

Village of Minerva Park

Committee as a Whole – Meeting Minutes

Date: August 28, 2025

Location: Council Chambers

Attendance: Council President Camara; Mayor Southard; Councilmembers Martin, Grant, Passeun, Koss; Fiscal Officer Wilcheck

1. Call to Order

Council President Camara called the Committee as a Whole meeting to order. Attendance was taken as above.

2. Street & Infrastructure Issues

- **Resident Driveway Complaint (MLR Project):**

A resident reported heavy construction trucks damaged his driveway during the MLR street project. Discussion covered:

- Whether cracks were pre-existing or worsened by current work.
- Possible aerial or pre-construction photos.
- Responsibility of the contractor vs. the Village.
- Need for a clear protocol for handling damage complaints and ensuring only one staff member manages each case to avoid duplication.
- Barb will follow up with Mike/engineering team; Camara offered to speak directly with the resident.

- **North Lake Court Water Line Replacement:**

Staff recommended complete replacement of the aging main line back to its connection at Shore Drive/Furman Road and bundling the work with a future roadway mill-and-fill project.

- Estimated cost: \$100,000 for paving; \$100,000–\$200,000 for water line.
- Work likely to be scheduled for early spring 2026 to avoid winter conditions.
- Project still in the engineering stage; no immediate council action required.

- **Sewer Line Complaint:**

A contractor reported a broken connection. Investigation showed it was on private property and not in the Village right-of-way; no permit was required. Council clarified permit requirements when contractors do enter Village right-of-way.

3. Construction Safety & Traffic Control

- **Barricades/Signage:**

Members noted confusion at night due to non-flashing barricades and “one-way” changes during school traffic. Discussion included adding reflectors, battery packs, and repositioning signs for better visibility.

- **Radar/Prop Cameras:**

- A portable “prop” speed camera was removed from the MLR area and may be redeployed to Jordan Road or another location during future projects.
- Chief Hutchinson will confirm camera placement.

4. Flock & PTZ Cameras

- Reviewed current placement of Flock license-plate cameras; discussed moving a unit from a low-traffic area to Jordan or Farview to better cover all eight Village entrances.
- The PTZ (“Condor”) camera upgrade and maintenance were noted.

5. Signage Review

- Several new “No Outlet” and “Children at Play” signs are mounted too high to be visible from SUVs; stop signs are beginning to crack.
- Council agreed to a full sign inventory/assessment similar to one performed seven years ago.

6. Village Services & Events

- **Leaf Pickup:** Staff will coordinate with the construction schedule to minimize conflicts.
 - **Food Trucks:** Fish & chicken truck Friday; Suge’s BBQ on September 10 for “First Responders Night.”
 - **Pool Season:** Only a few days remain; baby-pool motor to be replaced after closing. A former resident offered to paint a U.S. flag or Village emblem on the pool floor for the nation’s 250th anniversary.
 - **Landscaping:** Discussion of updating Farview entrance beds and possibly seeking sponsorships.
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7. Pool Pass Policy

Council discussed allowing unused day-passes to roll over to the next season or offering discounts on new passes in exchange for unused ones. Staff to explore tracking and cost implications.

8. Budget & Finance

- Members expressed the need for improved tracking of payroll and seasonal labor expenses to avoid year-end appropriation adjustments.
 - Three pieces of legislation on the next agenda were previewed: (1) appropriation ordinance, (2) suspension of second readings, and (3) police officer appointment.
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9. Amphitheater Rental Policy

Council briefly discussed whether to charge a fee for use of the new amphitheater once electricity is installed.

10. Meeting Schedule

Councilmembers considered adjusting committee start times to allow fuller discussion without rushing.

11. Adjournment

With no further business, the Committee as a Whole meeting was adjourned.