



Village Council Regular Meeting

February 12, 2026 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** 1/29/2026 Committee as a Whole Minutes
- [2.](#) **MOTION TO APPROVE** 1/29/2026 Council Meeting Minutes
- [3.](#) **MOTION TO APPROVE** 2/3/26 Pool House Work Session Minutes
- [4.](#) **MOTION TO APPROVE** 2/5/2026 Council Work Session Minutes
- [5.](#) **MOTION TO APPROVE** 2/8/2026 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

Mayor's Report

Citizen Comments

Legislation

15. **MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS** for ORDINANCE 2026-01
- [16.](#) **MOTION TO APPROVE** ORDINANCE 2026-01
AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA PARK FOR THE YEAR 2026 (1st reading-intent to suspend the rules requiring 3 readings)
- [17.](#) **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 an emergency to keep the project on schedule)

18. MOTION TO APPROVE RESOLUTION 2025-36 - Council Oversight on Hiring

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

Old Business

New Business

19. MOTION TO ENTER EXECUTIVE SESSION - MOTION THAT COUNCIL ENTER EXECUTIVE SESSION UNDER OHIO REV. CODE 121.22 (G)(1) TO DISCUSS THE APPOINTMENT OF A PUBLIC OFFICIAL

Adjourn

Executive Summary: Committee as a Whole Meeting – January 29, 2026

Village of Minerva Park

The Committee as a Whole meeting on January 29, 2026, served as an open forum for updates, issue identification, and strategic discussion across village operations. While no formal committee agenda items were scheduled, the meeting covered a wide range of operational, legislative, infrastructure, and strategic planning topics. Key themes included public services reliability, public safety and liability concerns, pool operations and long-term capital planning, financial oversight, and regulatory considerations related to food trucks and village revenue.

Key Discussion Areas and Outcomes

1. Public Services and Operations

- **Food Trucks:**

Progress continues on scheduling food trucks for the summer season, with most dates filled and only four remaining. Council members raised broader concerns about regulatory oversight, taxation, and fairness—particularly regarding stationary food trucks operating within the village without apparent income tax contributions.

- Action Needed: Further legal and financial review to determine municipal tax obligations, permitting requirements, and potential policy updates.

- **Waste and Recycling Services:**

Several resident complaints were noted regarding missed trash or recycling pickups, including reports of entire streets being skipped. While some issues may be attributed to billing lapses or recent severe weather, there is concern about a perceived increase in incidents.

- Action Needed: Gather concrete data from the waste provider on complaints originating in the village and follow up to ensure service reliability.
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2. Public Safety, Liability, and Ordinances

- **Ice Skating on Minerva Park Lake:**

Attention was drawn to Chapter 1062.01, which allows ice skating and hockey on Minerva Park Lake when deemed safe by Village EMS—a department that no longer exists. This creates ambiguity and potential liability exposure.

- Options Discussed:
 - Amend or repeal the ordinance.
 - Explicitly prohibit access to frozen ponds.
 - Post signage clarifying restrictions.
- Action Needed: Legal review to determine the proper mechanism for ordinance revision and risk mitigation.

- **Snow Removal and Resident Responsibilities:**

Streets were plowed promptly—ahead of Columbus—which was positively noted. Residents were reminded of responsibilities such as clearing access to fire hydrants and ensuring sump pump drains are unobstructed to prevent freezing and backups.

3. Infrastructure and Capital Projects

- **Pool Replacement Project & Design-Build Process:**

A significant portion of the meeting focused on the planned pool replacement and whether to proceed with a design-build approach. Legal guidance indicates design-build projects typically apply to projects exceeding \$8 million and require a specific statutory process, including the selection of a criteria architect/engineer.

- Concerns Raised:
 - The village has already invested substantially in prior engineering work.
 - Council members expressed discomfort finalizing a major decision without full participation from absent leadership.
- Outcome: General support for tabling final action briefly to ensure due diligence and confidence in the process.

- **Cost-Saving Design Adjustments:**

Minor modifications to pool features—such as zero-entry design elements—could reduce long-term operational costs (e.g., water turnover and pump requirements) without materially affecting usability.

4. Pool Operations, Revenue, and Community Engagement

- **Short-Term Strategy (Pre-Replacement):**

The Parks and Recreation discussion emphasized limiting pool maintenance to essential needs only, given the planned replacement within the next two years.

- **Marketing and Membership Growth:**

A comprehensive strategy was discussed to increase awareness and usage of the pool:

- Early marketing of pool rentals, swim lessons, and birthday parties.
- Reintroduction of swim lessons and lifeguard certification courses.
- A resident appreciation weekend offering free admission and potential membership discounts.
- Increased use of signage, QR codes, social media, and surveys to gather resident feedback.
- Partnerships with schools and community influencers.

- **Naming and Branding:**

The name “Swim Club” may unintentionally convey exclusivity. Alternatives such as “Minerva Park Community Pool” were discussed to emphasize inclusivity and accessibility.

5. Financial Oversight and Accountability

- **Audit Review:**

Plans are underway to schedule a meeting with the auditor to review findings and maintain financial transparency.

- **Roadrunner Plumbing Issue (Resident Concern):**

Council continues fact-finding regarding a disputed repair invoice and scope of work related to potential village responsibility. The focus remains on clarifying facts, costs, and appropriate next steps rather than assigning blame.

Key Takeaways for Leadership

- Several issues discussed—ice safety, food truck taxation, and pool procurement—carry **legal, financial, and liability implications** that require follow-up and possibly professional review.
- The village is actively balancing **short-term operational needs** with **long-term capital planning**, particularly around the pool replacement.
- There is strong emphasis on **resident experience, transparency, and community engagement**, especially through improved communication, surveys, and proactive outreach.
- Council members demonstrated a preference for **deliberate decision-making** on high-cost projects, even if it means modest delays.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



Village Council Regular Meeting

January 29, 2026 at 7:00 PM

2829 Minerva Lake Rd.

Minutes

Roll Call/Vote to Excuse any Absent Member

Motion made to excuse Councilperson Paessun by Camara, Seconded by Koss.

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

Pledge of Allegiance

Confirmation of Appointment of Planning & Zoning Chair

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

Motion made by Koss, Seconded by Council President Camara.

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

Motion to amend the agenda to include approval of Brady Oxender as voting member of Planning & Zoning made by Camara, Seconded by Grant.

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

Motion to approve Mayor's appointment approval of Brady Oxender as voting member of Planning & Zoning made by Koss, Seconded by Pinter.

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

Minutes

MOTION TO APPROVE 1.15.26 Committee as a Whole Minutes

Motion made by Grant, Seconded by Pinter.

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

MOTION TO APPROVE 1.15.26 Council Meeting Minutes

Motion made by Koss, Seconded by Pinter.

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

MOTION TO APPROVE 1.20.26 Pool House Work Session Minutes

Motion made by Camara, Seconded by Koss.

Voting Yea: Camara, Koss, Grant, Pinter

Voting Abstaining: Martin

Committee as a Whole Report Reported by Council President Camara:

Services is finalizing the 2026 food truck schedule; some residents report continuing issues with Local Waste-Councilperson Martin will follow up.

Finance reports that a meeting will be scheduled soon; audit taking place mid February.

Rec & Parks met 1/22: discussed the upcoming pool season

Citizen Comments-None

Legislation

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)

Motion to postpone until 2/12 made by Camara, Seconded by Koss.

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

MOTION TO SUSPEND THE RULES REQUIRING 3 READINGS FOR RES 2026-01

Reason for emergency language: retain value of cruiser and sell as soon as possible.

Motion made by Grant, Seconded by Camara.

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

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 emergency)

Motion made by Grant, Seconded by Camara.

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

Old Business

Mayor Southard reviewed meetings set for the 1st two weeks of February:

2/3 Pool House Work Session 6:30 PM

2/5 Work Session 7:00 PM

2/8 Work Session 7:00 AM

2/9 Pool House Town Hall 6:30 - 8:30 PM

2/12 Committee as a Whole 6:30 PM

2/12 Council Meeting 7:00 PM

New Business

Council President Camara asked if-since Councilperson Grant is now the chair of P & Z-council needs to appoint another Liaison. It is Mayor Southard's understanding that this is not necessary.

Mayor Southard expressed thanks to Blendon Township for street plowing, and encouraged residents to clear their sidewalks when possible.

Adjourn

Motion made by Camara, Seconded by Koss.

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

Meeting adjourned at 7:37 PM

Executive Summary: Pool House Work Session – February 3, 2026

On February 3, 2026, Village Council members, the Mayor, Fiscal Officer, and the project architect from Brandstetter-Carroll convened a work session to review and refine plans for the new pool house in advance of a public open house scheduled for the following week. The primary objectives were to confirm recent plan revisions, review material and color options, and align on what design concepts would be presented to the public.

Attendance and Purpose

The meeting was attended by Council President Camara, Councilpersons Pinter and Grant, Mayor Southard, Fiscal Officer Jeff Wilczek, and the project architect. The session focused on preparing a clear, accessible presentation for residents while incorporating prior feedback on functionality, durability, maintenance, and cost.

Floor Plan and Functional Updates

Several refinements to the floor plan were reviewed:

- **Restrooms:** Adjustments were made to toilet stall layouts to slightly reduce overall square footage while maintaining functionality. Wider stalls were incorporated, and accessibility features such as an adult changing table will be added graphically in future drawings.
 - **Concessions Area:** Plumbing fixtures (three-compartment sink and hand sink) were relocated to the back wall to improve workflow and create space for refrigerators, freezers, and central prep tables. Door placements and access to plumbing chases were simplified to reduce construction complexity.
 - **Entries and Circulation:** The front entry was revised to a wider, more open gated configuration, while an overhead door remains at the rear. Egress requirements were discussed, confirming that a swing door is still required at the front for code compliance.
 - **Breezeway and Structure:** The team discussed whether certain interior walls should remain or be removed to create a more open breezeway feel, subject to structural engineering requirements. The structural engineer recommended masonry walls extending fully to the roofline in certain areas for stability.
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Materials and Building Systems

A significant portion of the discussion centered on exterior and interior wall materials, with emphasis on durability, maintenance, and long-term cost:

- **Burnished (Honed) CMU Block:** Identified as the most economical option, offering structure and finished appearance in one product, with consistent color throughout and minimal maintenance.

- **Glazed CMU Block:** Approximately 25% more expensive than burnished block, but noted for superior durability, ease of cleaning, moisture resistance, and long-term appearance—particularly attractive for restroom areas.
- **Glazed Brick / Thin Brick Veneer:** Discussed as an aesthetic option but generally viewed as less desirable due to added layers, higher labor costs, and potential durability concerns compared to glazed CMU.
- **Interior Finishes:** Painting interior CMU remains an option, though there was strong preference for materials that reduce repeated repainting and maintenance over time.
- **Anti-Graffiti and Moisture Control:** Anti-graffiti sealants and clear sealers were discussed as mitigation strategies. Moisture management, airflow, and mold prevention—especially in restrooms—were recurring themes.

Siding, Roofing, and Architectural Accents

To break up the mass of masonry, the team explored accent materials:

- **Fiber Cement Siding:** Proposed for upper wall areas and recessed sections, offering flexibility in texture (smooth or wood grain), orientation (horizontal, vertical, board-and-batten), and color, with long-term durability.
- **Metal Panels:** Vertical metal paneling was discussed as an alternative accent, potentially providing a contemporary “slatted” look.
- **Roofing:** A steeper metal roof is recommended over restroom areas for longevity and performance.

Color Palette and Aesthetic Direction

Council provided clear direction on color preferences:

- A **light, neutral base color** for the majority of the building.
- Strong preference for **blues and blue-green tones** (aqua, teal), which were viewed as appropriate for a pool environment and complementary to existing pool furnishings.
- Limited support for greens (especially sage), and broad opposition to yellow and orange as dominant wall colors, though brighter colors were considered acceptable for **doors and accents**.
- Consensus that only color schemes generally supported by Council should be shown at the public meeting to avoid unintended selections.

Windows, Ventilation, and Environmental Considerations

- **Windows:** Aluminum or fiberglass (non-rusting) window systems are planned.
- **Ventilation:** High ceilings, exposed but painted structural elements, and mechanical exhaust systems are intended to improve airflow and reduce moisture buildup.

- **Bird Control:** Design details will minimize gaps and perching areas to prevent birds from entering or nesting within the structure.
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Public Engagement and Next Steps

For the upcoming public open house:

- Updated floor plans with color and material renderings will be presented alongside the existing pool site plan.
 - Physical material boards and samples will be available for residents to see and touch.
 - Public feedback will be collected through written comments, Post-it notes, and flip charts to ensure community input is visibly captured.
 - The architect committed to providing updated visuals to the Fiscal Officer by the end of the week for final review before the meeting.
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Conclusion

The work session achieved alignment on key functional improvements, reaffirmed priorities for low-maintenance and durable materials, and narrowed the aesthetic direction toward light masonry with blue-toned accents. The project team is positioned to present a cohesive, well-considered concept to the public, while preserving flexibility to refine design choices based on community feedback and budget analysis.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: February 5, 2026 – Council Work Session

The February Council Work Session focused primarily on two significant policy and capital issues: (1) the future direction, scope, and procurement method for the community pool and pool house project, and (2) the proposed resolution establishing council oversight of the police department. The meeting also included a brief executive session regarding personnel matters and preliminary planning for upcoming charter and job description discussions.

Attendance and Procedure

The session was attended by the full Council membership, including the Council President, fiscal officer, legal counsel, and clerk. The meeting began with a motion to enter executive session under Ohio Revised Code 121.22(G)(3) to discuss the discipline of a public employee, after which Council reconvened to conduct public business.

Pool and Pool House Project

The majority of the work session was dedicated to an in-depth discussion of the proposed pool and pool house redevelopment, reflecting both financial and procedural concerns.

Procurement and Design Process

- Legal counsel advised that the village cannot proceed with a design-build approach under current circumstances because the required Request for Qualifications (RFQ) process was not properly followed when selecting the initial design firm (MKSK).
- The drawings produced to date were characterized as conceptual and lacking sufficient design parameters to qualify as formal criteria architect submissions.
- To move forward with a design-build model, Council would need to restart the process, issue an RFQ, and select a criteria architect in compliance with statutory requirements.

Cost and Budget Concerns

- Council expressed significant concern about escalating costs, with estimates placing the full project at approximately \$3–3.5 million.
- The fiscal officer emphasized that issuing more than approximately \$2.0–2.1 million in income-tax-backed bonds would negatively affect the village’s operating budget.
- Additional funding strategies discussed included potential grants (estimated at roughly \$500,000) and transfers from other funds through future appropriation changes.
- Members expressed reluctance to commit large sums to engineering or design work without confidence that the project could be fully funded and completed.

Design Scope and Phasing Options

- Council reviewed cost-saving strategies recommended by a pool consultant, including:
 - Avoiding a zero-entry pool design to reduce filtration and infrastructure costs.
 - Using a handicap-accessible ramp instead of a zero-entry configuration.
 - Phasing optional features such as slides for future construction.
- It was confirmed that the existing pool house does not meet modern standards and cannot be reused for its original purpose, though it could potentially serve as storage.

- Council acknowledged that while the current pool has historic and community significance, it predates modern ADA and safety requirements and suffers from structural issues that make renovation impractical.

Concerns About Design Direction

- Several members voiced dissatisfaction with the perceived lack of responsiveness from the design team, noting that revised plans appeared largely similar despite repeated feedback.
- There was tension between maintaining a clear vision for the facility and designing strictly to budget constraints.
- Council emphasized the importance of not advancing the project “for the sake of moving forward,” given the scale and long-term financial implications of the investment.

Police Department Oversight Resolution

The second major topic involved a proposed resolution establishing council oversight of the police department.

- Council had previously requested that the police chief provide input or documentation within 30 days; while some materials were circulated internally, there was confusion over distribution and completeness.
- Members agreed that additional time could be beneficial to better align the resolution with related internal policies and ensure consistency.
- Some council members expressed a preference to adopt the resolution promptly to establish a framework, with the option to amend or repeal it later.
- Legal counsel clarified that the measure is a resolution, not an ordinance, and therefore does not alter the municipal charter.
- Consensus emerged to postpone formal action until the second meeting in March to allow further review and refinement.

Next Steps and Closing

- Council plans to revisit charter matters and job descriptions at upcoming meetings.
- Decisions regarding the pool project must be advanced in the near term, as a vote will be required at an upcoming council meeting.
- The police oversight resolution is expected to return for consideration in March.

The meeting concluded with agreement on next steps and appreciation for members’ participation after an extended discussion.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor

Executive Summary: Council Work Session – February 8, 2026

Purpose and Scope

The February 8, 2026 Council Work Session was convened as a quarterly working meeting to advance discussion on two primary topics:

1. **Pursuing a Village Charter (Home Rule)**
2. **Review and clarification of job descriptions and operational roles**, particularly within maintenance, administration, and public safety.

The session focused on identifying structural limitations under the current statutory village framework, evaluating lessons learned from a failed 2018 charter effort, and outlining next steps to improve governance efficiency, accountability, and long-term sustainability.

Key Topic 1: Village Charter / Home Rule

Rationale for Reconsidering a Charter

Council members expressed broad agreement that the current statutory framework under the Ohio Revised Code (ORC) restricts local autonomy in several critical areas. The primary motivations for revisiting a charter include:

- **Increased local control** over elections, ballot initiatives, hiring and firing practices, and procurement rules.
- **Reduced administrative friction**, particularly for small-scale projects that are disproportionately burdened by state-mandated bidding requirements.
- **Improved accountability**, including the potential for clearer mechanisms to discipline or remove officials or administrators who are not meeting expectations.
- **Legal flexibility**, especially in light of past instances where citizen-led initiatives were blocked due to the village's non-charter status.

Council emphasized that the intent is not power consolidation, but rather ensuring the village can operate effectively in a changing political and regulatory environment.

Lessons from the 2018 Charter Effort

The previous charter initiative (2018) was widely viewed as unsuccessful due to:

- Overly broad and complex proposed changes.
- High legal costs with limited tangible results.
- Community mistrust stemming from unrelated but concurrent issues (e.g., major property acquisition and leadership concerns).
- A perception that the effort sought to “change everything at once.”

The current approach is deliberately positioned as **fundamentally different**:

- A **“bare-bones” charter** focused primarily on securing home rule status.
- Limited initial changes, potentially including authorization for a **village administrator**, with future changes phased in over time.
- Stronger transparency and public communication, including FAQs and clear articulation of costs and benefits.

Charter Commission and Public Engagement

Council acknowledged that the substance of the charter will ultimately be determined by an independently elected Charter Commission. There was consensus on:

- Encouraging participation from individuals involved in the prior charter effort to preserve institutional knowledge.
- Creating clearer public education tools to address confusion and skepticism.
- Being candid about costs while emphasizing long-term operational efficiencies and avoided legal expenses.

Key Topic 2: Governance, Staffing, and Accountability

Village Administrator Concept

A recurring theme was the potential value of a professionally trained **village administrator** to:

- Reduce operational burden on elected officials.
- Improve consistency, oversight, and long-term planning.
- Clarify reporting lines and accountability, which are currently perceived as fragmented or overly centralized.

Council noted that any such role would require careful checks and balances, potentially written directly into the charter.

Job Descriptions and Operational Roles

Council reviewed several operational areas with an emphasis on clarity, accountability, and proactive management:

- **Maintenance Operations**
 - Growing concern that the village has expanded infrastructure (sidewalks, facilities, maintenance building) without proportional planning for maintenance staffing, equipment, and long-term costs.
 - Recognition that maintenance functions are largely reactive rather than preventive.
 - Discussion leaned toward the need for a **full-time maintenance role**, potentially salaried, to balance seasonal workload fluctuations.
- **Facilities and Equipment**
 - The new maintenance building introduces ongoing upkeep and equipment needs that must be explicitly planned and budgeted.
 - Emphasis on purchasing appropriate, serviceable equipment rather than ad hoc solutions.
- **Police Department Roles**
 - Council reviewed police job descriptions to better understand internal command structure, supervision, and accountability.
 - Acknowledgment that while council has limited influence over policing procedures, clearer understanding of roles (e.g., lieutenant responsibilities) supports better oversight and communication.
- **Pool and Seasonal Operations**

- Discussion highlighted inefficiencies and overlapping responsibilities in pool staffing and concessions management.
- Opportunities identified to reduce costs while maintaining compliance, particularly through role consolidation and clearer task definition.

Cross-Cutting Themes

Several consistent themes emerged across discussions:

- **Accountability:** Desire for systems that ensure performance oversight is not concentrated in a single office.
- **Proactive Planning:** Repeated acknowledgment that maintenance, staffing, and lifecycle costs must be considered earlier in project planning.
- **Scale Sensitivity:** Recognition that the village is small and should not be forced to operate like a large municipality.
- **Transparency and Trust:** Clear communication with residents is essential, particularly given historical skepticism.

Next Steps

- Compile and distribute the meeting summarized notes to council and administration.
- Publish charter-related information, including FAQs, on the village website.
- Continue quarterly work sessions, with a tentative follow-up meeting planned for mid-May 2026 (post-election).
- Monitor the outcome of the charter ballot initiative and prepare for coordination with an elected Charter Commission if approved.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor



DIVISION OF POLICE

VILLAGE OF MINERVA PARK



Chief Matt Delp

Monday, February 2, 2026

TO: Mayor, Council

FR: Chief Matt Delp

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

Madame Mayor and Members of Council,

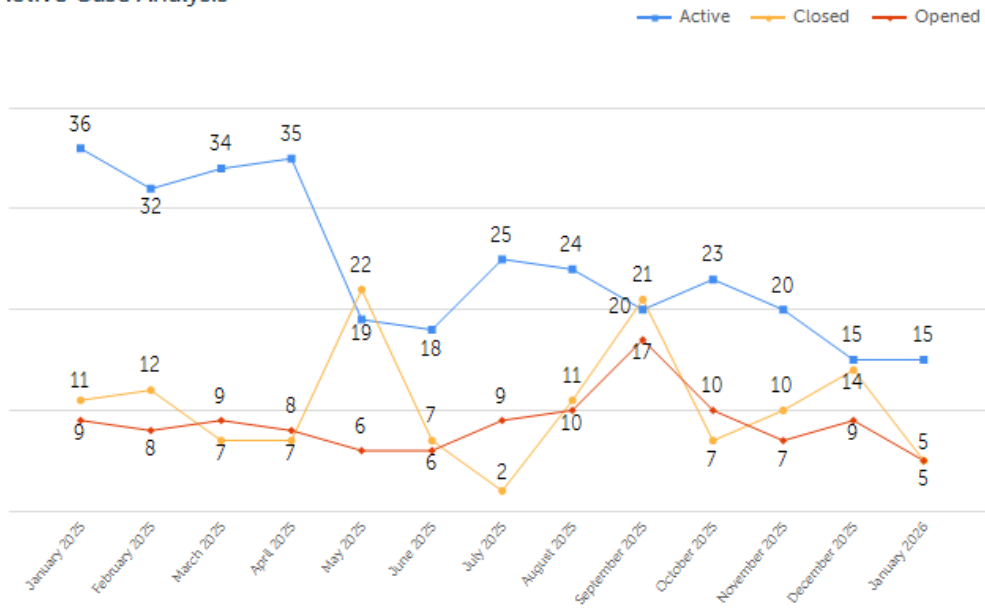
The most significant event in January was the rare declaration of a Level 3 snow emergency by Sheriff Dallas Baldwin on January 26. The previous Level 3 emergency occurred in 2004, during an ice storm that left thousands across Central Ohio without power for extended periods. During this recent storm, there was a notable improvement in residential on-street parking compliance compared to the December winter event. Officers responded to 28 parking-related incidents and issued 9 citations to vehicle owners who failed or refused to remove their cars from the street to facilitate snow removal. Fortunately, the storm did not disrupt the village's power supply. I recommend purchasing and posting several "No Parking During Snow Emergency" signs around the village to assist officers with parking compliance in the future.

There were no other notable issues during the month of January.

The following pages contain the vital statistics for police activity.

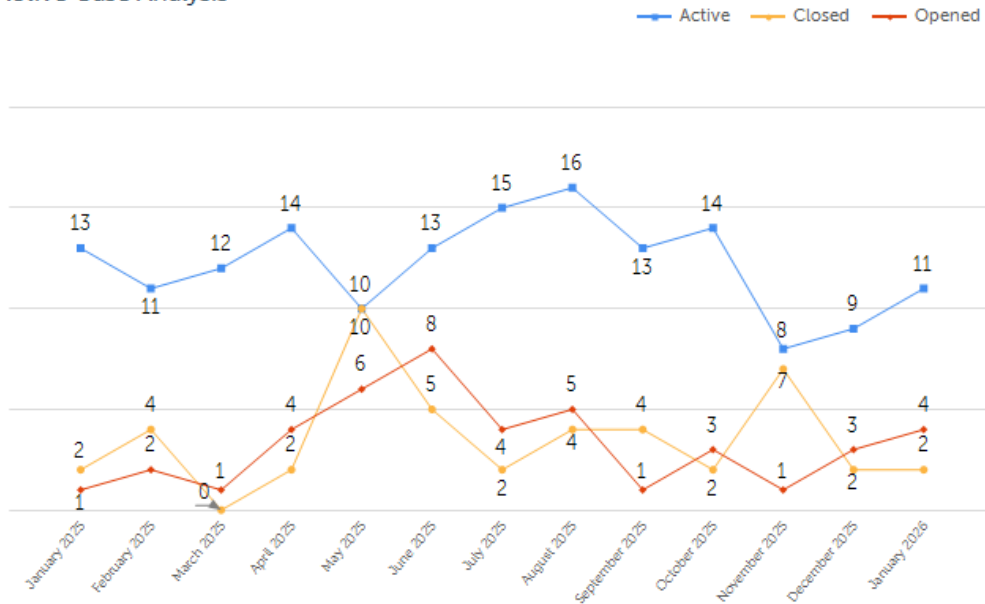
	JAN 2026	Previous Year	Difference
Traffic Stops	57	47	10
Citations Issued	17	15	2
Police Reports	5	15	-10
Active Cases	15	24	-9
Calls for Service	356	274	82

Active Case Analysis



TRAFFIC STOPS

Active Case Analysis



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

Case Subtype	Cases	%
Complaint	2	22.22 %
DOA - Unknown	1	11.11 %
Domestic Violence	1	11.11 %
Hit Skip	2	22.22 %
Larceny/Theft	1	11.11 %
Traffic Stop	2	22.22 %
Total	9	100.00 %

1/31/2025 - 1/31/2026				
Subtype	Active at Start	Opened Cases	Closed Cases	Active at End
Assault	5	8	13	0
Breaking and Entering	0	0	0	0
Burglary	1	0	1	0
Complaint	9	41	46	4
Counterfeiting/Forgery	0	0	0	0
Destruction/Damage/Vandalism	1	4	5	0
DOA - Unknown	0	1	0	1
DOA-Suicide	0	0	0	0
Domestic Violence	4	8	10	2
Extortion/Blackmail	0	0	0	0
Hit Skip	0	0	0	0
Larceny/Theft	5	22	22	5
Menacing	1	0	1	0
Motor Vehicle Theft	3	2	5	0
Person in Jeopardy	0	2	2	0
Pornography / Obscene Material	0	0	0	0
Property Damage	0	0	0	0
Property Impound	0	10	10	0
Property in Jeopardy	0	0	0	0
Protection Order	1	0	1	0
Rape	0	0	0	0
Request for Assistance	1	0	1	0
Robbery	1	0	1	0
Sexual Assault	0	2	1	1
Shooting	1	0	1	0
Traffic Stop	0	0	0	0
Unspecified Call	1	3	3	1
Warrant	2	1	2	1
Total	36	104	125	15

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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	February 11, 2026		
Copies to	File		

Task Order No. 30: Maintenance Building

- Franklin County approved the plumbing permit.
- We reviewed and approved the contractor's building mechanical (HVAC and plumbing) submittals.
- We continue coordinating with the utility providers on final locations for service to the site.

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

- Minerva Lake Road
 - o No change from last update.
- Northland Plaza Drive
 - o No change from last update.

Task Order No. 39: Kilbourne Run Erosion Mitigation

- We continue developing conceptual drawings and the alternatives matrix for mitigation strategies immediately downstream of the dam and for the shared-use path under Quiet Brook Vale and are working on preliminary cost estimates to present to the Village.
- We began preparing a presentation for the Village to summarizing the alternatives.
- We anticipate scheduling an alternatives meeting with the Village for the first week of March.

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

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

Permit Report - Current Month

Generated by Zoning Code Enforcement Officer on 01/31/2026 03:00 PM

Record Count : 1

Permit Type	Status	Date of Application	Local Permit No.	Property Address
RIGHT OF WAY (1)	Approved	01/08/2026	ROW-01-2026	3220 MINERVA LAKE RD

ORDINANCE 2026-01

**AN ORDINANCE TO MAKE SUPPLEMENTAL APPROPRIATIONS
FOR THE CURRENT EXPENSES OF THE VILLAGE OF MINERVA
PARK FOR THE YEAR 2026**

WHEREAS, it is necessary to supplement the appropriations in Ordinance 2025-22 for the year ending December 31, 2026; and

WHEREAS, the appropriations herein are to be effective for the year ending December 31, 2026.

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

Section 1. The Annual Appropriations in Ordinance 35-2024 is supplemented as presented below:

	<u>Current Amount</u>	<u>Increase/ (Decrease)</u>	<u>Revised Amount</u>
<u>MP TIF Contruction Fund (4105)</u>			
Capital Outlay			
Capital Outlay	<u>\$820,000</u>	<u>(\$225,456)</u>	<u>\$594,544</u>

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

Section 3. This Ordinance shall be in full force and effect upon its passage.

Tiffany Southard, Mayor

First Reading: February 12, 2026
Second Reading: Waived
Third Reading: Waived
Passed: February 12, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Solicitor

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: February 12, 2026
Passed: February 12, 2026

ATTEST

Jeffrey Wilcheck, Fiscal Officer

APPROVED AS TO FORM

Jesse Shamp, Solicitor

**A RESOLUTION ESTABLISHING VILLAGE COUNCIL OVERSIGHT
REQUIREMENTS FOR POLICE DEPARTMENT HIRING AND
PERSONNEL DECISIONS IN THE VILLAGE OF MINERVA PARK**

WHEREAS, the Village Council of Minerva Park recognizes the importance of transparency, accountability, and public trust in the hiring and oversight of all Police Department personnel; and

WHEREAS, it is the intent of Council to ensure that all elected officials are fully informed of any material information, including prior incidents, disciplinary history, pending litigation, or other matters relevant to the employment suitability of any Police Department applicant; and

WHEREAS, Council deems it necessary to establish clear disclosure and approval procedures to promote integrity, professionalism, and public confidence in the Minerva Park Police Department.

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

Section 1. Disclosure Requirements:

The Chief of Police shall disclose to the Village Solicitor, in writing, prior to any vote or appointment, all relevant and lawfully obtainable information concerning any applicant for employment within the Minerva Park Police Department.

This disclosure shall include, but is not limited to, to the extent permitted by law:

- A. Prior disciplinary actions, terminations, or resignations from any law enforcement agency;
- B. Any pending criminal charges, civil lawsuits, or administrative proceedings;
- C. Any sustained findings of misconduct or internal affairs investigations; and
- D. Verification of all required certifications, licenses, and training credentials.

To the extent permitted by law, all such disclosures shall be confidential personnel information, provided to the Village Solicitor solely for official review, and retained by the Fiscal Officer as part of the applicant's personnel record. Village Council will discuss these documents in executive session as permitted by Ohio law to discuss the potential hiring of a public employee.

Section 2. Council Oversight and Appointment Approval:

- A. In accordance with Ohio Revised Code Sections 737.15, 737.16, and 737.161, no conditional, final appointment, or any other appointment to the Minerva Park Police Department shall be deemed effective unless and until such appointment has been confirmed by a majority vote of the Village Council.
- B. The Chief of Police shall not extend a conditional or final offer of employment, nor permit any applicant to begin active duty, until Village Council has reviewed the applicant's background information and granted approval.

Section 3. Probationary and Ongoing Employment Oversight:

- A. The Mayor and Council retain the authority to review and act upon the continuation of employment for any police officer during or after the probationary period, when such action is determined to be in the best interests of the Village and consistent with applicable law and Village personnel and Police Department policies.

(Continued)

- B. The Chief of Police shall fully cooperate with Council in providing all records, reports, and documentation necessary to support such determinations.
- C. Nothing in this Resolution shall be construed to limit the power of the Mayor to terminate probationary employees.

Section 4. Accountability of the Chief of Police:

Failure by the Chief of Police to comply with the disclosure, reporting, or procedural requirements of this Ordinance shall constitute cause for disciplinary action by the Mayor, subject to Council oversight and concurrence as required by law, up to and including removal from office as permitted by law.

Section 5. If any section, subsection, or provision of this Ordinance is held invalid by a court of competent jurisdiction, such finding shall not affect the validity of the remaining portions, which shall remain in full force and effect.

Section 6. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Tiffany Southard, Mayor

First Reading: November 20, 2025
Second Reading: December 11, 2025
Third Reading: February 12, 2026
Passed: February 12, 2026

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor

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