



Village Council Regular Meeting

August 13, 2026 at 7:00 PM
2829 Minerva Lake Rd.

Agenda

Roll Call/Vote to Excuse any Absent Member

Pledge of Allegiance

Promotion Ceremony

1. Promotion of Michael Fout from Sergeant to Lieutenant

Minutes

2. **MOTION TO APPROVE** 7/15/26 Pool House Town Hall Minutes
3. **MOTION TO APPROVE** 7/16/26 Work Session Minutes
4. **MOTION TO APPROVE** 7/16/26 Special Council Meeting Minutes
5. **MOTION TO APPROVE** 8/6/26 Council Work Session Minutes

Village Official Reports

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

Committee as a Whole Report

14. Finance-Tony Pinter Safety-Cathy Paessun Legislation-Tommy Grant
15. Other Committee Business

Mayor's Report

Citizen Comments

Legislation

16. **MOTION TO APPROVE** Resolution 2026-15 Advance to Pathways Fund
A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY (3rd reading - intent to pass as an emergency)
17. **MOTION TO APPROVE** Resolution 2026-16 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)

Old Business

New Business

Adjourn

Executive Summary

Pool House Town Hall Meeting – July 15, 2026

Purpose of the Meeting

The Town Hall was held to gather community feedback on three proposed pool house design concepts before the Village proceeds with final design and competitive bidding. Officials emphasized that the project has reached a critical decision point due to grant funding deadlines and the need to begin construction planning in time for the next off-season. The meeting was intentionally structured as an open discussion, allowing residents, council members, staff, and the project architect to evaluate the designs, ask questions, and identify priorities before council authorizes preparation of bid documents.

Executive Summary

Overall Project Status

Village leadership explained that the project has already undergone several rounds of redesign after earlier concepts exceeded the available budget by a significant margin. Over the past several months, the design team has reduced square footage, simplified building layouts, and identified cost-saving alternatives to bring the project within the current funding allocation.

Key project realities discussed included:

- The Village has secured grant funding that must be utilized within a limited timeframe.
- Bid documents must be completed soon to maintain the project schedule.
- Current drawings are conceptual and can still be modified before final construction documents.
- Final costs will not be known until competitive bids are received.
- Council must soon select a preferred concept in order to proceed.

Design Alternatives

Three conceptual layouts were presented.

Primary Differences

Discussion centered primarily around two leading concepts:

Option A – Side Entry (No Breezeway)

Features include:

- Exterior access to restrooms
- No central breezeway
- Metal roof shown in concept
- Greater flexibility for outdoor gathering space
- Potentially more usable exterior event space

Supporters believed this option:

- Creates more multifunctional outdoor space
- Better accommodates future food trucks and community events
- Maximizes flexibility for future expansion

Option B – Central Breezeway

Features include:

- Enlarged central breezeway similar to the existing facility
- Shingle roof in conceptual pricing
- Office located adjacent to the breezeway
- Improved visibility across the facility for pool staff

Supporters felt this design:

- Better controls pedestrian traffic
- Improves supervision of patrons
- Preserves a familiar circulation pattern
- Better supports pool operations and safety

Third Concept

A third layout remained under consideration but generated less discussion because:

- It provided larger interior spaces,
- but presented storage challenges,
- and raised questions about overall functionality despite remaining within budget.

Major Themes from Public Discussion

1. Budget Remains the Highest Priority

Throughout the meeting, officials repeatedly stressed that:

- Every design decision has financial implications.
- Additional square footage quickly increases costs.
- Current concepts represent months of value engineering.
- Bid prices have historically exceeded estimates.
- Further enhancements may only be possible as alternates after bids are received.

Examples of potential cost alternates included:

- Metal versus asphalt roofing
- Additional storage
- Expanded breezeway width
- Interior modifications

The consensus was that protecting the project's affordability is essential to ensuring construction moves forward.

2. Balancing Functionality with Cost

Many participants recognized that the project must balance competing priorities.

Desired features included:

- Larger restrooms
- Family restroom
- Better concession facilities
- Staff workspace
- Storage

- Janitorial space
- Lifeguard accommodations
- Mechanical systems
- Future flexibility

However, every additional room increases project cost.

Council members acknowledged that the final building cannot satisfy every wish list item and instead should emphasize multipurpose spaces wherever possible.

3. Staff Operational Needs

Pool Manager John's experience was frequently referenced.

Operational priorities identified included:

- Ability to monitor the pool from the office
- Efficient check-in operations
- Safe supervision of patrons
- Effective crowd control
- Convenient concession operations

While John initially preferred the breezeway design, discussion suggested that similar visibility could potentially be achieved through revised office placement or additional windows, reducing the need for a breezeway solely for supervision purposes.

4. Future Flexibility

Several residents encouraged designing the facility for uses beyond daily pool operations.

Ideas included:

- Community event space
- Food truck access
- Outdoor dining patio
- Flexible office/community room
- Vending machines
- Future concessions expansion

Supporters of the side-entry concept argued that maximizing outdoor circulation could create greater long-term value for the community.

Others preferred maintaining the breezeway because of its immediate operational advantages.

Concession Operations

Concessions generated one of the meeting's longest discussions.

Current Financial Performance

Village officials shared historical financial data showing concessions currently operate at a loss.

Examples discussed:

- 2023 sales approximately **\$13,000**
- Costs exceeded **\$20,000**
- 2024 sales approximately **\$12,800**
- Costs exceeded **\$16,000**
- 2025 sales approximately **\$10,600**
- Costs exceeded **\$17,900**

These figures prompted discussion regarding whether additional investment in concession facilities is justified.

Arguments for Investing

Supporters argued that:

- Better facilities allow expanded food offerings.
- A three-compartment sink enables a higher food service license.
- Improved concessions enhance the visitor experience.
- Expanded menu options could increase revenue.
- Concessions represent an important community amenity even if they are not highly profitable.

Examples mentioned included:

- Hot foods
- Pizza
- Pretzels
- Popcorn
- Roller grill items

Current licensing restrictions prevent preparation or serving of many of these items.

Alternative Ideas

Participants also proposed:

- Food trucks
- Outdoor dining areas
- Vending machines
- Cashless payment systems
- Seasonal vendors
- Community event concessions

These alternatives were viewed as ways to improve food service while reducing staffing demands and operational costs.

Accessibility and Code Compliance

The meeting highlighted several required improvements driven by modern building codes.

These include:

- ADA-compliant circulation
- Wider walkways
- Accessible restrooms
- Family restroom
- Required showers
- Required entrance/exit gates
- Updated plumbing
- Mechanical access
- Health department food service standards

Officials stressed that many design decisions are dictated by state code rather than preference.

Storage Concerns

Storage emerged as one of the most frequently discussed shortcomings.

Concerns included:

- Food storage
- Chemical storage
- Janitorial supplies
- Lifeguard equipment
- Event supplies
- Mechanical equipment

Several participants encouraged maximizing flexible storage space without increasing the overall building footprint. Designers explained that combining mechanical and service areas represented a compromise intended to reduce construction costs while preserving usable square footage.

Future Pool Replacement

Officials clarified that the pool house project represents only the first phase of a much larger modernization effort.

A nationally recognized aquatic consultant recently evaluated the existing pool and concluded:

- The current pool has been exceptionally maintained.
- Repairing the existing pool would likely cost more than replacement.
- A future replacement project should be planned.

This second phase will eventually address:

- Pool basin replacement
- Mechanical systems
- Decking
- Filtration
- Compliance with current Ohio pool regulations

The community was encouraged to view the pool house as the foundation for future improvements rather than the project's conclusion.

Community Feedback

Overall, attendees appeared supportive of moving the project forward.

Major observations included:

- No participant advocated abandoning the project.
- Most believed each concept had strengths.
- Opinions were divided primarily over the breezeway.
- Residents appreciated the opportunity to influence the design.
- Community members encouraged continued flexibility before final plans are completed.

Near the conclusion of the meeting, organizers considered asking attendees to vote informally among the three concepts to help guide council's next steps.

Next Steps

Village officials indicated that council is expected to:

1. Select a preferred conceptual layout.
2. Authorize preparation of construction bid documents.
3. Continue refining details before final plans are issued.
4. Solicit competitive bids.
5. Review pricing and determine whether project adjustments are necessary before awarding a construction contract.

Officials emphasized that selecting a concept does **not** finalize every design detail; additional refinements remain possible before construction begins.

Overall Conclusion

The Town Hall demonstrated broad community support for replacing the aging pool house while recognizing the difficult balance between fiscal responsibility and long-term functionality. Residents generally agreed that the new facility should prioritize safety, accessibility, operational efficiency, and adaptability for future community use. The principal remaining policy decision centers on whether a central breezeway or side-entry layout best serves both current pool operations and the Village's long-term vision for the site. Despite differing opinions on specific design features, there was strong consensus that the project should move forward promptly to preserve grant funding and maintain the construction schedule.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Village Work Session – July 16, 2026

The Village Council Work Session focused primarily on advancing plans for the proposed pool bathhouse/concession building, while also addressing several operational matters including public tree maintenance, relief bid procurement, upcoming legislation, and village maintenance updates. The discussion centered on reaching consensus on the bathhouse design so engineering and bid preparation can proceed without additional delays.

Key Decisions & Outcomes

1. July 23 Work Session Cancellation

Council agreed to cancel the July 23 work session because no police hiring decisions will be ready for consideration. However, members left open the possibility of reconvening if additional bathhouse decisions become necessary before the August meeting.

2. Tree Maintenance Policy & Resident Communication

A significant portion of the meeting addressed recurring resident complaints regarding trees located within village right-of-way.

Primary Issues

Multiple residents contacted the Village regarding:

- Fallen trees blocking sidewalks or roads
- Responsibility for removal
- Village assistance with cleanup
- Trees located within public right-of-way

Council members reiterated their understanding that:

- Property owners are responsible for maintaining trees adjacent to their property.
- Homeowners are responsible for trimming, removing, and disposing of fallen trees unless the tree or debris is located on Village property.
- Police may assist in making roads passable during emergencies but are not responsible for cleanup.

Need for Clear Policy

Council expressed frustration that residents continue questioning responsibilities because the policy is not easily found within Village Code.

Action items include:

- Confirm existing code language regarding tree ownership and maintenance.
- Request legal review if necessary.
- Develop standardized language for newsletters and resident communications.
- Ensure staff have consistent guidance when responding to complaints.

Council also reviewed Ordinance 2025-13 governing trimming requirements for trees fronting public streets, including required clearances above sidewalks and roadways.

3. Village Tree Maintenance Concerns

Additional discussion included:

- Poison ivy climbing Village trees near the pond.
- Potential costs for outside contractors to remove invasive ivy.
- Whether spending Village funds to preserve affected trees is appropriate.
- Cleanup responsibilities for storm-damaged limbs located on Village-owned property versus private property.

Council generally agreed responsibility depends upon where debris ultimately comes to rest, although several situations remain fact-specific.

4. Leaf Bid Request for Proposals

Staff reported:

- Leaf bid packages are nearly complete.
- Four interested companies will receive RFPs.
- Bid responses are targeted for the end of August.
- Selection is anticipated during September.
- New contracts would begin in October.

Bathhouse / Pool House Project

The majority of the meeting focused on refining the preferred bathhouse design before directing the architect to prepare final bid documents.

Overall Direction

Council generally reached consensus to proceed with the design that includes:

- A breezeway
- Modern restroom facilities
- Office space
- Concession area
- Future flexibility for community use

The emphasis shifted from choosing among concepts to identifying final modifications before design completion.

Breezeway

The strongest consensus during the meeting centered on retaining the breezeway.

Reasons included:

- Improved circulation between pool and parking areas

- Additional covered storage
- Better functionality
- Long-term flexibility

Although some members noted storage could alternatively be handled with a portable storage pod, the majority preferred maintaining the breezeway in the permanent structure.

Concession Stand & Office Layout

Council extensively discussed relocating internal spaces.

The preferred concept would:

- Keep the breezeway.
- Move the concession window to a side-facing location.
- Reverse the office and concession layout.
- Preserve visibility and accessibility.
- Improve future patio/event functionality.

Members acknowledged the architect will ultimately determine whether the requested changes affect structural design or project cost.

Pool Visibility & Safety

Discussion included concerns raised by the Pool Manager regarding maintaining visibility into the pool area.

Council recognized:

- Complete pool visibility from the office is not realistically achievable under any design.
- Lifeguards—not the office—provide primary supervision.
- Design should prioritize practical operations while considering manager preferences.

Future Event Space

Several members discussed maximizing flexibility by:

- Incorporating serving windows
 - Creating overflow gathering space
 - Improving connections between concessions and future patio areas
 - Designing the building to support future community events
-

Requested Pricing Options

Rather than immediately approving every enhancement, Council requested pricing for several optional features, including:

- Six-foot breezeway versus five-foot width
- Three-compartment commercial sink
- Installation costs

- Separate hand-washing station
- Exterior color options
- Potential metal roof upgrade

The intent is to understand incremental costs before making final budget decisions.

Roof Discussion

Council discussed advantages and disadvantages of:

- Asphalt shingles
- Metal roofing

Topics included:

- Long-term durability
- Maintenance
- Village architectural consistency
- Initial construction costs

No final decision was made, although members requested pricing comparisons.

Schedule

Staff committed to:

- Preparing summary notes immediately.
- Forwarding requested revisions to the architect.
- Requesting expedited turnaround.
- Continuing preparation of bid documents once revisions are incorporated.

Council emphasized the importance of avoiding further project delays while still evaluating reasonable design alternatives.

Additional Business

New Employee

Council welcomed the Village's newest maintenance employee, who completed his first day of work despite extreme heat.

Members also publicly recognized Brian for his extensive work maintaining Village property during challenging weather conditions and expressed appreciation for his continued efforts.

Pending Legislation

Council agreed to postpone discussion of:

- Good Neighbor legislation
- Noise ordinance revisions
- Patio-related legislation

These items will be revisited during the August 6 work session, allowing members additional time for review and comment.

Sidewalk & Pathway Fund

Council confirmed there were no concerns regarding advancing legislation related to the Sidewalks and Pathways Fund.

Staff indicated:

- Survey work continues.
- No invoices are currently pending.
- Existing timelines remain appropriate.

Fee Schedule

Members confirmed understanding of proposed fee schedule revisions that will be considered at a future meeting.

Recycling Bins

Council discussed resident questions regarding Local Waste recycling carts.

Members noted inconsistent information regarding rental fees versus previously announced free service for Village residents.

Staff agreed to verify the program details with the provider and clarify communications for residents.

Overall Assessment

The work session successfully moved the bathhouse project closer to final design by establishing broad consensus on maintaining the breezeway, refining the office and concession layout, and requesting targeted pricing for optional enhancements rather than reopening major design decisions. Council emphasized balancing fiscal responsibility with long-term functionality and maintaining project momentum toward construction.

Outside of the bathhouse discussion, members addressed recurring resident concerns over tree maintenance responsibilities, advanced procurement for relief staffing, deferred several legislative discussions to August, and recognized the efforts of Village maintenance staff during an exceptionally demanding summer season.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Minerva Park Council Special Meeting July 16, 2026 7:22 p.m

Attendance: Councilpersons Camara, Martin, Paessun, Pinter, Grant, Koss; Mayor Southard, Chief Delp, Attorney Shamp, Planner Fischer

A quorum was present, and the meeting commenced at. with roll call, followed by the Pledge of Allegiance.

