



Village Council Regular Meeting

January 29, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Confirmation of Appointment of Planning & Zoning Chair

1. Confirmation of Mayor's appointment of Tommy Grant as Chair of the Planning & Zoning Commission for 2026.

Minutes

2. MOTION TO APPROVE 1.15.26 Committee as a Whole Minutes
3. MOTION TO APPROVE 1.15.26 Council Meeting Minutes
4. MOTION TO APPROVE 1.20.26 Pool House Work Session Minutes

Committee as a Whole Report

Citizen Comments

Legislation

5. MOTION TO APPROVE RESOLUTION 2025-35 Pool Renovations
A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL RENOVATION/IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY (3rd reading-intent to pass as emergency for the project to remain on schedule)
6. MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RESOLUTION 2026-01
Reason for emergency language: retain value of cruiser and sell it as soon as possible.
7. MOTION TO APPROVE RESOLUTION 2026-01
A RESOLUTION DECLARING A DECOMMISSIONED POLICE CRUISER AS SURPLUS PROPERTY AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO DISPOSE OF THE PROPERTY BY SALE, AND DECLARING AN EMERGENCY (2nd reading-intent to suspend the rules requiring 3 readings and pass as an emergency)

Old Business

New Business

Adjourn

Executive Summary – Committee as a Whole Meeting (January 15, 2026)

Meeting Start: 6:34 p.m.

Purpose: Work session to review pending legislation, discuss committee assignments, and address new business items prior to the 2026 organizational session.

1. Charter Commission Ordinance (2025-23)

- **Purpose:** To place the question of establishing a Charter Commission on the ballot and select commission members.
 - **Key Discussion Points:**
 - The ordinance will combine two ballot questions: whether to form a Charter Commission and who should serve on it.
 - The petition filing deadline is **February 17, 2026**, leaving limited time for candidates to collect signatures.
 - **Action:** Council agreed to **amend the ordinance to include an “emergency” clause** to ensure immediate enactment and give candidates sufficient time to file.
 - **Transparency Concerns:**
 - Members emphasized the need to publicly announce and advertise the opportunity to serve on the commission through the village newsletter and website.
 - Consensus that failure to communicate broadly could undermine public trust.
 - Suggestion: include a QR code linking to an FAQ page for interested residents.
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2. Pool Renovation Project

- **Overview:** Discussion on legislation to move forward with pool renovation design and bid processes.
 - **Key Points:**
 - Consideration of **consulting Tim Patterson**, a local pool builder who worked on the baby pool, before finalizing architectural contracts.
 - Concerns raised about:
 - **Conflict of interest** if Patterson both designs and bids on the project.
 - **Transparency** and fair competition during bidding.
 - **Decision:** Table the vote for two weeks pending consultation with the village solicitor and construction group.
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3. Police Department Oversight Resolution (2025-36)

- **Purpose:** To define council oversight in police hiring and personnel decisions.

- **Action: Postponed** for further review and policy alignment between the handbook and ordinance.
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4. Sale of Decommissioned Police Cruiser (2026-01)

- **Summary:** Ordinance to sell a decommissioned cruiser deemed surplus property.
 - **Details:**
 - Vehicle recently received a new engine under warranty but has significant body wear.
 - Multiple sales options discussed: trade-in, auction, or sale to another agency.
 - **Emergency clause justified** to expedite sale and recover funds promptly.
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5. Tax Renewal Levy (2026-02)

- **Purpose:** Renewal (not increase) of an existing 3.2-mill levy, effective for tax year 2025/collection year 2026.
 - **Discussion:**
 - Levy expected to generate **\$144,478** annually.
 - Actual effective rate now **~1.5 mills** due to reduced millage over time.
 - Renewal preserves a **12.5% state homestead rollback credit** for residents.
 - **Outcome:** Council supported renewal as financially stable for the village and beneficial to taxpayers.
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6. Finance and Audit Update

- **Finance Director Report:**
 - 2025 annual report **90% complete**; audit scheduled for **mid-February 2026**.
 - Village preparing to officially close 2025 accounts.
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7. Committee Assignments and Meeting Structure

- **Committee Memberships:**
 - General preference to maintain current assignments.
 - Councilman JP requested continued involvement in Parks & Recreation due to pool-related initiatives.
 - **Meeting Scheduling Debate:**
 - Discussion on the **redundancy** of holding multiple meetings covering the same topics (committee, work session, council).
 - Consensus to continue **Committee as a Whole at 6:30 p.m.**, emphasizing efficiency and inclusivity.
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8. Income Tax Enforcement (RITA)

- **Status:**
 - Restart of **subpoena program** for non-filers delayed during holidays.
 - Approximately **20% of village households** had not filed returns.
 - Many initial notices were returned undelivered; the next round of subpoenas scheduled for **late January**.
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9. Community Center Rental Fee Concerns

- **Resident Feedback:**
 - Complaint received about **\$600 total rental cost** (\$300 fee + \$300 refundable deposit).
 - Concerns over accessibility and fairness for residents.
 - **Council Discussion:**
 - Fees reflect actual maintenance and staffing costs; not intended for profit.
 - Comparisons made to market rates (e.g., private venues charging similar or higher fees).
 - Suggestions for improvement:
 - Reassess refundable deposit process to avoid excessive upfront charges.
 - Explore credit card “hold” system rather than upfront deposit.
 - **Next Step:** Finance and administrative staff to explore alternative payment handling options.
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10. Other Business

- **Pool Memberships:** New tracking system provides weekly updates.
- **Resident Tax Issues:** Confirmed consistent enforcement—no exceptions to penalties or interest to avoid setting precedent.
- **Public Perception:** Council agreed on the importance of maintaining transparency and consistency in communication.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

Item # 3.

January 15, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

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

ALSO IN ATTENDANCE: Mayor Southard, Fiscal Officer Wilcheck, Law Director Shamp, Planner Fischer, Chief Delp

Pledge of Allegiance

Council Organizational Session

Election of Council President; committee assignment review

Nomination for Jason Camara to serve as Council President for 2026 made by Martin, Seconded by Koss.

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

Committee assignments will remain as they were in 2025.

Minutes

MOTION TO APPROVE 12/11/25 Committee as a Whole Minutes

Motion made by Council President Camara, Seconded by Pinter.

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

MOTION TO APPROVE 12/11/25 Council Meeting Minutes

Motion made by Paessun, Seconded by Council President Camara.

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

MOTION TO APPROVE 12/17/25 Council Pool House Work Session Minutes

Motion made by Koss, Seconded by Paessun.

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

MOTION TO APPROVE 1/8/26 Council Work Session Minutes

Motion made by Martin, Seconded by Paessun.

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

Village Official Reports

Police - Chief Matt Delp: Report in Packet: responded to a resident in need this evening; citations were issued during last snow event; Councilperson Koss reported an increase in police presence; concerns remain about exiting Jordan Rd. onto Cleveland Ave. "Do Not Block Intersection" to be purchased and posted near this intersection. Councilperson Camara requests a study to see if this area has increased in traffic over the past year.

Village Official Reports (continued)

Fiscal Officer - Jeffrey Wilcheck: Closing out 2025; annual report should be finished by the end of January; audit is scheduled for Mid-February; subpoenas to be sent out to Income Tax Non-Filers.

Engineer - Mike Flickinger: Mayor reviewed Task Orders regarding the Maintenance Building, Road Project, Erosion and Valley Rd. projects.

Legal - Jesse Shamp: Frost, Brown, Todd has merged with Gibbons; email should be going through (report any problems).

Village Planning - Eric Fischer: Met with Toole Engineers re sidewalks.

Zoning Officer - John Canty : Report in Packet.

Planning & Zoning - Tommy Grant: 1st meeting of 2026 to be held 1/12/26 @ 7PM.

MPCA - Jason Camara: January meeting was cancelled.

Committee as a Whole Report

Local Waste reports that they will be monitoring recycling pick-up-particularly in the Jordan Rd. area.

Mayor's Report

Several Meetings are coming up (Pool House Work Session, Planning & Zoning, Rec & Parks); lots in the works for 2026!

Citizen Comments

Jean Rickly of Minerva Lake Rd. shared her concerns regarding a sewer leak at her home in November. Based on correspondence shared, the family believes that Strawser Paving (and ultimately the Village) are responsible for the leak, and therefore should reimburse them for costs they incurred because of the leak.

Council and legal are reviewing provided documents.

Legislation

ORDINANCE 2025-23 Charter Commission

AN ORDINANCE PURSUANT TO ARTICLE XVIII §8 OF THE OHIO CONSTITUTION SUBMITTING TO THE ELECTORS OF THE VILLAGE OF MINERVA PARK THE QUESTIONS OF WHETHER A COMMISSION SHALL BE CHOSEN TO FRAME A MUNICIPAL CHARTER AND WHO SHALL BE THE COMMISSION MEMBERS FOR THE VILLAGE OF MINERVA PARK (2nd Reading)

Motion to amend ORD 2025-23 to include emergency language made by Grant, Seconded by Council President Camara.

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

Motion to suspend the rules that require 3 readings for ORD 2025-23 made by Grant, seconded by Koss

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

Legislation (continued)

Motion to approve ORD 2025-23 as amended made by Grant, Seconded by Council President Camara.

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

MOTION TO APPROVE RESOLUTION 2025-35 Pool Renovations

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL RENOVATION/IMPROVEMENT PROJECT AND DECLARING AN EMERGENCY (3rd Reading)

Motion to Postpone RES 2025-35 until 1/29/26 made by Council President Camara, Seconded by Koss.

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

MOTION TO APPROVE RESOLUTION 2025-36 Council Hiring Oversight

A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK (3rd reading)

Motion to Postpone RES 2025-36 until 2/12/26 made by Martin, Seconded by Council President Camara.

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

Voting Nay: Koss

RESOLUTION 2026-01 Sale of Police Cruiser

A RESOLUTION DECLARING A DECOMMISSIONED POLICE CRUISER AS SURPLUS PROPERTY AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO DISPOSE OF THE PROPERTY BY SALE, AND DECLARING AN EMERGENCY (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency upon the 2nd reading)

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for RES 2026-02

Reason for suspension/emergency language: Filing deadlines with the Franklin County Board of Elections

Motion made by Grant, Seconded by Koss.

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

MOTION TO APPROVE RESOLUTION 2026-02 Certifying 3.2 Tax Renewal to BOE

A RESOLUTION SUBMITTING THE QUESTION OF A RENEWAL TAX LEVY FOR PURPOSES OF PROVIDING FOR THE CURRENT EXPENSES OF THE GENERAL FUND OF THE VILLAGE OF MINERVA PARK TO THE FRANKLIN COUNTY BOARD OF ELECTIONS AND TO DECLARE AN EMERGENCY (1st reading-intent to suspend the rules requiring 3 readings and pass as an emergency)

Motion made by Grant, Seconded by Koss.

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

Old Business

Council President Camara continued discussion regarding bridges on the pathways. He notes that some other parks use laminated wood bridges, and suggests that the Village investigate this as a cost saving measure.

New Business

Councilperson Koss brought up the desire that Council has for the Village to have a Charter. The question of the charter and who would serve on the commission will be on the May ballot. Residents are strongly encouraged to get involved (packets are available at the Board of Elections Office, and are due February 19). A community meeting is being planned to share more information.

Adjourn

Motion made by Council President Camara, Seconded by Koss.

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

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary – Pool House Work Session

- **Date & Time:** January 20, 2026, 7:03 PM
 - **Attendees:** Mayor Southard, Councilpersons Koss, Grant, Camara, and Pinter; Fiscal Officer Jeff Wilcheck; representatives from **Brandstetter Carroll** (project architects); and community members from the **MPCA**.
 - **Purpose:** Review and refine the proposed **Pool House design plan** following prior feedback, focusing on layout optimization, ADA compliance, aesthetics, cost control, and community engagement.
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1. Building Layout & Space Optimization

- The building design currently measures **~2,400 sq. ft.**, with a goal to **reduce to ~2,000 sq. ft.** for budget efficiency.
 - **Key Layout Elements:**
 - Central **breezeway** for pool access and ventilation.
 - **Office/check-in area** and **guard room** on the right side.
 - **Concessions area** with service windows facing both the pool and covered seating area.
 - **Concession storage** doubling as a **mechanical space** (includes water heater).
 - **Family restrooms** and **shared men's/women's restrooms**, all ADA accessible.
 - **Janitor/mechanical space** consolidated for efficiency.
 - **Restroom Design Feedback:**
 - Broader stalls to accommodate parents with children.
 - Inclusion of **changing tables** (standard and adult-sized).
 - Review of **plumbing chase** access for maintenance.
 - Confirmation that all sinks will meet **ADA accessibility standards**.
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2. Doors, Access, and Circulation

- Discussion of **door placement** to balance accessibility, aesthetics, and safety:
 - Overhead “man door” required for **egress** compliance.
 - Proposal to **simplify side access** with a single wider (3'-6") door.
 - Desire to avoid excess doors on the pool-facing façade to maintain a clean visual appearance.
 - Agreement to **revise breezeway gate** design to achieve an open, inviting entry compliant with Ohio Department of Health standards.
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3. Concession Area Design

- **Challenges:**
 - Limited wall space for refrigerators and freezers.

- Need to balance workflow with equipment placement.
 - **Solutions Proposed:**
 - Swap **hand sink** and **three-compartment sink** to free up wall space.
 - Consider **combo sink units** and **under-counter fridges** for efficiency.
 - Explore **outdoor beverage fridges** under service counters (noted as costly).
 - Evaluate **door placement** for equipment access w/o compromising aesthetics.
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4. Architectural Aesthetics & Materials

- **Design Style:** Mid-Century Modern inspiration.
 - **Proposed Materials & Finishes:**
 - Combination of **CMU block** with **lap siding** for textural variation.
 - Discussion on introducing **fiber cement siding** instead of wood for lower maintenance.
 - **Color palette ideas:** Sage green, teal, blue, orange, and tan to evoke a **tropical, summery aesthetic** while fitting Minerva Park's natural setting.
 - Consensus to **show multiple color/material options** to Council and the public before finalization.
 - **Additional Aesthetic Notes:**
 - Integrate a **larger “Minerva Park Pool” sign** and potential **textured backdrop** for visual interest.
 - **Roofing:**
 - Metal roof over restroom wing (minimum slope for drainage).
 - Membrane roof (TPO or similar) over concessions wing.
 - Preference for **white or light gray** roofs to reduce heat gain; avoid black.
 - **Windows:** High transom or awning windows for natural light and ventilation.
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5. Mechanical, Structural, and Cost Considerations

- **Square footage reduction** to be achieved mainly through layout tightening, not loss of function.
 - Ongoing collaboration with **structural engineers** to identify **most cost-effective framing and materials**.
 - Plumbing and electrical needs deemed “basic and fixed,” with limited cost flexibility.
 - Evaluation of **water heater placement** (ceiling-mounted suggested to free floor space).
 - Discussion of **roof structure and ventilation**, especially for unheated, open-ceiling areas.
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6. Community Engagement & Next Steps

- **Public Open House:** Planned for **early to mid-February 2026** to present color and material options for community feedback.

- Tentative dates discussed: **February 9th or 11th**, 6:30–7:00 PM start.
 - Brandstetter Carroll to prepare:
 - **Updated renderings and color/material boards.**
 - **Cost and structure refinement** based on updated design choices.
 - Possible **Teams review session** with Council prior to the open house.
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7. Overall Consensus

- Council and designers aligned on:
 - Maintaining **core layout** and **breezeway concept**.
 - Pursuing **cost savings** through minor size and material adjustments.
 - Balancing **modern style** with **community character**.
 - Presenting **multiple visual options** for final community input before final design approval.
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Key Takeaway

The Pool House project is progressing toward final design refinement, with clear attention to **functionality, accessibility, aesthetic cohesion, and fiscal responsibility**. The Council, design team, and community are collaboratively shaping a **modern, vibrant, and practical facility** reflective of Minerva Park's identity.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

RESOLUTION 2025-35
A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL
OFFICER TO ENTER INTO CONTRACT FOR DESIGN, BID
DOCUMENTS AND CONSTRUCTION OVERSIGHT FOR THE POOL
RENOVATION/IMPROVEMENT PROJECT AND DECLARING AN
EMERGENCY

WHEREAS, the Village of Minerva Park owns and operates the municipal pool which is in need of renovation and improvements; and

WHEREAS, the Village has contracted with Brandstetter Carroll, Inc for architectural and engineering work for the replacement of the bathhouse and the Village desires to contract with Brandstetter Carroll, Inc. for architectural and engineering work related to the pool renovations and improvements; and

WHEREAS, Brandstetter Carroll, Inc. is deemed to be the best and most experienced firm for the project.

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

Section 1. Council hereby awards a contract to Brandstetter Carroll, Inc for the design, preparation of bid document for construction and oversight of construction 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.

Section 2. The Cost for such services shall not exceed \$259,000, plus reimbursable fees.

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 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. 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 the project in order to remain on schedule for construction and meet the desired opening date for the pool. Wherefore, this Resolution shall take effect and shall be in force immediately upon passage by Council.

Tiffany Southard, Mayor

First Reading: November 20, 2025
Second Reading: December 11, 2025
Third Reading: January 29, 2026
Passed: January 29, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

RESOLUTION 2026-01

A RESOLUTION DECLARING A DECOMMISSIONED POLICE CRUISER AS SURPLUS PROPERTY AND AUTHORIZING THE MAYOR AND FISCAL OFFICER TO DISPOSE OF THE PROPERTY BY SALE, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park owns a 2021 Ford Explorer, bearing vin number 1FM5K8AB6MGA42843, that is no longer required for the operations of the Village, nor is it foreseeable that it will be used for Village purposes in the future; and

WHEREAS, Council desires to sell said surplus property.

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

- Section 1.** The Village-owned said decommissioned police cruiser is hereby declared to be surplus property not needed for the immediate or future needs of the Village.
- Section 2.** The Village of Minerva Park, pursuant to home rule powers vested in it by the Ohio Constitution and pursuant to Ohio Revised Code 721.15, hereby waives any applicable competitive bidding provisions with regard to disposal of surplus property and declares that it is in the best interest of the Village of Minerva Park to sell said cruiser via auction.
- Section 3.** The Mayor and Fiscal Officer are hereby authorized to perform all actions necessary to accomplish the sale of the cruiser.
- 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.** Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, and safety of this municipality, such emergency rising from the Village's immediate need to dispose of the surplus police cruiser to retain the value of said cruiser and ceasing the monetary expenditures related to retaining the surplus property. Wherefore, this resolution shall take effect and shall be in force upon its passage.

Tiffany Southard, Mayor

First Reading: January 15, 2026
Second Reading: January 29, 2025
Third Reading: Waived
Passed: January 29, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor