

## ORDINANCE 2026-19

### AN ORDINANCE ESTABLISHING THE POSITION OF VILLAGE ADMINISTRATOR PURSUANT TO OHIO REVISED CODE SECTION 735.271

**WHEREAS**, Ohio Revised Code Section 735.271 provides Village Council the authority to establish the position of village administrator by ordinance; and

**WHEREAS**, the Mayor is required to appoint said village administrator subject to the review and approval of Village Council by a majority vote of members elected; and

**WHEREAS**, the village administrator shall have those powers provided by Section 735.273 of the Revised Code and may be removed from office without cause by the mayor of the Village with the consent of a majority of the members elected to Village Council or by a three-fourths majority of Council regardless of mayoral desire; and

**WHEREAS**, the Village Council of Minerva Park wishes to establish the position of village administrator and requests an appointment by the Mayor within 6 months of the date of passage of this Ordinance.

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

**Section 1.** The Village Council hereby establishes the position of Village Administrator as authorized by Section 735.271 of the Ohio Revised Code.

**Section 2.** Village Council requests that the Mayor post for this position within a salary range that shall be authorized by appropriations within the annual budget and appoint a suitable candidate subject to a majority approval of the elected members of Village Council within 6 months of the passage of this Ordinance provided a suitable candidate applies for the position.

**Section 3.** Village Council, as permitted by Section 735.271, states that a candidate that is appointed to the position shall not be required to live within the Village during his or her employment.

**Section 4.** The Village Administrator shall have the powers and duties relevant to the Village outlined in Section 735.273 of the Ohio Revised Code which is attached hereto and incorporated herein as **Exhibit A**.

**Section 5.** 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 6.** That this Ordinance shall be in full force and effect from the earliest period allowed by law.

---

Tiffany Southard, Mayor

First Reading:      October 8, 2026  
Second Reading:    October 22, 2026  
Third Reading:     November 12, 2026  
Passed:              November 12, 2026

**ATTEST**

---

Jeffrey Wilcheck, Fiscal Officer

**APPROVED AS TO FORM**

---

Jesse Shamp, Solicitor

# **ORDINANCE 2026-19**

## **Exhibit A**

### **Ohio R.C. Section 735.273 – Village administrator powers and duties**

The village administrator appointed under section 735.271 of the Revised Code shall manage, conduct, and control the water works, electric light plants, artificial or natural gas plants, or other similar public utilities, furnish supplies of water, electricity, or gas, and collect all water, electric, and gas rents.

The village administrator may make such bylaws and regulations as it deems necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. Such bylaws and regulations, when not repugnant to municipal ordinances and resolutions or to the constitution of this state, shall have the same validity as ordinances.

The rates for service and charges for municipally owned utilities shall be determined by the legislative authority of the village.

The village administrator shall have the same powers and perform the same duties as are provided in sections 743.05 to 743.07, inclusive, 743.10, 743.11, 743.18, and 743.24 of the Revised Code, and all powers and duties relating to water works in any of such sections shall extend to and include electric light, power, and gas plants, and other similar public utilities.

The village administrator shall supervise the improvement and repair of streets, avenues, alleys, lands, lanes, squares, landings, market houses, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, ship channels, streams, and water courses as well as the lighting, sprinkling, and cleaning of all streets, alleys, and public buildings and places.

The village administrator shall appoint officers, employees, agents, clerks, and assistants, provided such positions are first authorized by the legislative authority of the village; but such appointments shall be subject to approval by the mayor. Such appointments and the mayor's approval thereof shall be in writing, and shall be filed with the village clerk.

The village administrator shall be under the general supervision and control of the mayor, and shall have such other powers and duties as are prescribed by ordinance or by law and which are not inconsistent herewith. The village administrator shall perform all duties and shall have all powers of boards of public affairs and street commissioners as prescribed by law, except as otherwise provided by this section and in sections 735.271 and 735.272 of the Revised Code.