turnout**.
- Strategy:

- Target **summer events** (Arts in the Park, Family Fun Night, pool attendance) to gather signatures.
- Begin collection **after May primary**.
- Complexity:
 - Rules depend on **tax districts and historical “wet/dry” designations**, not just Village boundaries.
- Consensus:
 - Still seen as important for **economic development and attracting businesses**.

4. Newsletter Vendor Issues

- Ongoing problems with current vendor (billing errors, lack of transparency, limited design flexibility).
- Concerns:
 - **Unclear cost breakdowns**.
 - Administrative burden resolving payment disputes.
 - Limited control over **layout/design quality**.
- Action:
 - Explore **alternative vendors** (local/regional print shops).
 - Evaluate **cost vs. service quality**.
 - Consider bringing **design in-house**.

5. Pool Strategy & Community Survey

- Council reviewing a **resident survey** about pool usage, preferences, and future investment.
- Key adjustments:
 - Refine questions to avoid:
 - Leading residents toward **tax/fee discussions prematurely**.
 - Asking questions that could **undermine future decisions**.
 - Focus on:
 - Usage patterns
 - Feature priorities
 - Willingness to support via **donations/fundraising (not taxes)**
- Additional ideas:
 - Explore **donor funding / foundation model** for long-term support.
- Concern:
 - Avoid asking questions that could produce results that **conflict with planned direction**.

6. Pool Replacement vs. Repair Debate (Major Topic)

- Current pool:
 - **63 years old**, beyond typical lifespan (~50 years).
 - Structural concerns: deteriorating steel walls, leaks, outdated systems.

- Increasing maintenance burden and operational risk.
- Key debate:
 - **Replace vs. repair**
 - Administration and consultants strongly favor **replacement**.
 - Some council members want a **third-party engineering assessment (\$17K)** before committing.
- Financial considerations:
 - Estimated project cost: **~\$3–3.5 million**.
 - Additional **\$250K design cost** seen as a major concern.
 - Recent **\$500K grant was denied**, but future opportunities exist.
- Risks identified:
 - Spending on design without proceeding (“**money on the shelf**” concern).
 - Escalating costs if delayed.
 - Potential **pool failure** if no action taken.
- Consensus direction:
 - Reopen discussions and:
 - Issue a **new RFQ** for design/build options.
 - Seek **external input from other municipalities**.
 - Explore **scaled-down options** if needed.

7. Pool Operations & Concessions

- Concession stand operated at a **loss** due to:
 - Labor costs
 - Low sales on certain days
 - Inventory waste
- Proposed improvements:
 - **Reduce operating hours/days** (focus on peak times).
 - Use **weather-based scheduling**.
 - Improve product selection and pricing.
 - Limit inventory and avoid overstock.
- Strategic view:
 - 2026 is likely a “**final test year**” before deciding long-term approach.
- Additional ideas:
 - Special events (e.g., **opening weekend promotions, community cookouts**).
 - Increase engagement to drive pool usage.

8. Village Administrator Proposal

- Renewed discussion on hiring a **professional Village Administrator**.
- Rationale:
 - Increasing complexity of projects (infrastructure, compliance, grants).
 - Heavy reliance on consultants and legal counsel.
 - Need for **technical expertise and continuity**.

- Benefits:
 - Potential **cost savings through better oversight**.
 - Reduced burden on elected officials.
- Considerations:
 - Hiring timeline (possibly **end of mayor's term with overlap**).
 - Importance of selecting the **right candidate**.
- General sentiment:
 - Growing support, but requires further discussion and planning.

9. Additional Operational Topics

- Upcoming:
 - **Sidewalk project design and bidding**
 - **Phantom Fireworks permit adjustments**
 - Continued infrastructure planning (roads, sewers, lakes)
- General theme:
 - Village is managing **multiple simultaneous capital projects**, increasing need for structured oversight.

Key Takeaways

- The Village is at a **critical decision point** on major capital investments, especially the pool.
- There is strong emphasis on:
 - **Fiscal responsibility**
 - **Transparency**
 - **Long-term planning**
- Organizational capacity is becoming a constraint, driving interest in a **Village Administrator role**.
- Several initiatives (liquor laws, partnerships, amenities) aim to **enhance community engagement and economic development**.

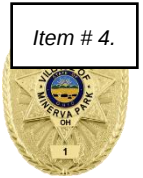
Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Monday, April 6, 2026

TO: Mayor, Council

FR: Chief Matt Delp

RE: **Chief's Report for March 2026**

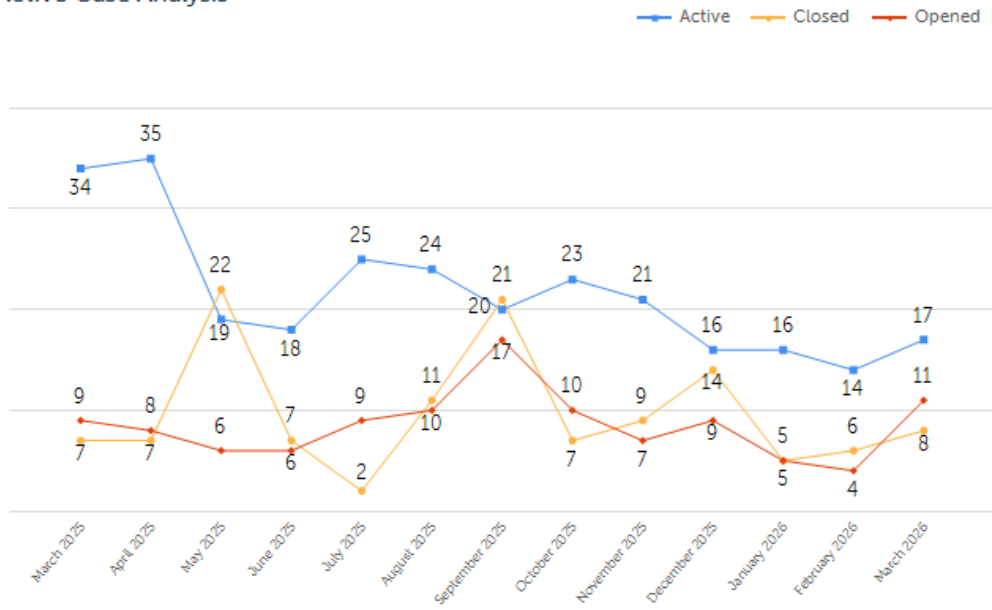
Madame Mayor and Members of Council,

There were no significant incidents to report for March. Spring Break passed smoothly, and our team remained proactive in upholding traffic safety throughout the village.

The following pages contain the vital statistics for police activity.

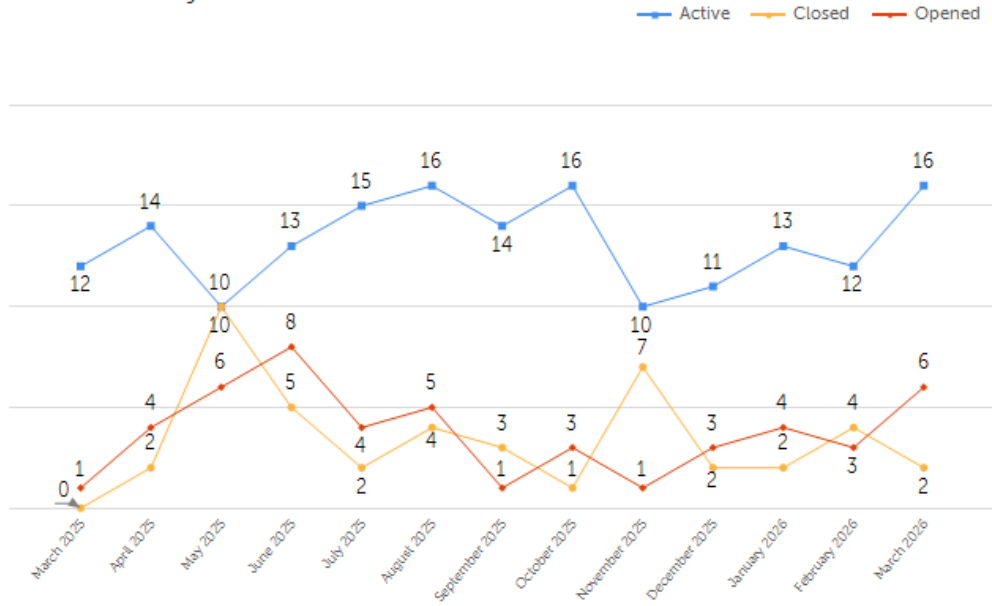
	MAR 2026	Previous Year	Difference
Traffic Stops	84	30	54
Citations Issued	27	6	21
Police Reports	11	12	1
Active Cases	17	31	14
Calls for Service	331	352	21

