

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.
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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.
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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.
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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.
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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.
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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.
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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