



Village Council Regular Meeting

August 14, 2025 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Minutes

- [1.](#) **MOTION TO APPROVE** 7/31/2025 Committee as a Whole Minutes
- [2.](#) **MOTION TO APPROVE** 7/31/25 Council Meeting Minutes
- [3.](#) **MOTION TO APPROVE** 8/7/2025 Council 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

Village Committee Reports

12. Finance - Tony Pinter
13. Safety - Cathy Paessun
14. Legislation - Tommy Grant

Mayor's Report

Citizen Comments

Legislation

- [15.](#) **ORDINANCE 2025-16** Shortcutting
AN ORDINANCE AMENDING SECTION 432.38 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK (1st reading)
16. **MOTION TO REMOVE FROM THE TABLE** RESOLUTION 2025-17
- [17.](#) **MOTION TO APPROVE** RESOLUTION 2025-17

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE,
AND TO DECLARE AN EMERGENCY (3rd reading)

Old Business

Pool

Maintenance Building

Roadway Project(s)

New Business

Adjourn

Meeting Overview: Committee as a Whole 7/31/2025 6:30 PM

Present were multiple council members, the Chief Officer, and Fiscal Officer Jeffrey Wilcheck. The session covered fiscal updates, legislation, infrastructure projects, parks and recreation maintenance, and facility concerns.

Key Agenda Items and Discussions

1. Pay and Compensation Ordinances (2025-14 & 2025-15)

- **Ordinance 2025-14:**
 - Focused on fixing a **pay discrepancy** affecting second and third shift **sergeants**.
 - The sergeant was mistakenly excluded from prior shift differentials.
 - The correction was recommended by the **mayor and police chief**.
 - Council agreed to pass this as an **emergency ordinance** so the sergeant receives corrected pay starting with the **August pay period**.
- **Ordinance 2025-15:**
 - Related to **infrastructure costs** for **Northland Plaza and 161 intersection** improvements.
 - Approximately **\$63,000** in expenses can now be charged to the **state highway fund**, which has accumulated over a decade and remained largely unused.
 - Discussion included whether this fund could be used for aesthetic improvements like lighting, but it was clarified that **state law limits usage strictly to highway-related expenses**.

2. Tabling of Resolution 2025-17

- Concerns a **fee structure change** and **deposit refund policies**.
- Council opted to **table** the resolution to allow more internal discussion, particularly on:
 - How to evaluate damages (e.g., carpet stains)
 - Who assesses them
 - Ensuring transparency in how deposits are returned.

Infrastructure & Maintenance Topics

3. Water Main Breaks and Street Repairs

- Another water main break was reported.
- If it's at a previously repaired location, the council may dispute paying again.
- Trees in the **right-of-way** were discussed — council agreed **not to reimburse** residents for removal to avoid setting a precedent.
- Some flooding concerns persist on **Park Lane Court**

4. Street Lighting

- Meeting planned with **engineer Mike Flickinger** to explore placing **intersection-only lights** (rather than full-street coverage) to improve pedestrian safety.

- Discussion included **billing confusion with AEP** and legacy lights still being charged to the village or residents.

Recreation & Parks: Facilities Concerns

5. Restroom Issues at the Pool

- Ongoing complaints about **unpleasant odors** and **standing water** in the women's restroom.
- Possible **broken pipe** suspected.
- Staff will **follow up with John**.

6. Pool Maintenance Concerns

- **Rusting ladders, structural deterioration, and aging infrastructure** were discussed at length.
- A ladder with **broken steps** was flagged as a safety risk.
- Council acknowledged the **bathhouse is in visible decline** and that 2026 may be its last season.
- RFP for **pool and recreation area renovation** is underway, with proposals expected by **late August**.

Themes and Recommendations

- **Proactive maintenance** is needed to avoid costly replacements.
- **Communication and transparency** with the community are important, especially around compensation and infrastructure plans.
- There's a growing push to **invest in long-term upgrades** to the pool and recreation areas rather than continual patchwork fixes.

Final Notes

- The meeting concluded with a call to **adjourn the work session**.
- There was general agreement across the council that **reactive maintenance needs to shift to proactive planning** as aging infrastructure becomes a pressing issue.



Village Council Regular Meeting

July 31, 2025 at 7:00 PM

2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

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

Also in attendance: Police Chief Delp, Fiscal Officer Wilcheck, Planner Fischer

Pledge of Allegiance

Minutes

MOTION TO APPROVE 7/17/25 Committee as a Whole Minutes

Motion made by Koss, Seconded by Paessun.

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

MOTION TO APPROVE 7/17/25 Council Meeting Minutes

Motion made by Koss, Seconded by Paessun.

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

Committee as a Whole Report

Streets - Stacey Koss: Minerva Lake Road Project beginning soon-updates shared when available; Water leak on Valley Rd. Village has reported-repair pending; Drainage issues continue on Park Lane Court-staff will investigate

Services - J.P. Martin: Queen's Table Food Truck 8/1 5-7 PM

Recreation & Parks - Jason Camara: RFP for Pool Bathhouse is out until late August-2 site visits have been held; request for more proactive maintenance at the pool-brief discussion held

Citizen Comments

None

Legislation

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORDINANCE 2025-13

Motion made by Paessun, Seconded by Koss.

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

MOTION TO APPROVE ORDINANCE 2025-13 Tree Trimming Height Code Amendment
AN ORDINANCE AMENDING SECTION 665.02 OF THE CODIFIED ORDINANCES
OF THE VILLAGE OF MINERVA PARK. (1st reading-intent to suspend the rules that
require 3 readings and pass as an emergency)

Motion made by Koss, Seconded by Paessun.

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

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORDINANCE
2025-14

Motion made by Grant, Seconded by Pinter.

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

MOTION TO APPROVE ORDINANCE 2025-14 Annual Compensation for 2025
AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER
OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK AND
DECLARING AN EMERGENCY (1st reading-intent to suspend the rules that require 3
readings and pass as an emergency)

Motion made by Grant, Seconded by Pinter.

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

MOTION TO SUSPEND THE RULES THAT REQUIRE 3 READINGS for ORDINANCE
2025-15

Motion made by Grant, Seconded by Pinter.

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

MOTION TO APPROVE ORDINANCE 2025-15 Supplemental Appropriations
AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE
CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR
2025 (1st reading-intent to suspend the rules that require 3 readings)

Motion made by Grant, Seconded by Pinter.

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

MOTION TO APPROVE RESOLUTION 2025-17 Revising Fee Schedule

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

Motion to TABLE RESOLUTION 2025-17 made by Grant, Seconded by Pinter.

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

Resolution tabled so that staff may have time to prepare procedures; intent to remove
from table and approve 8/14.

Old Business

Pool-refer to Rec & Parks Committee Report

Maintenance Building-Meeting held on site recently; expect work to begin soon

Road Projects-2025 project to begin mid August; Valley Road set for reconstruction

Spring 2026

New Business

Planner Fischer reports that a business will be coming to the 8/20 Planning & Zoning

Commission meeting for a Conditional Use Hearing for a new business at 5474

Cleveland Ave. Brief question/answer session regarding the business was held.

Adjourn

Motion to adjourn made by Council President Camara, Seconded by Koss.

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

Meeting adjourned at 7:37 PM

On August 7, 2025, at 7:04 PM, the Village Work Session began with all council members, the Mayor, Law Director and Planner in attendance.

The first part of the session focused on the village's policy for renting out its community building. The discussion opened with a report from the Administrative Assistant, Barb, who had researched rental policies in neighboring communities like Westerville, Canal Winchester, and Blendon Township. The findings showed that these communities have dedicated staff or maintenance teams to inspect facilities after events, with some paying maintenance teams up to \$25 per hour for after-hours work.

A key concern raised was the strain that the current rental policy places on village staff, particularly Barb. The council members noted that the building, which was once rented out three times a year, is now rented multiple times a month, consuming a significant amount of staff time for tasks like touring the building, managing keys, and post-event checks. One council member expressed a desire to stop renting the building entirely, calling it "babysitting" and highlighting that the building's purpose as a municipal building with sensitive materials is being compromised. They suggested focusing on developing a separate, more durable rental facility at the village pool.

The discussion then shifted to the rental fee and security deposit. One council member suggested raising the deposit to \$300, arguing that it would deter disrespectful renters and help cover potential damage. Another council member countered that this would also discourage good residents who respect the space. The Mayor stated that the current \$300 security deposit is insufficient to cover potential damage, as some furniture items, like chairs and tables, cost over \$500 and \$1,000, respectively.

The council members also debated how to handle community organizations, like the Minerva Flora and the Minerva Park Community Association (MPCA), which use the building for meetings but do not pay a fee. Some argued that these groups should be treated differently from the general public, while others felt all renters should be subject to the same rules.

To find a temporary solution, the council proposed a trial period until December 31st. They suggested implementing a new policy immediately that would increase the fee and deposit to \$300 each, limit rentals to one per weekend, and halt all bookings for 2026 until the policy is finalized. This would allow the council to assess the impact of the new rules before making a permanent decision. The council president clarified that any staff hours used for after-hours checks would incur a two-hour minimum call-out fee, which would be an added cost for the village. The council members then discussed whether to incorporate this cost into the new rental fee.

Council members discussed a proposed rental fee and security deposit of \$300 each for the community building. Council President Camara reiterated that staff working on

weekends to inspect the building would be subject to a two-hour minimum call-out pay, which would add to the cost of each rental. The council acknowledged that the current fees don't adequately protect the village's investment in the building's expensive furniture and carpet. A council member brought in a sample of the new carpeting to show how much brighter it is than the worn, current flooring.

A council member suggested that the high demand for the building, which is rented eight times in August compared to three times a year in the old building, indicates that the current fees are too low. They noted that the building is seen as a low-cost, convenient option compared to other venues or even residents' own homes. Another council member expressed concern that completely stopping rentals would be unfair to residents who have come to rely on the space. They proposed a transition period with a reduced number of rentals and higher fees, which would allow time to develop a replacement facility at the village pool.

The council agreed to move forward with a trial period until December 31st, implementing a **\$300 rental fee and \$300 security deposit** and limiting rentals to one per weekend. They will not book any events for 2026 until a permanent decision is made. The council also discussed an alternate location for rentals, the shelter house, which is currently not being used for this purpose.

The conversation then shifted to two major infrastructure projects:

- **Maintenance Building:** The project is moving forward, with crews already clearing trees. The village has secured permits to begin construction, and the final permits are expected later.
- **Minerva Lake Road Project:** A kickoff meeting is scheduled for the next day to address resident questions about the project, including driveway access and mailbox relocation. A document with answers will be posted online. A key point of discussion was the plan to install **five-foot-wide sidewalks**, a standard that is more practical than the original four-foot plan.

Finally, council members discussed adding **streetlights** at the intersections of Minerva Lake Road with Farview and State Street to increase safety for pedestrians, citing concerns about crime. They plan to ask the contractors for pricing on this, including options for motion-activated LED lights, and to seek funding from the Link Us project, which is a continuous source of funding based on a county sales tax. The cost increase for this change is estimated to be around **\$10,000**. The mayor is also working on a plan to address resident concerns about driveways and mailboxes during the construction.

Sidewalk and Street Lighting

The mayor, fiscal officer, and a street lighting expert met to discuss adding **pedestrian lighting** along the new sidewalks and at key intersections. This is a priority due to safety concerns and to prevent crime. The council is considering installing the necessary infrastructure for the lights now and funding the fixtures themselves later, as a potential way to manage costs. The expert noted that **motion-sensor lights** are an option to address resident concerns about light pollution. The cost of a full lighting system for the intersection could be **\$30,000-\$50,000**.

Tree Planting Request

A resident group has requested that the village help plant three new trees. They are willing to pay for the trees and delivery (\$637 total), but are asking the village to either plant them or cover the planting cost, which is approximately **\$268** (50% of the tree's cost). The council notes that the trees come with a warranty that is only valid if a professional nursery plants them. They also suggest that the village could potentially "bundle" this project with the replacement of five or six other village trees that have died to get a better price. The council also expresses concerns about the size of the trees and where they would be planted.

Park Lane Court Flooding

A council member reports that an area of Park Lane Court is experiencing frequent flooding, with water taking 20 to 30 minutes to recede. Although this area has been previously evaluated and deemed "not an issue," the council feels it should be reexamined, especially since the flooding occurred twice in one week.

Sexual Harassment Training and Employee Recognition

The mayor reports that a mandatory sexual harassment training session was held for all village employees to meet liability insurance requirements. Although council members were not invited, the mayor believes they should have been present, as the training included examples of council members in other municipalities getting into trouble. The village is trying to get a video of the training for the council to view.

The mayor also announced that the village celebrated its employees with service awards. Several employees, including the police chief, have been with the village for five or more years, and one employee, John from the pool, has served for 40 years. This event marked the first time that all village employees were in the same room together for a celebratory event.

Council Communication and Committee Meetings

This section includes a heated discussion about the effectiveness of the council's committee meetings.

- **Problem:** The mayor believes that the current 30-minute committee meetings held before council meetings are not long enough to conduct proper business. She feels that important discussions about projects, like the Minerva Lake Road project, are being rushed, leading to a breakdown in communication and changes to projects late in the process.
- **Proposed Solution:** A council member suggests that the committees should return to having longer, separate meetings to allow for more in-depth discussion and better information flow. They also propose a system where new legislation must be submitted a week before the council meeting to give committees time to review it.
- **Discussion:** The conversation becomes contentious, with some council members feeling frustrated that they are not being included in important conversations. They state that the mayor, due to her proactive nature, often handles issues herself without informing the relevant committees, leading to a breakdown in trust and communication. The council members expressed a desire to help and take on more responsibilities, suggesting that a more formalized system of communication, like a running list of tasks or group emails, could be beneficial. They emphasize the need to work as a team and improve the flow of information to make the process more efficient and transparent for everyone involved.

Communication and Meeting Structure

The council continues to debate the effectiveness of the current meeting structure. The mayor advocates for the return of separate, in-depth committee meetings, arguing that the current 30-minute sessions are insufficient. One council member provides an example of a recent budget change that caught him off guard, illustrating the need for more detailed committee discussions. Another council member acknowledges the difficulty of scheduling these meetings, but stresses that they're essential for proper oversight and informed decision-making.

Apologies and Council's Role

A council member apologizes to the mayor for a public outburst. The council members clarify that their frustration isn't with the mayor's job performance but with a lack of inclusion in the decision-making process. They explain that they want to be more involved, ask questions, and understand the details of projects to better serve the community and hold administration accountable. The mayor responds by saying that she has been in more meetings and discussions with key people like Mike Flickinger than the council has, but she's been trying to bring the information to them. She states that she does not make major decisions, such as spending village money, without the council's approval, but she does make emergency decisions when necessary.

Village Administrator Position

The mayor suggests that the village has grown too much for its current staff structure. She states that she is often doing tasks she is not qualified for and relies heavily on outside consultants, like the engineer Mike Flickinger. The mayor recommends that the council seriously consider hiring a **village administrator** before her term ends, as this person could provide the necessary professional expertise to manage the village's numerous projects and take some of the burden off of the mayor and other staff. She emphasizes that this is a critical need for the village's long-term success.

Short-Term Solutions

A council member suggests that the mayor is overwhelmed and needs to communicate her need for help. The mayor agrees, stating that the lack of detailed committee discussions has already cost her several hours of work this week. She expresses frustration that project details, such as those for the sidewalks, are being discussed and changed right before they are scheduled to begin. The mayor believes that having more in-depth committee meetings, particularly for the Streets Committee, would have prevented these issues.

Communication Breakdown

The discussion highlights a **communication breakdown** between the administration and the council. A council member notes that they are often left out of detailed conversations, learning about project specifics and changes after decisions have already been made. The mayor states that she's asking for their help and wants to improve this communication, offering to forward project-related emails to the council.

Hiring a Village Administrator

The topic of hiring a **village administrator** is revisited. The mayor believes this position is crucial for the village's future and that a dedicated professional would reduce the village's reliance on external consultants. She suggests discussing the creation and hiring of this position in a future executive session, preferably in January after any potential changes to the council. She also clarifies that the salary for the mayor's position was not set in the current budget to allow for a more strategic discussion about it in the new year.

Committee Roster and Meeting Schedule

The council attempts to clarify the current committee assignments, noting that the website is outdated. They also discuss a proposal to change the meeting schedule, moving the start time for work sessions to 6:30 p.m. and the council meeting to 7:30 p.m., a change that a council member notes is already how things run in practice.

Improving Workflow and Communication Tools

A council member suggests that the village's communication tools are outdated. They propose looking into modern software and systems, like **SharePoint** or other platforms that could help with collaboration and document management. They also bring up the idea of using an intern to help with tasks like social media and administrative work, although this idea was previously met with roadblocks. The mayor acknowledges the value of these suggestions, noting that the current reliance on part-time staff and manual processes leads to mistakes and adds to the workload of key employees like Barb.

Code Enforcement Officer's Employment Status

The mayor clarifies that the village's **code enforcement officer is not an employee**, but a self-employed contractor. This means he has greater autonomy over his schedule, which can sometimes create challenges for the village in a timely response to issues or in having him attend meetings. The mayor suggests this is a topic that may require a contract review or a different arrangement.

Resident Complaints and External Vendors

The discussion turns to resident complaints about external vendors working in the village, specifically a utility company (Asplund) trimming trees. A resident was upset about the company's process and alleged damage to private property. The mayor notes that the village often doesn't receive advance notification from these companies about their work. The council agrees that while these companies are within their rights to work in their easements, the village should have a process for communicating with them to ensure residents' property is respected. The council believes that a council member could act as a liaison, relaying resident concerns to the companies.

Moving Forward

The meeting concludes with a call for better communication and a more structured approach to council business. The mayor expresses her satisfaction with the conversation and acknowledges that such discussions, though difficult, are necessary. The council agrees to move forward with a revised meeting schedule, with committee work sessions scheduled before the official council meetings. They also tentatively agree to work on improving their internal communication processes, such as creating a central repository for documents and using group emails to keep everyone informed. The group emphasizes the importance of open dialogue to prevent future frustrations and ensure the village is managed effectively.

Village Council Work Session Minutes Date: August 7, 2025 **Time:** 7:04 PM

Attendees:

- Councilpersons Pinter, Martin, Paessun, Grant, Koss, and Camara
- Mayor Southard, Village Attorney Shamp, Village Planner Fischer, Village Clerk Barb Sutton

1. Discussion on Facility Rentals

- **Background:** The council revisited the topic of renting out the community/municipal building, which had been previously tabled. The administration, led by Clerk Barb, was tasked with researching options regarding fees and facility management.
- **Clerk's Report:** Clerk Barb reported on her outreach to other municipalities (Westerville, Canal Winchester, London Township) regarding their facility rental procedures. Key findings included:
 - **Fees:** Blendon Township charges \$150-\$200.
 - **Inspections:** Other municipalities use their maintenance teams or a designated administrator to check the facility after each event, often on-call during weekends.
 - **Staffing:** The Village's maintenance team has limited hours and does not have an on-call system, making weekend inspections difficult. The cost of paying maintenance staff for weekend call-outs would be significant (\$25/hour with a two-hour minimum).
- **Discussion on Fees and Damages:**
 - Council members expressed concern that a \$300 security deposit is insufficient to cover potential damages to expensive furniture and equipment (a single chair is over \$500, a table over \$1,000).
 - It was noted that while most renters are respectful, a few "bad apples" have caused issues, leading to the consideration of a higher fee. Some council members felt raising the price would punish good residents.
- **Discussion on the Future of Rentals:**
 - Several council members, including Council President Camara, expressed a desire to stop renting the municipal building entirely due to the burden it places on staff, particularly the clerk, and the potential for damage to the new facility.
 - A suggestion was made to transition rental services to a future facility at the pool, which would be more durable and better suited for parties.

- A compromise was proposed to only allow rentals for village-sponsored entities or meetings (e.g., MPCA, HOA meetings), with no parties or food.
- **Proposal for a New Fee Structure:**
 - Following the extensive discussion, the council agreed to a preliminary plan to move forward with a \$300 rental fee and a \$300 security deposit.
 - This proposal will be drafted and presented for an official vote at a future meeting.
 - The council will monitor the new fee structure's effectiveness for a few months, specifically tracking the number of weekend inspections required, to determine its viability.

2. Discussion on Committee Meetings & Communication

- **Background:** The council discussed ongoing communication challenges and frustrations, referencing the recent decision to move a conversation to an executive session.
- **The 30-Minute Meeting Structure:** The current structure of 30-minute committee meetings before the main council session was scrutinized.
 - It was originally intended for an hour but was shortened due to scheduling conflicts.
 - Council members felt these meetings are insufficient to cover complex topics like street projects and that they lack the necessary detail.
 - The need to bring in subject matter experts (e.g., the Village Planner, Street Superintendent Mike) for in-depth discussions was highlighted.
- **Council Member Suggestions:**
 - It was suggested that committees hold separate, dedicated meetings outside of the work session to address complex issues more thoroughly.
 - The possibility of using collaborative tools like Microsoft Teams or OneNote was raised to improve communication and information sharing among council members and staff.
 - A specific plan was proposed for the Safety Committee to meet with the Chief to officially address issues and then report back to the full council.

- **Staff Roles & Responsibilities:**

- The council discussed the need for clear communication channels with staff, emphasizing that instructions for administrative tasks and projects should flow through a single point of contact, as opposed to multiple council members.

3. Other Items

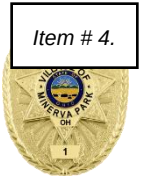
- **Roads:** The council briefly mentioned that street projects are going out to bid and expressed a desire for more detailed information and council input on the prioritization of these projects.
- **Police Department Property:** A council member brought up a complaint from a resident whose brand-new fence was damaged by employees dragging limbs over it. This was noted as an issue to be addressed with the appropriate staff.
- **Marquee/Traffic Light:** A conversation was held about a specific traffic light project and the removal of outdated language from the village's code regarding "cut throughs."

Meeting Adjourned: The meeting adjourned at approximately 10:15 PM.



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Monday, July 7, 2025

TO: Mayor, Council

FR: Chief Matt Delp

RE: **Chief's Report for Jul 2025**

Madame Mayor and Members of Council,

A traffic analysis was performed to assess the effect of the opening of Phantom Fireworks on vehicle flow along Cleveland Avenue. The initial study was conducted in early June, prior to the store's opening, and a follow-up study took place during the store's launch period. The first data collection period spanned 10 days, while the second was limited to 9 days, as the monitoring equipment's battery depleted more rapidly during the latter study.

A comparison of traffic volumes between the two observation periods indicates that the store's opening had minimal impact on overall traffic. This outcome may be attributed to the store's late launch and limited advance notice to customers through advertising, or it may reflect ongoing trends. More conclusive findings are expected following continued analysis in the coming year.

Here are the totals for the two periods:

June 6th to June 16th (10 days 8 hrs)

Approaching Traffic (Southbound)	# of Vehicles:	55481
	# of Speeders:	13514
	Maximum Speed:	89 mph
	Average Speed:	28 mph
	Median Speed:	29 mph
	85th Percentile Speed:	37 mph
	10 MPH Pace:	26 to 35 mph
Receding Traffic (Northbound)	# of Vehicles:	136729
	# of Speeders:	39100
	Maximum Speed:	124 mph
	Average Speed:	27 mph
	Median Speed:	28 mph
	85th Percentile Speed:	39 mph
	10 MPH Pace:	31 to 40 mph

June 27th to July 7th (9 days, 14 hrs)

Approaching Traffic (Southbound)	# of Vehicles:	52985
	# of Speeders:	14025
	Maximum Speed:	100 mph
	Average Speed:	28 mph
	Median Speed:	29 mph
	85th Percentile Speed:	38 mph
	10 MPH Pace:	26 to 35 mph
Receding Traffic (Northbound)	# of Vehicles:	129940
	# of Speeders:	33471
	Maximum Speed:	146 mph
	Average Speed:	26 mph
	Median Speed:	27 mph
	85th Percentile Speed:	38 mph
	10 MPH Pace:	31 to 40 mph

More studies need to be conducted before and after the peak customer periods, but at this time, there does not appear to be any negative impact on traffic in the area.

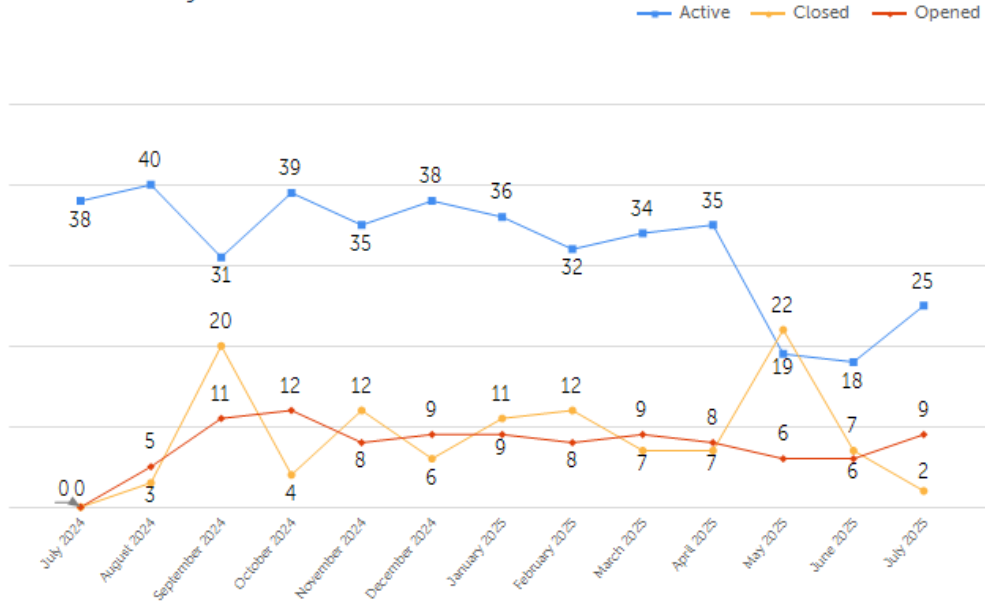
The only criminal incident at Phantom Fireworks occurred on July 10th. In this incident, a woman was arrested and charged after stealing fireworks from the store. No other incidents or complaints were reported.

There is nothing else to report for the month of July.

The following pages contain the vital statistics for police activity.

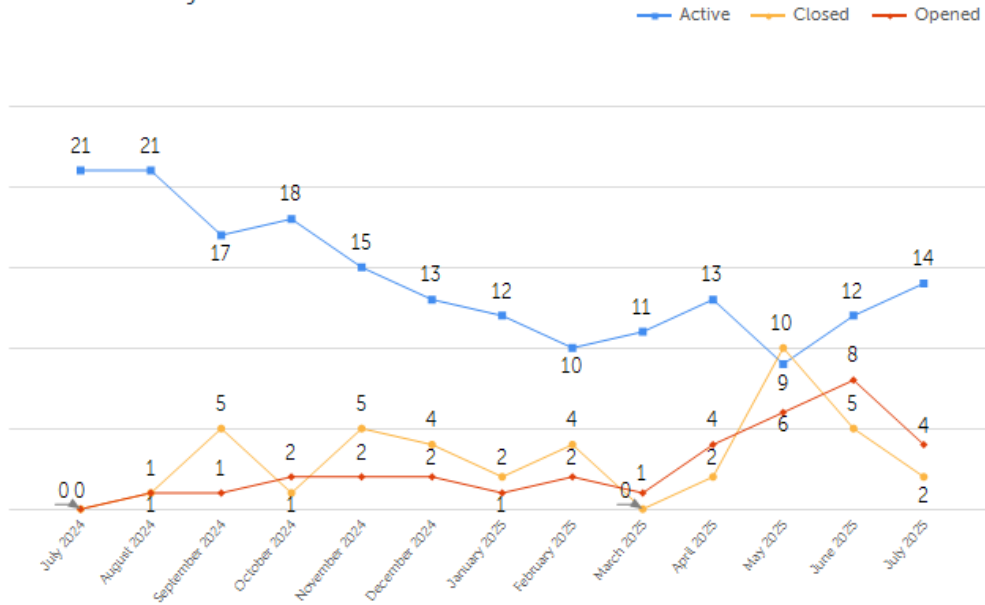
	July 2025	Previous Year	Difference
Traffic Stops	85	126	-41
Citations Issued	26	57	-31
Police Reports	9	7	2
Active Cases	25	33	-8
Calls for Service	380	519	139

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



For Cases opened between 7/1/2025 and 7/31/2025 for all case types

Case Subtype	Cases	%
Complaint	5	33.33 %
Domestic Violence	1	6.67 %
Larceny/Theft	1	6.67 %
Miscellaneous	1	6.67 %
Property Impound	2	13.33 %
Sexual Assault	1	6.67 %
Traffic Stop	4	26.67 %
Total	15	100.00 %

7/31/2024 - 7/31/2025				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	5	13	13	5
Breaking and Entering	0	0	0	0
Burglary	1	3	4	0
Complaint	9	32	28	13
Counterfeiting/Forgery	0	1	1	0
Destruction/Damage/Vandalism	0	3	3	0
DOA - Unknown	0	0	0	0
DOA-Suicide	0	0	0	0
Domestic Violence	3	6	8	1
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	5	19	21	3
Menacing	2	0	2	0
Motor Vehicle Theft	2	2	4	0
Person in Jeopardy	0	1	1	0
Pornography / Obscene Material	0	0	0	0
Property Damage	1	0	1	0
Property Impound	0	9	8	1
Property in Jeopardy	1	1	2	0
Protection Order	1	0	1	0
Rape	0	0	0	0
Request for Assistance	1	0	1	0
Robbery	1	1	2	0
Sexual Assault	1	1	1	1
Shooting	1	0	1	0
Traffic Stop	0	0	0	0
Unspecified Call	3	5	8	0
Warrant	1	3	3	1
Total	38	100	113	25

Permit Report - JULY 2025

Record Count : 3

Permit Type	Status	Date of Application	Local Permit No.	Property Address
PLUMBING (3)	Approved	07/03/2025	P-14-2025	2631 WILDWOOD RD
	Approved	07/21/2025	P-15-2025	5275 ELMHURST AV
	Approved	07/30/2025	P-16-2025	2525 MAPLEWOOD DR

Violation Report - JULY 2025

Record Count : 29

Violation Date	Date Resolved	Subject	Mode
08/04/2025		HIGH GRASS	POSTED
08/04/2025		WEEDS	POSTED
07/21/2025		HIGH GRASS	POSTED
07/16/2025		TRASH CANS	POSTED
07/16/2025	07/22/2025	TRASH	POSTED
07/16/2025	07/21/2025	GRASS CLIPPINGS IN STREET	POSTED
07/15/2025	07/21/2025	HIGH GRASS AND WEEDS	POSTED
07/14/2025		WEEDS	POSTED
07/14/2025		WEEDS	POSTED
07/14/2025	07/21/2025	WEEDS	POSTED
07/14/2025	07/23/2025	HIGH GRASS	POSTED
07/14/2025	07/21/2025	RV IN DRIVEWAY	POSTED
07/10/2025	07/14/2025	WEEDS	POSTED
07/10/2025	07/14/2025	TRASH	POSTED
07/10/2025	07/16/2025	TRASH CANS	POSTED
07/08/2025	07/14/2025	WEEDS	POSTED
07/08/2025	07/14/2025	WEEDS	POSTED
07/08/2025	07/14/2025	WEEDS	POSTED
07/07/2025	07/10/2025	HIGH GRASS	POSTED
07/02/2025	07/07/2025	HIGH GRASS	POSTED
07/02/2025	07/21/2025	TREE IN ROW	MAILED
07/02/2025		TREE NEEDS TRIMMING	MAILED
06/23/2025	07/07/2025	HIGH GRASS NOTICE POSTED	POSTED
05/19/2025		BAD FENCE	MAILED
05/12/2025		PEELING PAINT ON HOUSE	POSTED
04/15/2025		ROTTING ROOF	MAILED
03/10/2025		BAD ROOF	MAILED
11/12/2024	07/07/2025	MILDEW ON SIDING	POSTED
11/06/2024		ROTTING ROOF	MAILED

ORDINANCE 2025-16

AN ORDINANCE AMENDING SECTION 432.38 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MINERVA PARK.

WHEREAS, the Village of Minerva Park desires to amend the language in Section 432.38 of the Codified Ordinances to provide greater clarity about the purpose of the shortcutting prohibition;

WHEREAS, the Village Council desires to implement these changes to the Codified Ordinances and Zoning Map of the Village.

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

Section 1. That Section 432.38 of the Codified Ordinances of the Village of Minerva Park is hereby repealed in its entirety and replaced with the language included in the attached and incorporated **Exhibit A**.

Section 2. That it is found 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 all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code

Section 3. That this ordinance shall be in full force and effect from the earliest period allowed by law.

First Reading: August 14, 2025
 Second Reading: August 28, 2025
 Third Reading: September 11, 2025
 Passed: September 11, 2025

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

ORD 2025-16
EX. A

Exhibit A

432.38 – Shortcutting across private property.

(a) No person shall operate a vehicle across public or private property marked with signs “No Through Traffic” or words of similar import for the purpose of passing from one roadway to another.

(b) No person shall operate a vehicle across public or private property for the purpose of avoiding compliance with a traffic control device.

(c) It shall be prima-facie evidence of a violation of this section for the operator of a vehicle to cross public or private property as provided herein without using the service of such property, stopping the engine or both.

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RESOLUTION 2025-17

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; including Resolution 2023-10.
- 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:	June 26, 2025
Second Reading:	July 17, 2025
Third Reading:	August 14, 2025
Passed:	August 14, 2025

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
DEMOLITION (STRUCTURES OVER 200 FT ²)	\$150	
APPEAL	\$100	
VARIANCE	\$50	
CONTIDITIONAL 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	
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 HOUR
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		