

Executive Summary — October 1, 2026 Work Session

In Attendance: Councilpersons Camara, Koss, Martin, Paessun, Pinter; Attorney Shamp, Planner Fischer, and Fiscal Officer Wilcheck

The meeting focused primarily on the proposed **Village Administrator position**, the **FY2027 budget and longer-term financial outlook**, **zoning/economic development opportunities**, pending **legislation**, infrastructure projects, communications, and council compliance with open-meeting and attorney-client requirements.

1. Village Administrator Position

Council continued its discussion of establishing a Village Administrator position. The group agreed that a formal **job description needs to be developed**, beginning with statutory requirements and adding appropriate responsibilities permitted under state law. Once drafted, the description will be reviewed by the Village's consultant to ensure compliance with federal requirements.

The position was previously included in the FY2027 budget at approximately **\$100,000 in annual salary**, although council discussed whether that amount will be competitive.

Comparable city-manager positions in central Ohio were described as being in the \$150,000–\$200,000 range. Council discussed positioning the Village's approximately 40-hour-per-week role as potentially attractive to experienced municipal employees, including candidates from larger municipalities and potentially retired administrators.

Recruitment possibilities discussed included professional search firms, Indeed, the Ohio Municipal League newsletter, and other municipal-government publications. The group also discussed the possibility of attracting candidates with municipal management experience who may be seeking a smaller-community environment.

2. Administrator Authority and Relationship to Mayor/Council

The Village Attorney reviewed the statutory framework governing the position. Under the discussion of Ohio Revised Code, council creates the position, the mayor nominates/appoints the administrator subject to council majority approval, and statutory provisions establish the administrator's powers. The group also discussed the statutory residency provision and the proposed ordinance language addressing it.

Council discussed the administrator's relationship with the mayor and council, emphasizing that the position would operate across both legislative and executive functions. The mayor would retain statutory responsibility for the police department, while many personnel, finance, payroll, and administrative functions would fall within the administrator's responsibilities.

Removal provisions were also reviewed: the mayor may seek removal subject to council majority approval, while council has an independent removal mechanism requiring a three-quarters vote.

3. Existing Job Descriptions and Organizational Structure

Council identified a broader need to **modernize and standardize employee job descriptions**. Existing descriptions may date back to the 2010s and contain inconsistencies in duties and qualifications.

Particular attention was given to police-department positions, where council wants job descriptions to establish consistent progression of responsibilities from patrol officer through supervisory positions. The group also discussed documenting the responsibilities currently performed by Leah and other staff so that duties are clearly defined and organizational knowledge is not dependent upon individual employees.

The administrator position is expected to help with some HR and administrative functions but will not eliminate existing finance/payroll responsibilities.

4. Charter and Mayor's Role

Council discussed the proposed charter concurrently with the administrator initiative. The current charter draft reportedly retains the existing form of government and would default to the Revised Code where the charter is silent. The discussion indicated that the administrator position does **not necessarily need to be incorporated into the charter** and can exist independently.

The charter remains targeted for the **May 2027 ballot**, with material needing to proceed through council and to the appropriate board by **February 4**.

Council also discussed documenting expectations for the mayor, such as office hours or other best practices. The group recognized that such expectations may be advisory rather than enforceable because the mayor is separately elected.

5. Administrator Ordinance and Hiring Timeline

The group discussed moving the administrator ordinance forward through the normal three-reading process. The objective is to have an initial reading in October and move toward posting the position by late November or December, while allowing sufficient time to develop the job description and recruitment process.

The mayor would formally select/n nominate the candidate, subject to council approval.

Council members expressed interest in participating in interviews. The discussion indicated that the mayor could voluntarily involve council members or establish a collaborative process, although the statutory authority remains with the mayor subject to council approval.

6. Budget and Five-Year Financial Outlook

The Fiscal Officer reported that the immediate budget does not have a significant additional wish list, but emphasized the importance of looking **five years ahead**, particularly given major projects such as the pool house, pool, and road improvements.

Road funding was identified as a significant constraint. Local resources are limited, and available grant/loan opportunities are restricted. The Fiscal Officer expects to provide an initial five-year financial analysis at the **October 13 Finance Committee meeting**, with subsequent iterations as assumptions change.

The Fiscal Officer also reported concern regarding income-tax revenue. As of the October 1 advance representing September collections, annual revenue was approximately **0.8% below the prior-year level**, compared with approximately 8% positive growth earlier in the year. The decline was attributed primarily to individual payments, while withholdings and net profits were somewhat higher.

7. Cost-Savings Opportunities

Council requested that future financial discussions include potential **cost-saving measures**, particularly because the Village is simultaneously considering new expenditures such as the administrator position and pool-house work.

Potential savings discussed included:

- Converting certain entrance-area lighting to solar;
- Evaluating landscaping-related opportunities;
- Adjusting fountain operating schedules to reduce electricity consumption;
- Reviewing underutilized employee benefits;
- Continuing to examine other operating costs.

The group also discussed potential special-assessment/infrastructure funding mechanisms and their relationship to existing tools such as TIF districts, while recognizing statutory limitations and the potential need for voter approval.

8. Cleveland Avenue / Commercial Redevelopment

A substantial portion of the discussion focused on redevelopment along **Cleveland Avenue and adjoining commercial areas**.

Council discussed using **planned commercial districts** as a mechanism to provide greater control over future redevelopment while allowing the Village to negotiate development terms with individual developers. The approach would avoid automatically permitting a broad range of uses and instead allow proposals to come before council for consideration.

The discussion expanded beyond the immediate Cleveland Avenue parcel to potentially encompass a larger commercial corridor. Council expressed support for moving forward with legislation to establish the planned-district framework, with more detailed development standards to be addressed subsequently.

The group also discussed the existing care/rehabilitation facility and its legal nonconforming status. The Village Attorney indicated that the applicable discontinuance period should be verified against the Village's code because state law provides a default period.

9. Upcoming Legislation

Council reviewed pending legislation, including:

- Legislation aligning Village provisions with state code;
- Amendments to appropriations;

- The annual resolution accepting amounts and rates from the County Budget Commission;
- The employee bonus legislation;
- TIRC recommendations;
- Potential revisions to Council rules.

The annual amounts-and-rates resolution has an end-of-month deadline and may need to be passed on an accelerated schedule if necessary.

The employee bonus discussion clarified that the bonus remains subject to annual council approval. The group distinguished the bonus from "longevity" compensation because treating it as regular compensation could affect federal wage calculations.

10. North Court Infrastructure Project

Pre-construction activities for the **North Court project** were discussed, with construction anticipated to begin around **November 1** and substantial construction expected to take approximately one week to ten days, subject to weather and asphalt availability.

The project is currently expected to be paved by approximately **December 15**. Temporary water shutoffs will be necessary during connections, and residents will be notified.

Council emphasized the importance of proactive resident communication, drawing lessons from the Minerva Lake Road project. QR-code signage, direct mail, website information, and other communication tools were discussed. A dedicated webpage for project updates was suggested as a way to centralize information.

11. Village Communications

Council reviewed the Village's newer email communication system. Members expressed mixed reactions, particularly concerning emails appearing to originate from the police department, the need to click through to external content, and the possibility that frequent messages could reduce residents' attention to genuinely urgent notices.

The group discussed improving the format and making information easier to access directly from emails, while retaining text alerts for appropriate emergency communications.

12. Park Lane Court / Northland Plaza

Council requested that a **formal written notice** be sent to the owner of Northland Plaza concerning the condition of the retention basin associated with the Park Lane Court matter.

The purpose is to formally document the Village's notification and establish a written record of the issue.

13. Open Meetings and Confidentiality

The meeting concluded with a reminder regarding Ohio open-meeting requirements and attorney-client confidentiality.

Council members were cautioned about:

- Conversations involving three or more council members and Village business;

- Leaving recording equipment running after meetings;
- "Round-robin" conversations in which members communicate separately but collectively discuss Village business;
- Discussing matters outside an executive session that are subject to attorney-client privilege or confidentiality.

The discussion emphasized the importance of protecting the Village and council members by keeping confidential matters within the appropriate meetings and avoiding inadvertent public-meeting situations.

Overall: The work session established several concrete next steps, particularly around creating the Village Administrator position, strengthening the Village's organizational documentation, developing a longer-term financial plan, advancing commercial redevelopment/zoning work, and preparing for upcoming infrastructure and legislative deadlines. The transcript reflects substantial discussion and preliminary consensus, but several matters remain subject to formal legislation, legal review, additional financial analysis, or future council action.

Jeffrey Wilcheck, Fiscal Officer

Tiffany Southard, Mayor