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



For reports taken between 3/1/2026 and 3/31/2026 for all case types

Case Subtype	Cases	%
Assault	1	5.88 %
Complaint	4	23.53 %
Domestic Violence	1	5.88 %
Larceny/Theft	1	5.88 %
Miscellaneous	2	11.76 %
Person in Jeopardy	1	5.88 %
Rape	1	5.88 %
Traffic Stop	5	29.41 %
Vehicle Crash	1	5.88 %
Total	17	100.00 %

Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	6	6	12	0
Breaking and Entering	0	0	0	0
Burglary	1	0	1	0
Complaint	5	40	40	5
Counterfeiting/Forgery	0	0	0	0
Destruction/Damage/Vandalism	1	4	5	0
DOA - Unknown	0	1	1	0
DOA-Suicide	0	0	0	0
Domestic Violence	3	7	9	1
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	8	20	22	6
Menacing	1	0	1	0
Miscellaneous	0	2	1	1
Motor Vehicle Theft	3	2	5	0
Person in Jeopardy	0	2	2	0
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	0	9	9	0
Property in Jeopardy	0	0	0	0
Protection Order	1	0	1	0
Rape	0	1	0	1
Request for Assistance	1	1	1	1
Robbery	1	0	1	0
Sexual Assault	0	2	1	1
Shooting	0	0	0	0
Traffic Stop	0	0	0	0
Unspecified Call	1	4	5	0
Warrant	2	1	2	1
Total	34	102	119	17

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Subject	Project Updates for Council	Project Name	Village Engineering Services
Attention	Honorable Tiffany Southard, Mayor	Project No.	690666
From	Michael J. Flickinger, P.E.		
Date	April 8, 2026		
Copies to	File		

Task Order No. 30: Maintenance Building

- We continue working with the contractor on construction items, including reviewing pay requests, certified payroll reports, RFIs, and general coordination including revising permitting documents to address as-built changes.

Task Order No. 38: 2025 Roadway Improvements – Construction Services

- Minerva Lake Road
 - o We coordinated with the contractor on scheduling the remaining work, primarily striping and the proposed retaining wall.
 - o We began coordinating with AT&T regarding some infrastructure that needs to be relocated to allow the contractor to finish the sidewalk.
- Northland Plaza Drive
 - o No change from last update.

Task Order No. 39: Kilbourne Run Erosion Mitigation

- We continued preparing the final technical memorandum (TM) based on the alternatives meeting. We anticipate submitting the final TM on or about 04/17.

Task Order No. 40: Valley Road Reconstruction and Utility Improvements

- Detailed design for this project is currently on hold pending coordination with the swim club design professional so that utility improvements – specifically sanitary sewer and storm sewer – can be coordinated with the Valley Road project to meet the needs of the improved facility.

Task Order No. 41: North Lake Court Roadway and Utility Improvements

- Detailed design for this project is intended to align with Task Order No. 40 so they can be bid together to have a larger project to encourage additional bidders.
- We began preliminary work on the project, including setting up files for project delivery.

Permit Report - Current Month

Generated by Zoning Code Enforcement Officer on 03/31/2026 03:00 PM

Record Count : 7

Permit Type	Status	Date of Application	Local Permit No.	Property Address
ACCESSORY STRUCTURE (1)	Approved	03/03/2026	PIP-04-2026	2935 GREEN LINE WY
DOOR REPLACEMENT (1)	Approved	03/06/2026	PIP-05-2026	4863 BLACK SYCAMORE DR
FENCE (1)	Approved	03/06/2026	F-01-2026	2785 WILDWOOD RD
PLUMBING (2)	Approved	03/24/2026	P-04-2026	2500 MAPLEWOOD DR
	Approved	03/16/2026	P-03-2026	3050 WOLFBIRCH DR
RIGHT OF WAY (2)	Approved	03/04/2026	ROW-02-2026	2690 LAKEWOOD DR
	Approved	03/16/2026	ROW-03-2026	2717 WILDWOOD RD

Violation Report - MARCH 2026

Record Count : 4

Violation Date	Date Resolved	Subject	Mode
03/31/2026		DUMPSTER SCREENING	MAILED
03/25/2026		DUMPING IN RESERVE	MAILED
12/30/2025	03/23/2026	INOPERABLE VEHICLE	MAILED

ORDINANCE 2026-04

**AN ORDINANCE REVISING EXHIBIT A OF ORDINANCE 14-2024: SETTING POLICY FOR
PRICING OF CONCESSIONS, SPECIAL EVENT ADMISSIONS, AND OTHER
ITEMS SOLD AT THE MINERVA PARK POOL AND DECLARING AN
EMERGENCY**

WHEREAS, the Village of Minerva Park operates the Minerva Park Pool with a concession stand; and

WHEREAS, the Village Council desires to establish a policy for pricing of concessions, special event admissions, and other items sold at the Minerva Park Pool.

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

Section 1: Pricing for concessions, special event admission, and other items sold at the Minerva Park Pool shall be set by the administration in a manner to cover expenses and shall be approved by the Mayor.

Section 2: Discounts must be specified and approved by Council prior to being offered as listed in Exhibit A.

Section 3: It is hereby found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that any and all deliberations of this Council and any of its committees that resulted in such a 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: Exhibit A will be revised to only include an employee discount often per cent (10%) a fifty per cent (50%) discount at the end of pool season for the concession stand.

Section 4: Council declares this to be an emergency measure necessary for the health, safety and welfare of the residents of Minerva Park such that the policy can be put in place immediately for the 2026 pool season. As such, this Ordinance shall take effect immediately upon passage.

First Reading: April 9, 2026
Second Reading: April 23, 2026
Third Reading: May 14, 2026
Passed: May 14, 2026

Tiffany Southard, Mayor

ATTESTS

APPROVED AS TO FORM

Jeffrey Wilchek, Fiscal Officer

Jesse Shamp, Solicitor

ORDINANCE 2026-04 POOL PRICING EXHIBIT - A

Discount Name	location	options	amount
Employee Discount	Concessions		10%
All Products	All	End of Season	50%

RESOLUTION 2026-06

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE, AND TO DECLARE AN EMERGENCY

WHEREAS, the Village of Minerva Park ("Village") consolidated fees into a comprehensive fee schedule ("Minerva Park Fee Schedule") pursuant to Resolution 2014-14; and

WHEREAS, the Village now wishes to amend and revise the Minerva Park Fee Schedule; and

WHEREAS, the Village also repeals Resolution 2023-10 which tied fee increases to an annual rate of inflation; and

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

- Section 1.** The Minerva Park Fee Schedule is hereby amended and revised as reflected in Exhibit A attached hereto and made a part hereof.
- Section 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.
- Section 3.** All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.
- Section 4.** 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 revise the fee schedule to allow for correct processing of fees. WHEREFORE, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: April 9, 2026
 Second Reading: April 23, 2026
 Third Reading: May 14, 2026
 Passed: May 14, 2026

ATTEST:

APPROVED AS TO FORM:

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

VILLAGE OF MINERVA PARK FEE SCHEDULE REV 2025-16 7/25		
RESIDENTIAL		
SINGLE FAMILY RESIDENTIAL	\$450	\$350/UNIT ADDTL.
MULTI-FAMILY RESIDENTIAL	\$1,000	
ACCESSORY STRUCTURE PERMIT	\$100	
ADDITION/REMODELING PERMIT	\$100	
ALTERNATIVE ENERGY PERMIT	\$50	
DECK PERMIT	\$25	
DRIVEWAY/SIDEWALK/CURB PERMIT	\$25	
FENCE PERMIT	\$25	
HOME OCCUPATION PERMIT	\$30	
OCCUPANCY PERMIT	\$150	
PATIO PERMIT	\$25	
PLUMBING PERMIT	\$135	
PLUMBING EACH FIXTURE	\$20	
POD/TEMPORARY STORAGE PERMIT	\$25	
STORAGE BLDG/SHED PERMIT	\$25	
SWIMMING POOL/SPA PERMIT	\$50	\$100 IN GROUND
CHICKEN/DUCK/RABBIT	\$25	
DEMOLITION (STRUCTURES OVER 200 FT ²)	\$150	
APPEAL	\$100	
VARIANCE	\$50	
CONDITIONAL USE	\$400	
REZONING/AMENDING MAP	\$1,500	
REINSPECTION FEE	\$75	
AMENDMENT TO PLAN	\$50	
RESUBMISSION FEE	\$50	
LATE SUBMITTALS	\$50	
COMMERCIAL		
PLUMBING PERMIT	\$135	
PLUMBING EACH FIXTURE	\$40	
0-3,000 FT ² BUILDING	\$700	
3,001-9,999 FT ² BUILDING	\$1,500	
OVER 10,000 FT ² BUILDING	\$1,500	\$500 PER FT ² INCREMENT
ADDITION	\$400	
EXTERIOR MAINTENANCE/CHANGE OF MATERIALS	\$100	
FENCE	\$200	
CONDITIONAL USE	\$400	
COMMERCIAL SIGNS		
25 FT ² OR LESS	\$150	
OVER 25 FT ²	\$250	
SIGN FACE CHANGE	\$75	

ENGINEERING REVIEW		
RIGHT OF WAY PERMIT	\$500	* UP TO 2 HOURS
FLOODPLAIN DEVELOPMENT PERMIT	\$400	
NUMBERING (PER UNIT)	\$25	
VILLAGE ADMINISTRATIVE FEES		
ADMINISTRATIVE FEES FOR GRASS CUTTING	\$150/\$350/\$500	
SERVICE FEE FOR GRASS CUTTING	PER CONTRACTOR	
FOLDING CHAIR RENTAL	\$2	PER CHAIR
BLACK/WHITE COPIES	\$0.10	
COLOR COPIES	\$0.25	
FLASH DRIVE	\$3	
RECORDS RETRIEVAL FROM OFF-SITE STORAGE	\$28	PER DELIVERY
COMMUNITY ROOM RENTAL/CLEANING/DEPOSIT	\$300 FEE	\$300 DEPOSIT
POOL RENTAL (RESIDENT MEMBER)	\$250	\$100 ADDITIONAL HOU
POOL RENTAL (NON-RESIDENT MEMBER)	\$350	
PUBLIC SAFETY FEES		
POLICE REPORT (PER PAGE)	\$0.10	
SPECIAL DUTY OFFICER (PER HOUR)	\$65	
SPECIAL DUTY CRUISER (ADDITIONAL PER HOUR)	\$35	
VIDEO REDACTION FEE	\$75	PER HOUR
SOLICITATION REGISTRATION FEE	\$60	
PEDDLER REGISTRATION FEE	AT DISCRETION OF MAYOR	
MOBILE ICE CREAM VENDOR	AT DISCRETION OF MAYOR	
BLOCK PARTY	\$0	PERMIT REQUIRED
ASSEMBLY/PARADE	\$10	
SHORT TERM RENTAL REGISTRATION FEE	\$250	
GOLF CART INSPECTION	\$25	
DEVELOPMENT FEES-NEW BUILD		
LOT SPLIT	\$250	
PUBLIC USE FEE (PARKS & REC-PER UNIT)	\$500	
PRELIMINARY PLAT REVIEW	\$1,000	\$100 PER UNIT/LOT ADDTL.
FINAL PLAT REVIEW	\$1,000	\$100 PER UNIT/LOT ADDTL.
		OR \$50 PER PARTIAL ACRE/FULL ACRE SUBDIV.
SEWER TAP FEE	\$7,588	
OVER 2 INCHES		%0-75 OF CITY OF COLUMBUS FEES
STORM SEWER FEE (PER REDIENTIAL HOME)	\$1,000	
STORM SEWER FEE (PER COMMERCIAL STRUCTURE)	10% OF THE MINERVA PARK WATER FEES	
WATER TAP FEE 3/4 INCH	\$2,749	
WATER TAP FEE 1 INCH	\$3,914	

WATER TAP FEE 1 1/2 INCH	\$6,839	
WATER TAP FEE 2 INCH	\$10,326	
WATER TAP FEE OVER 2 INCHES	50-75% OF CITY OF COLUMBUS FEES	
FINANCE CHARGES		
THE VILLAGE RESERVES THE RIGHT TO ASSESS INTEREST CHARGES AT THE CURRENT PRIME RATE ON		
INVOICES/FEES NOT PAID AFTER THIRTY (30) DAYS		
RETURNED ITEM/INSUFFICIENT CHECK	\$50	OR ACTUAL COST
STOP PAYMENT REQUEST/LOST CHECK	\$50	OR ACTUAL COST
UNSCHEDULED FEES		
FEES MAY BE DETERMINED BY THE MAYOR FOR ITEMS NOT SPECIFIED IN THIS FEE SCHEDULE		
AND MAY RANGE FROM \$10 - \$500		
*SPECIAL PROJECTS FEES		
SPECIAL PROJECTS THAT INVOLVE THE VILLAGE ROV AND/OR VILLAGE LAND MAY REQUIRE ADDITIONAL		
REVIEW AND INSPECTION FEES AND WILL BE ASSESSED ON A CASE-BY-CASE BASIS. A QUOTE WILL BE		
PROVIDED TO THE RESIDENT LANDOWNER PRIOR TO MOVING FORWARD WITH THE REVIEW.		
FEES WILL BE THE ACTUAL COST OF THE SERVICES AND MUST BE PAID UP FRONT PRIOR TO		
THE REVIEW COMMENCING		