



**WHITEHALL CITY COUNCIL COMMITTEE MEETING**

**TUESDAY, APRIL 28, 2026**

**6:30 P.M. -ADMINISTRATION/COUNCIL OF THE WHOLE MATTERS:**

THERE ARE THREE PIECES OF DRAFT LEGISLATION ON THE AGENDA.

**COMMITTEE OF THE WHOLE LEGISLATION/ISSUES:**

**DRAFT # 1**

**ORDINANCE NO. 035-2026 (Comm. Of the Whole. -1<sup>st</sup> reading- SUSP & ADOPT-05-06-2026- /)**

AUTHORIZING AND APPROVING AN AMENDMENT TO THE CODIFIED ORDINANCES OF THE CITY OF WHITEHALL 161 TABLE OF AUTHORIZED PERSONNEL FOR THE FISCAL YEAR 2026 AND DECLARING AN EMERGENCY.

WHEREAS, the budget presented by various departments includes updated titles that best represent what employees do in their daily work and includes position(s) added, revised, and/or no longer required; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WHITEHALL, OHIO:

SECTION 1: The Council of the City of Whitehall, Ohio approves the following changes to the Table of Authorized Personnel for the fiscal year 2026.

**161.37 TABLE OF AUTHORIZED PERSONNEL.**

The following legends shall apply to all tables delineating authorized strength:

Column Name	Code
1 Position title	
2 Pay grade or salary pay range	SPR
3 Classified civil service	CCS
Unclassified civil service	UCS
4 Number authorized	
5 Union bargaining unit	UBU
Exempt from union	EFU

(b) Development Department.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Director of Development	SPR	UCS	1	EFU
Economic Development Specialist	SPR	UCS	1	EFU
Chief Building Official	SPR	CCS	1	EFU
Assistant Building Inspector (part-time)	SPR	UCS	1	EFU
<u>City Planner</u>	<u>SPR</u>	<u>UCS</u>	<u>1</u>	<u>EFU</u>
Permit Specialist	C-21	CCS	1	UBU

SECTION 2: That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, peace, safety, and welfare, and for the further reason these title changes reasonably reflect the duties of the position, and additional positions that were budgeted; WHEREFORE, this Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

Requested by: Jackie Russell, Director of Development  
 Prepared by: Tracy Wentz, Director of HR  
 Approved as to form: Brad Nicodemus, City Attorney bsn 04/27/2026

**DRAFT # 2**

**ORDINANCE NO. 036-2026 (Comm. Of the Whole. –1st Reading- SUSP & ADOPT -05-06-2026- /)**  
 AMENDING ORDINANCE 129-2025; AUTHORIZING AND APPROVING THE FOLLOWING CHANGES TO 161.38 AND DECLARING AN EMERGENCY.

WHEREAS, efficient personnel and payroll record keeping requires a permanent definition of uniform published standards; and

WHEREAS, the current salary ordinance requires updating for the year 2026; NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WHITEHALL, OHIO:

**SECTION 1:**

**161.38 SALARY SCHEDULE.**

(a) The following salary ranges are hereby set, with pay to be determined by the respective appointing authority.

Clerk of Council (hourly)	2020	25.00 to 35.39
Office Assistant Part-time (hourly)	2020	11.00 to 22.57
Deputy Auditor (hourly)	2026	30.10 to 44.23
Deputy Tax Commissioner (hourly)	2026	to 48.08
Payroll Administrator (hourly)	2026	to 39.06
Accounting Specialist (hourly)	2026	to 37.02
<u>Payroll Clerk (hourly)</u>	<u>2026</u>	to <u>36.00</u>
Director of Public Service (hourly)	2025	to 55.57
Administrative Assistant (hourly)	2024	to 36.00
Code Enforcement Officer (hourly)	2024	to 36.00
Chief Building Official (hourly)	2026	to 52.61
Assistant Building Inspector Part-time (hourly)	2020	to 30.00
Director for Public Safety (salary)	2026	to 54,900.00
Assistant City Attorney/Prosecutor (salary)	2026	to 89,000.00
Assistant City Attorney, Part-time (salary)	2023	to 75,000.00
Prosecutor (Part-Time)* (salary)	2024	to 123,600.00
Legal Assistant (hourly)	2026	to 39.90
Parks and Recreation Director (hourly)	2026	to 57.69
Police Deputy Chiefs (hourly)	2026	to 82.14
Assistant Fire Chief (hourly)	2026	to 82.14
Chief of Police (hourly)	2026	to 92.81
Chief of Fire (hourly)	2026	to 92.81
Crime Analyst Supervisor	2026	to 43.82
Coordinator of Victim Services (hourly)	2020	21.00 to 33.89
Property Room Coordinator (hourly)	2026	to 27.86

Property Room Clerk (hourly)	2026	to 27.86
Crime Analyst (hourly)	2026	23.04 to 35.93
Human Resources Director (hourly)	2026	38.53 to 49.28
HR Generalist (hourly)	2026	28.00 to 33.17
Director of Development (hourly)	2022	to 55.00
Deputy Director of Public Affairs (hourly)	2023	to 42.79
Director of Information Technology (hourly)	2026	to 54.33
Systems Administrator (hourly)	2024	to 44.00
Senior Administrative Assistant (hourly)	2026	to 40.37
Executive Assistant to the Mayor (hourly)	2026	to 40.87
Clerk of Courts (hourly)	2026	to 41.20
Paralegal (hourly)	2026	20.00 to 33.65
Recreation Superintendent (hourly)	2023	to 38.25
Code Enforcement/Animal Control Officer (hourly)	2026	to 32.53
IT Security Specialist	2026	to 38.20
Full-Time IT Technician (hourly)	2024	to 37.09
Grants Administrator (hourly)	2025	to 46.34
Records Clerk Part-time (hourly)	2026	to 28.96
Economic Development Specialist (hourly)	2026	to 36.59
<u>City Planner (hourly)</u>	<u>2026</u>	<u>to 33.17</u>
Adult Resource & Engagement Specialist	2026	to 27.89
<del>Street Superintendent</del>	<del>2026</del>	<del>to 54.62</del>
P&R Program Supervisor (hourly)	2025	to 34.06
Recreation Manager (full-time)	2026	22.00 – 27.00
Program Assistant (part-time)	2024	15.00 – 25.00
Assistant Clerk of Courts	2026	to 34.13
Communication and Marketing Specialist	2026	to 33.65
Police Community Coordinator	2026	to 26.25
Director of Neighborhoods	2026	to 44.23
Events and Advancement Coordinator	2026	to 29.33
Service Maintenance Custodian	2026	to 26.44
Police Custodian	2026	to 26.44

SECTION 2: That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, peace, safety, and welfare; WHEREFORE, this Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor.

Requested by: Michael T Bivens, Mayor

Prepared by: Tracy Wentz, Director of HR

Approved as to form: Brad Nicodemus, City Attorney bsn 04/27/2026

**STANDING COMMITTEES**

**ADMINISTRATION AND FINANCIAL MANAGEMENT - CHAIRPERSON ELMORE**

Members: Morrison, McCann & Brown

No drafts or pending legislation.

**COMMUNITY AND ELDER ADVOCACY– CHAIRPERSON HARCAR**

Members: Adkins, Dixon, