

VILLAGE OF MINERVA PARK COMMITTEE AS A WHOLE MINUTES September 10, 2026

ATTENDANCE: Councilpersons Grant, Paessun, Pinter; Chief Delp, Fiscal Officer Wilcheck

SAFETY COMMITTEE

E-Bike Legislation

Chief Delp recommended consideration of Village legislation regulating electric bicycles. The proposed legislation would be modeled after regulations in Westerville and Blendon Township to provide consistency among neighboring communities.

Police Department Staffing

Chief Delp reported that one recently hired officer was in the second week of Field Training Officer (FTO) training and was progressing well. A second conditional hire was awaiting completion of a physical examination. Four additional candidates were in various stages of the background process.

The Chief reported that the Department could potentially return to full staffing by November.

Basketball Court

Council received an update regarding the basketball court. One side of the court is open for use while the other remains under repair. No issues or calls concerning use of the court had been reported.

Traffic / ponderosa

Council discussed the status of striping at Ponderosa. The matter remains under review, and additional speed information is being collected to assist in evaluating traffic concerns. Chief Delp discussed a technology service that could provide roadway traffic and speed data using information collected from mobile devices and vehicles. Council expressed interest in learning more about the service but noted that cost and feasibility would need to be considered.

Speed Detection Equipment

Chief Delp reported that the Village's speed-detection equipment remains out for repair. A motherboard component had short-circuited, and the Department is awaiting a repair quotation.

Phantom fireworks

Chief Delp reported that a post-season meeting had been held with Phantom Fireworks. Police Department recommendations were discussed and will be addressed further through the Safety Committee.

Flock camera system

Chief Delp reviewed the Village's auditing practices concerning the Flock camera system. The Department has monitored officer use of the system since its implementation, historically conducting reviews approximately every 60 to 90 days. Flock has added organizational audit and alert functions that allow administrators to identify repeated searches or other activity requiring review.

The Chief reported that the Village continues to review system activity and has not identified inappropriate use requiring action. Officers have also received guidance concerning use of the system's hot-list functionality.

Decommissioned police vehicles

Council discussed the status of a decommissioned police vehicle.

Chief Delp reported that the Village intends to trade in the decommissioned vehicle and the K-9 vehicle toward a replacement vehicle. The necessary paperwork has been submitted to the State.

Previous efforts to sell or auction the vehicle had not produced the desired result.

LEGISLATION

Annual Contracts

Council reviewed annual legislation and contracts that are typically considered each year.

Members were asked to identify any contracts requiring additions, changes, or updates.

The legal firm's name was clarified as **FBT Gibbons** for purposes of future documentation.

Pool Fees

Council discussed the upcoming annual review of Village pool fees. No action was taken at this meeting.

Rules of Council

Council discussed the annual review of the Rules of Council. Members were encouraged to review the rules and identify potential amendments.

Particular attention was given to the meeting calendar and the need to consider school breaks, including spring break, when establishing future meeting and work-session dates.

Levies

Council inquired regarding upcoming levy requirements. Fiscal Officer Wilcheck indicated that no immediate levy was known to require action but would verify the Village's levy schedule.

ORDINANCE / CODE UPDATES

Ordinance 2026-13

Council discussed legislation updating the Village Code to conform with amendments to the Ohio Revised Code. The proposed changes primarily involve definitions and other minor statutory amendments.

Ordinance 2026-14

Council discussed additional amendments concerning general offenses, including assault, domestic violence, OVIs, and related provisions.

Permit and Sewer Responsibility Amendments

Council discussed proposed amendments addressing permits and responsibility for sewer lines and taps.

The proposed clarification provides generally that the property owner is responsible for the sewer connection from the tap to the house. A single, non-public lateral remains the property owner's responsibility; a lateral serving more than one tap becomes a public lateral and is the Village's responsibility.

Additional review is needed regarding street-work opening permits and procedures for work occurring outside normal Village staffing hours.

FINANCE

August Financial Report

Fiscal Officer Wilcheck reported that the August financial report had been distributed. Completion of the report had taken additional time due to the holiday and other scheduling matters.

2027 Budget

A Finance Committee meeting was scheduled for Monday at 8:00 a.m. to begin identifying priorities for the 2027 budget.

Additional Finance Committee meetings are anticipated during the upcoming budget cycle.

POOL HOUSE PROJECT

Council conducted an extensive discussion concerning the pool house project and a proposed amendment to the engineering contract with Brandstetter Carroll.

Engineering Contract Amendment

Brandstetter Carroll has requested an additional **\$17,760** for engineering services resulting from changes to the pool house plans.

Council discussed the history of the project, including the approximately ten-month period since the project began and the earlier plan that carried an estimated cost of approximately \$900,000, which exceeded the available budget.

The proposed amendment would increase the contract from **\$76,500 to \$94,260**.

Project Schedule

Council discussed the time required to complete construction documents, advertise for bids, award a contract, and obtain permits. Delays could affect the targeted construction schedule.

Council also discussed the planned reconstruction of Valley Road next spring, including water-line work, and the need to coordinate that work with the pool house project.

Grant Funding

A **\$345,000 grant** associated with the pool house project was discussed. The applicable grant documents and deadlines were not available at the meeting.

Contract Review

Council questioned whether the additional engineering charge is justified under the existing contract and whether the Village has grounds to negotiate or challenge the additional amount.

Approximately **\$58,000** has reportedly been paid to Brandstetter Carroll to date.

Council requested review of the original contract to determine the scope of services, applicable phases, work already completed, and whether the requested changes constitute additional services.

Legislation / Appropriation

Council discussed the legislation necessary to authorize the contract amendment and related appropriation. An amendment had been prepared and included in the updated meeting packet in anticipation of Council's potential action.

No final approval or rejection of the additional \$17,760 was recorded during the Committee as a Whole discussion.

CHARTER COMMITTEE

Council members discussed a recent Charter Committee meeting.

Fiscal Officer Jeffrey Wilcheck was recognized for his presentation and participation.

Council members commented favorably on the information presented and the opportunity to learn from charter amendments being considered by other communities.

EMPLOYEE HEALTH INSURANCE / BENEFITS

Council discussed anticipated health-care and employee-benefit costs.

Fiscal Officer Wilcheck reported on the importance of monitoring insurance costs and negotiating renewal rates. Council noted the Village's prior success in reducing a proposed health-insurance increase through work with its broker.

Dental benefits were also discussed, with Council noting that prior changes had resulted in cost savings while maintaining access to services.

UPCOMING MEETINGS

Council noted the following upcoming meetings and activities:

- Finance Committee meeting – Monday at 8:00 a.m.
- Additional Finance Committee meetings during the 2027 budget process.
- Upcoming Safety Committee meeting.
- Regular Village Council meeting scheduled for approximately 7:00 p.m. on September 10, 2026.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor