

ORDINANCE 2025-19

AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK

WHEREAS, pursuant to Section 731.10, Revised Code, the legislative authority may provide such employees for the Village as it determines are needed; and,

WHEREAS, pursuant to Section 731.13, Revised Code, the legislative authority of a Village shall fix the compensation of all officers, clerks, and employees of the Village except as otherwise provided by law; and,

WHEREAS, as part of the budget for 2026, the authorized positions and compensation rates were adjusted.

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

Section 1. The number of hourly and salary full-time employees, positions, and related pay ranges for the Police Department shall be as follows:

Positions	Steps					
	1	2	3	4	5	6
<u>Patrol Officers</u>						
Hourly Rates - 1st Shift	\$32.43	\$34.37	\$36.43	\$38.62	\$40.94	\$43.39
Annual Compensation	67,447.22	71,494.06	75,783.70	80,329.60	85,149.38	90,258.34
Hourly Rates - 2nd and 3rd Shift	\$33.43	\$35.43	\$37.56	\$39.81	\$42.20	\$44.73
Annual Compensation	69,527.22	73,698.86	78,120.79	82,804.80	87,773.09	93,039.47

Positions	Authorized Number	Status	Hourly Rates		Annual Compensation	
			Low	High	Low	High
Sergeant, 1st Shift	---	Hourly	---	\$46.00	---	\$95,673.84
Sergeant, 2nd and 3rd Shift	---	Hourly	---	\$47.41	---	98,621.84
Lieutenant	---	Hourly	---	48.76	---	101,414.27
Chief	---	Salary	---	53.63	---	111,555.70

The Police Department is authorized to have 10 full-time employees. There shall be one sergeant and one lieutenant. The Sergeant’s compensation is six percent above the Patrol Officer’s step 6 for the assigned shift. The Lieutenant’s compensation range is six percent above that of a Sergeant on first shift. The Chief’s compensation range is ten percent above that of the Lieutenant. Patrol officers in probation shall be compensated \$.75 less than the hourly rate of starting pay.

Patrol officers are assigned to one of three shifts, annually, for a year based on the Shift Bid. Any change in the annual shift assignment is at the discretion of the Chief of Police. The Chief of Police shall notify the Fiscal Office in writing of any change. Temporary work (less than 28 days) across any shift does not result in a rate change. An annual split shift assignment shall have a rate assigned based on the shift where the majority of hours are worked.

ORDINANCE 2025-19

(Continued)

Section 2. The number of hourly full-time, part-time, and seasonal employees, positions, and related pay ranges within all other departments shall be as follows:

Positions/Job Title	Authorized Number	Status	Hourly Rates		Annual Compensation **	
			Low	High	Low	High
<u>Maintenance Department</u>						
Maintenance Worker 2	1	Part-Time	20.70	23.00	21,528	23,920
Maintenance Worker 1	1	Part-Time	18.60	20.70	19,344	21,528
Laborer	2	Seasonal	12.50	18.50	6,000	8,880
<u>Swimming Pool</u>						
Office Staff	2	Seasonal	12.50	15.50	6,000	7,440
Concession Manager	1	Seasonal	20.50	23.00	9,840	11,040
Concession Worker	5	Seasonal	11.00	14.00	5,280	6,720
Lifeguard 1, (0-1 Years Experience)	As Needed	Seasonal	12.50	15.00	6,000	7,200
Lifeguard 2, (2-3 Years Experience)	As Needed	Seasonal	15.50	17.50	7,440	8,400
Lifeguard 3, 4+ Year Experience)	As Needed	Seasonal	18.00	21.00	8,640	10,080
<u>Mayor/Administration</u>						
Administration Assistant	2	Part-Time	15.50	22.75	32,240	47,320

** Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees, 1040 hours for part-time employees and 480 hours for seasonal employees.

Section 3. The salaried positions and related pay ranges shall be as follows:

Position	Authorized Number	Status	Annual Compensation *	
			Low	High
Pool Manager	1	Seasonal	13,000	16,000
Fiscal Officer	1	Part-Time	48,000	60,000
Assistant Fiscal Officer/ Police Clerk/Clerk of Court	1	Full-Time	64,000	90,500
Villager Planner	1	Part-Time	31,000	43,500

* Part Time estimated hours are 1040, Seasonal Estimate hours are 480

Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees and 1040 hours for part-time employees. Part-time salaried employees are assumed to work at least 20 hours per week unless otherwise state.

Section 4. The Mayor has the authority to offer a candidate a pay rate for an existing position within the applicable range based upon Village finances, an employee’s level of education, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other attributes the Mayor considers necessary for the position.

Section 5. Compensation changes for a job title or position changes are available based on performance and attendance, at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation as outlined in this ordinance.

ORDINANCE 2025-19

(Continued)

- Section 6.** In the absence of the Chief of Police, the Lieutenant may serve as the Acting Chief. In the absence of the Lieutenant, the ranking Sergeant may serve as the Acting Lieutenant. Acting officers shall be filled only by successive ranks. An officer assigned the responsibilities of Acting Chief or Acting Lieutenant must carry out the duties of the position or rank above that which he/she holds. Acting Chief or Acting Lieutenant shall receive an additional three and a half percent over their current rate. Absence is defined as incapacitated or unavailable or unable, as determined by the Chief, or in the case of the Chief, the Mayor, to respond to critical incidents or otherwise make decisions on behalf of the Police department.
- Section 7.** The rates presented in this Ordinance shall be effective with the pay period beginning December 28, 2025, to be paid on January 16, 2026.
- Section 8.** Council may, at its discretion annually, authorize a bonus payable with the first pay in December each year.
- Section 9.** 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 10.** All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.

Tiffany Southard, Mayor

First Reading: October 23, 2025
Second Reading November 13, 2025
Third Reading November 20, 2025
Passed: November 20, 2025

ATTEST

APPROVED AS TO FORM

Jeffrey Wilcheck, Fiscal Officer

Jesse Shamp, Solicitor