Meeting Overview

The July 16, 2026 Special Council Meeting focused primarily on advancing the Minerva Park Community Pool House project, addressing administrative updates, reviewing legislation, and discussing upcoming community maintenance initiatives and events.

Approval of Previous Meeting Minutes

Council approved the following July 9, 2026 meeting minutes:

- Tax Budget Hearing Minutes: Motion by Pinter; 2nd by Martin-unanimous aye vote
 - Committee as a Whole Minutes: Motion by Grant; 2nd by Pinter-unanimous aye vote
 - Council Meeting Minutes: Motion by Martin; 2nd by Paessun-unanimous aye vote
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Administrative Updates

Several operational updates were shared before public comments:

- Clover treatment at the community pool was completed in response to resident concerns.
 - The **July 23 Council meeting and work session were officially canceled**, with the next scheduled work session set for **August 6**.
 - Village Planner Eric Fisher reported that the remaining work involving the utility box on Minerva Lake Road was expected to be completed immediately, allowing the sidewalk project to reach completion.
-

Citizen Comments

Resident Tony Benendetti addressed Council regarding the role of the Planning and Zoning Commission.

His comments centered on:

- His interpretation of the Ohio Revised Code requiring Planning and Zoning review of all public projects.
- Concerns that a previously adopted ordinance improperly removed responsibilities from the Planning and Zoning Commission.
- The importance of maintaining Planning and Zoning's intended advisory and approval role before Council action.
- Ongoing Charter Commission discussions regarding governmental structure.

Pool House Design Approval

The principal item of business involved authorization to proceed with architectural bid documents for the proposed **Minerva Park Community Pool House**.

Council reviewed the preferred design, which includes:

- A breezeway configuration
- Alternate bid options for:
 - Office and concession stand layout
 - Metal roof versus asphalt shingles
 - Three-compartment sink with adjacent hand-washing station
 - Five-foot versus six-foot breezeway width

Council members noted that:

- Public feedback from the recent Village Forum had been carefully reviewed.
- Numerous resident suggestions resulted in modifications to the proposed design.
- The final proposal represents a balance between community preferences and project budget limitations.

Discussion followed, with a request for a motion to approved the plan with the breeze way with several alternates included. Motion by Koss; 2nd by Paessun

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

Voting Nay: Camara

The approved action authorizes the architect to prepare bid documents. Once completed, legal review and final Council consideration will occur before construction contracts are awarded.

Legislation

Resolution 2026-15

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY (2nd reading - intent to pass as an emergency on the 3rd reading)

Resolution 2026-16

A RESOLUTION TO AMEND AND REVISE THE MINERVA PARK FEE SCHEDULE, AND TO DECLARE AN EMERGENCY (2nd reading - intent to pass as an emergency on the 3rd reading)

Old Business

Lake Maintenance

Council discussed long-term maintenance planning for the village lake, including:

- Conducting a fall lake cleanup-including lowering the lake
- Coordinating cleanup timing with contractor bids and community events.
- Waiting for responses to the current stormwater improvement bid process before final scheduling.

Members generally favored planning the cleanup for September, subject to scheduling considerations.

Community Events

First Responders Night

- Tentatively confirmed for **September 8**
- Planned at **Minerva Park Middle School**: expected to include food trucks, public safety agencies, demonstrations, and family activities.

Community Yard Sale

- Scheduled for the third weekend of September.

Leaf Pickup

- A three-year Request for Proposals (RFP) will be issued to interested contractors.

Community Activities

Council also promoted several upcoming events, including:

- Schmidt's Food Truck visit
- Sip and Dip
- Family Fun Night (July 25), featuring a taco bar

Additional discussion included monitoring weather conditions and continued exploration of future business opportunities within the village.

Meeting Adjournment

Following completion of old and new business, Council approved a motion to adjourn the meeting. Motion to adjourn made by Camara; end by Koss. Meeting adjourned at 7:40 PM.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary Village of Minerva Park Council Work Session August 6, 2026 7:01 p.m. (Executive Session from approximately 7:01 p.m. to 7:55 p.m.)

Attendance: Council members, Camara, Grant, Koss, Martin Paessun, Pinter; Mayor Southard, Attorney Joe Bachelor, Chief Delp

Executive Summary

The August 6 Council Work Session focused primarily on infrastructure management, administrative workload, public safety, capital projects, and several policy initiatives. Following an Executive Session concerning personnel matters, Council discussed a number of operational updates and several issues requiring future policy direction rather than immediate legislative action.

Executive Session

Council entered Executive Session pursuant to **Ohio Revised Code 121.22(G)(1)** to discuss the employment or compensation of public employees or officials. No public action was taken following the Executive Session.

Major Administrative Updates

MS-4 Stormwater Contract

Administration reported that the Village's MS-4 contract will be advertised for bids within the next one to two weeks. Once proposals are received:

- A review committee will evaluate submissions.
- Councilmember Cathy will participate due to prior involvement with MS-4 planning.
- Administration expects to return a recommendation to Council for contract award.

This represents one of the final steps toward completing the Village's MS-4 compliance process.

Public Records Request Backlog

The Mayor reported a significant backlog of public records requests.

Current concerns include:

- More than **40 outstanding public records requests**
- Existing staff are overwhelmed
- Requests have become increasingly complex, including:
 - personnel files
 - accident reports
 - contractor documentation
 - various public records requiring extensive legal redaction

Administration explained that:

- Records must be carefully reviewed to avoid unlawful disclosure of protected information.

- The Village intends to hire an additional employee (likely part-time or seasonal) dedicated to records requests.
- Administration anticipates resident complaints regarding response times but emphasized that staffing limitations—not unwillingness—are causing delays.

Sewer Repair Policy Discussion

The longest discussion centered on repeated emergency sewer lateral failures and reimbursement requests.

Current Problem

Council discussed a recent request involving approximately **\$16,000** in sewer repairs performed by Apex Pro.

Officials noted:

- This is the **third similar reimbursement request** this year.
- Aging infrastructure (over 100 years old in some locations) is producing more failures.
- Residents often hire contractors before the Village becomes involved.
- Emergency situations make traditional bidding difficult.

Several members expressed concern that:

- The Village has been paying invoices after work has already occurred.
- Only one contractor estimate is typically obtained.
- Costs may not be competitive.
- The Village lacks a standardized process.

Proposed Future Process

Administration generally agreed the Village should:

- Establish a standing emergency sewer contractor through competitive bidding.
- Negotiate fixed pricing in advance.
- Require contractors to notify the Village immediately when failures occur w/in Village right-of-way.
- Have Village staff/engineer verify responsibility before repairs proceed whenever possible.
- Develop administrative policies governing emergency sewer repairs.
- Modify right-of-way permits to clarify contractor notification requirements.

Council emphasized balancing:

- rapid emergency response,
- protection of residents,
- fiscal responsibility, and
- verification that repairs are actually Village responsibilities.

Resident Parking Concern

2727 Wildwood Road

Council reviewed a resident request regarding vehicles parking adjacent to a home located near Cardinal Court.

Discussion included:

- The home sits unusually close to the roadway because of a previously approved variance.
- Residents requested no-parking restrictions adjacent to the home.
- Administration acknowledged the request is reasonable but noted broader parking implications.
- Council expressed concern that shifting parking restrictions simply moves parking problems elsewhere.

No action was taken.

Administration intends to prepare additional information for a future work session.

Pool House Project

Administration provided a brief status update regarding the Pool House project.

Progress includes:

- Design revisions requested by Council have been incorporated.
- Additional design adjustments are nearly complete.
- Bid documents are close to being finalized.
- The project remains on schedule pending advertisement for bids.

Infrastructure Maintenance

Manhole Repairs

Administration reported multiple deteriorating manhole covers.

Updates include:

- One hazardous manhole was repaired immediately after becoming a public safety concern.
- Approximately nine additional locations require repair.
- Pricing is being obtained from TJ Excavating.
- Future Council approval may be required for additional work.

Traffic Safety Initiatives

A substantial portion of the meeting focused on traffic safety.

Ponderosa Intersection

Council revisited long-standing concerns regarding speeding and traffic flow.

Topics discussed included:

- historical striping proposals
- flashing stop signs

- roadway striping
- pylons
- speed tables
- radar studies
- engineering improvements

Administration noted:

- Flashing stop signs are moving forward.
- Engineering consultants may evaluate additional pedestrian safety improvements.
- Speed studies should be conducted before major changes are implemented.
- Road striping may provide an inexpensive short-term solution.

Council generally favored obtaining traffic data before deciding on additional improvements.

Green Line Project

Administration explained that the Green Line project will include:

- pedestrian improvements
- speed tables
- engineering concepts that could potentially be expanded elsewhere in the Village.

Basketball Court Discussion

Council revisited the temporary removal of basketball hoops.

Current status:

- Hoops remain down during the summer at the request of the Police Chief.
- School reopening is expected to reduce behavioral concerns.

Several options were discussed:

- reinstall only one hoop initially
- continue monitoring activity
- maintain flexibility to remove hoops again if necessary
- preserve part of the court for younger children and other recreational uses

Council appeared generally supportive of reinstalling one hoop after school resumes while monitoring conditions.

Good Neighbor Initiative

The Village Solicitor presented progress on proposed ordinance revisions.

Parking Code

Draft legislation has been prepared.

Potential improvements include:

- striped parking spaces
- designated no-parking zones
- standardized enforcement
- improved roadway visibility

Council viewed pavement markings as a practical solution for recurring parking issues.

Noise Ordinance

Draft revisions include:

- addition of a "pervasive noise" provision
- clearer enforcement authority
- standard activity exceptions
- defined permissible hours (approximately 7:00 a.m.–9:00 p.m.)
- clarification that stricter code provisions prevail if conflicts exist

Commercial Noise

The Solicitor advised against immediately adopting commercial noise standards because:

- additional expert analysis would likely be required;
 - legislative findings must demonstrate a clear health, safety, and welfare basis; and
 - insufficient justification could expose the ordinance to legal challenge.
-

Business Development Update

Administration briefly discussed a commercial redevelopment project.

The developer continues to experience:

- escalating construction costs,
- significantly higher contractor bids, and
- delays in moving the project forward.

Administration indicated the project remains active despite current financial challenges.

Overall Themes

Several recurring priorities emerged throughout the work session:

- Developing standardized administrative procedures before future emergencies arise.
- Protecting Village finances while maintaining timely resident services.
- Improving aging infrastructure through better planning rather than reactive repairs.
- Continuing capital improvements, including the Pool House and Green Line projects.
- Enhancing pedestrian and traffic safety through engineering solutions.
- Updating Village ordinances to improve enforceability and consistency.
- Increasing administrative capacity to manage growing public records demands.

Follow-Up Items

- Receive and review MS-4 contract bids.
- Hire an additional employee for public records processing.
- Develop an emergency sewer contractor program and administrative policy.
- Explore permit language requiring Village notification before right-of-way repairs.
- Return with recommendations regarding Wildwood/Cardinal Court parking.
- Finalize Pool House bid documents.
- Obtain pricing for remaining manhole repairs.
- Complete installation of flashing stop signs.

- Conduct traffic studies at the Ponderosa intersection.
- Continue development of parking and noise ordinance revisions.
- Evaluate future use and management of the Village basketball courts.

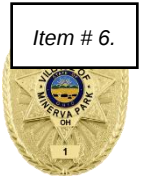
Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Tuesday, August 4, 2026

TO: Mayor, Council

FR: Chief Matt Delp

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

Madame Mayor and Members of Council,

The primary focus for July was the significant increase in activity surrounding Phantom Fireworks, particularly in the days before, during, and after the July 4th holiday. While Phantom was hesitant to provide specific customer counts, they did confirm that this year's America 250 celebration produced record attendance across all locations. Based on this information, it can be inferred that our site experienced the highest crowd volume to date.

Officers noted several key points regarding customer numbers and traffic management:

- The addition of the traffic light greatly improved the efficiency of vehicles exiting onto Cleveland Ave compared to last year.
- There is a need to review current procedures regarding traffic exiting onto Jordan Rd, as this may help alleviate congestion within the parking lot.
- Parking was observed on Jordan Rd.; however, there is ongoing discussion regarding whether the majority of vehicles belonged to Phantom customers or to attendees of a separate event taking place on Jordan Rd.

The police department has been awarded Elite status by Lexipol for outstanding achievement in policy development and implementation. This designation, the highest level of recognition within the Lexipol Readiness Recognition Program, is reserved for public safety agencies that demonstrate exceptional standards in policy management, operational readiness, and staff training. Receiving this honor reflects the department's ongoing commitment to risk mitigation and strict compliance with contemporary best practices.

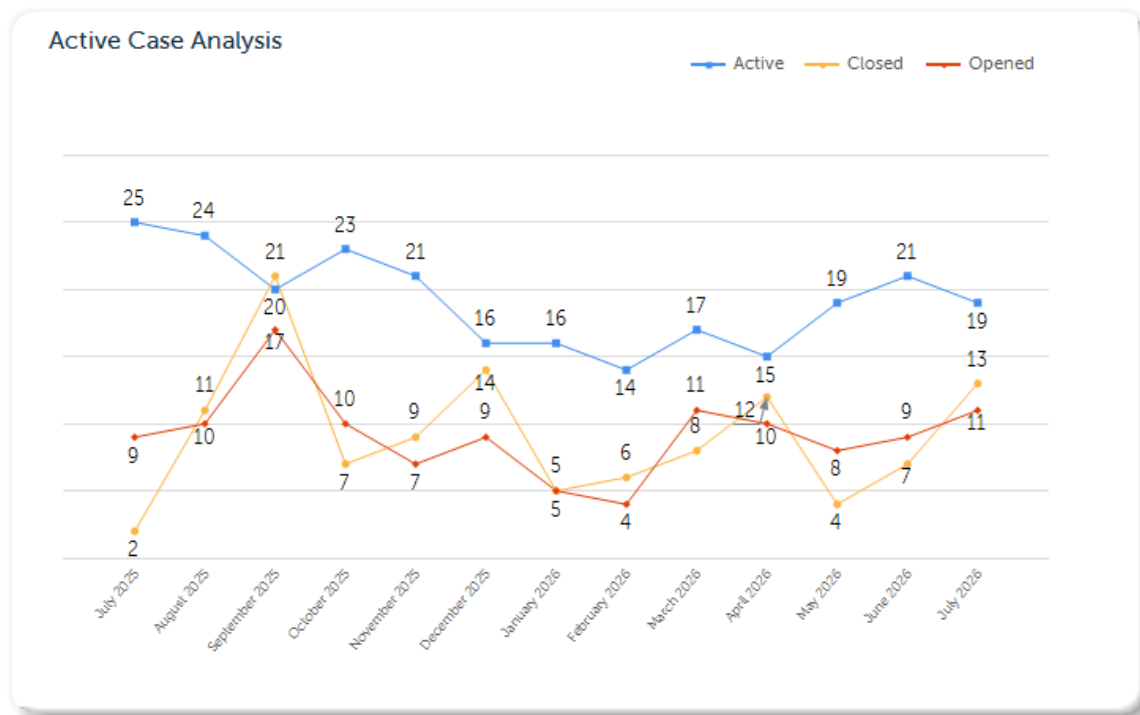
There is nothing else to report for July.

The following pages contain the vital statistics for police activity.

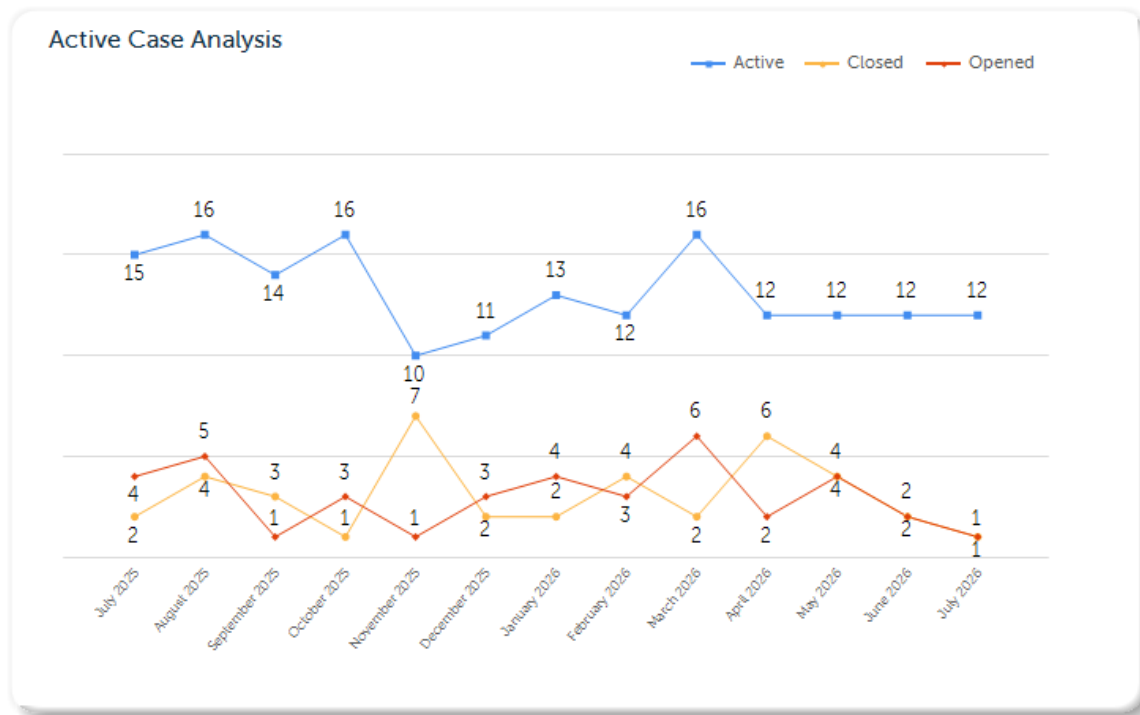
	JUL 2026	Previous Year	Difference
Traffic Stops	44	85	-41
Citations Issued	10	26	-16
Police Reports	11	9	2
Active Cases	19	25	-6
Calls for Service	309	380	-71

Item # 6.

CRIME REPORTS



TRAFFIC STOPS



For Cases opened between 7/1/2026 and 7/31/2026 for all case types

Case Subtype	Cases	%
Burglary	1	6.67 %
Complaint	1	6.67 %
Larceny/Theft	7	46.67 %
Property Impound	2	13.33 %
Traffic Stop	1	6.67 %
Unspecified	3	20.00 %
Total	15	100.00 %

7/31/2025 - 7/31/2026				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	5	7	11	1
Breaking and Entering	0	0	0	0
Burglary	0	1	1	0
Complaint	13	37	44	6
Counterfeiting/Forgery	0	0	0	0
Destruction/Damage/Vandalism	0	3	3	0
DOA - Unknown	0	1	1	0
DOA-Suicide	0	0	0	0
Domestic Violence	1	7	7	0
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	3	32	27	8
Menacing	0	1	1	0
Miscellaneous	0	2	1	1
Motor Vehicle Theft	0	2	2	0
Person in Jeopardy	0	3	3	0
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	1	5	6	0
Property in Jeopardy	0	0	0	0
Protection Order	0	1	0	1
Rape	0	1	1	0
Request for Assistance	0	1	1	0
Robbery	0	0	0	0
Sexual Assault	1	1	1	1
Shooting	0	0	0	0
Traffic Stop	0	0	0	0
Unspecified Call	0	7	7	0
Warrant	1	0	0	1
Total	25	112	117	19

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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	August 12, 2026		
Copies to	File		

Task Order No. 30: Maintenance Building

- We continued working with the contractor on construction items, including reviewing pay requests, certified payroll reports, and general coordination.

Task Order No. 34: 2025 Roadway Improvements

- We continued following up with AT&T regarding their infrastructure to be buried. As of 08/11, AT&T's burying work is complete with one site awaiting backfill.
- Once backfill is complete, we will follow up with the contractor about placing the final sidewalk areas.

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

- We conducted the bid opening on 07/31.
- After the bid opening, we evaluated the two low bidders including checking certifications and checking references.
- We began preparing official notices, and we prepared a draft allocation spreadsheet to assist the fiscal officer in assigning costs to specific funds within the Village's budget.

General Consulting: MS4 Professional Services Request for Qualifications (RFQ)

- We prepared one addendum for the RFQ and prepared the draft evaluation form.
- Statements of qualification (SOQ) are due by 4:00 p.m. on 08/12. Upon close of the response period, we will manage and participate in evaluating the responders and making a recommendation for selecting the firm with whom to negotiate scope of services and the associated fee.

Violation Report - JULY 2026

Record Count : 27

Violation Date	Date Resolved	Subject	Mode
07/29/2026		MULCH PILE ON DRIVEWAY	MAILED
07/29/2026		HIGH GRASS NOTICE POSTED	POSTED
07/29/2026	07/31/2026	HIGH GRASS	POSTED
07/29/2026	07/31/2026	HIGH GRASS	POSTED
07/29/2026	07/31/2026	HIGH GRASS	POSTED
07/29/2026	07/31/2026	HIGH GRASS	POSTED
07/29/2026		FALLEN TREE	MAILED
07/29/2026		TRAILER IN DRIVEWAY	MAILED
07/27/2026		NO PERMIT FOR SWIMMING POOL	MAILED
07/22/2026		TREES CUT DOWN	MAILED
07/22/2026		JUNK ON DRIVEWAY	MAILED
07/21/2026	07/22/2026	HIGH GRASS	POSTED
07/20/2026	07/27/2026	WEEDS	POSTED
07/15/2026	07/22/2026	HIGH GRASS	POSTED
07/15/2026	07/27/2026	INOPERABLE VEHICLE	MAILED
07/13/2026	07/27/2026	BOAT IN DRIVEWAY	MAILED
07/13/2026	07/14/2026	HIGH GRASS	POSTED
07/13/2026	07/20/2026	WEEDS	POSTED
07/13/2026		JUNK ON DRIVEWAY	POSTED
07/13/2026	07/15/2026	HIGH GRASS	POSTED

Permit Report - JULY 2026

Record Count : 6

Permit Type	Status	Date of Application	Local Permit No.	Property Address
ACCESSORY STRUCTURE (2)	Approved	07/16/2026	PIP-21-2026	5304 PONDEROSA DR
	Approved	07/17/2026	PIP-22-2026	3052 HOWLER LN
FENCE (1)	Approved	07/02/2026	F-07-2026	2571 LAKEWOOD DR
PLUMBING (1)	Complete	07/22/2026	P-09-2026	2643 JORDAN RD
RIGHT OF WAY (2)	Complete	07/15/2026	ROW-08-2026	2505 MAPLEWOOD DR
	Complete	07/15/2026	ROW-07-2026	2920 MINERVA LAKE RD

RESOLUTION 2026-15

A RESOLUTION TO AUTHORIZE AND ADVANCE TO THE SIDEWALKS AND PATHWAYS FUND AND TO DECLARE AN EMERGENCY

WHEREAS, the Village of Minerva Park (the Village) needs to provide resources in order to meet obligations of the Village of Minerva Park relating to work on the sidewalks and pathways project; and,

WHEREAS, the Village anticipates reimbursement from various grants relating to the project.

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

- Section 1.** The Fiscal Officer is authorized to advance \$100,000 from the General Fund to the Sidewalks and Pathways Fund (4905).
- Section 2.** The Sidewalks and Pathways Fund shall repay the advance to the General Fund upon receipt of all grant proceeds at the completion of the project.
- Section 3.** The Fiscal Officer is authorized to repay the advance as provided in Section 1 without further authorization from Council.
- 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.** This resolution is hereby declared to be an emergency measure necessary for the preservation of the public health, safety and welfare, such emergency arising from the need make provide resources to make payment to contractors prior to the receipt of grant funds, wherefore, this resolution shall take effect and be in force from and after its passage.

First Reading: July 9, 2026
 Second Reading: July 16, 2026
 Third Reading: August 13, 2026
 Passed: August 13, 2026

 Tiffany Southard, Mayor

ATTEST

APPROVED AS TO FORM

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

RESOLUTION 2026-16
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

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.

First Reading: July 9, 2026
 Second Reading: July 16, 2026
 Third Reading: August 13, 2026
 Passed: August 13, 2026

 Tiffany Southard, Mayor

ATTEST:

APPROVED AS TO FORM:

 Jeffrey Wilcheck, Fiscal Officer

 Jesse Shamp, Solicitor

ALL VILLAGE PERMIT FEES ARE NON-REFUNDABLE

Item # 17.

VILLAGE OF MINERVA PARK FEE SCHEDULE		REVISED 6/2026
RESIDENTIAL		
SINGLE FAMILY RESIDENTIAL	\$450	
MULTI-FAMILY RESIDENTIAL	\$1,000	\$350/UNIT ADDTL.
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	
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	
CONTIDITIONAL 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	\$700 500	*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)	\$300	\$100 ADDITIONAL HOUR
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	60/6 month	100/1 year
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.
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		
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/FEEES 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 ROW 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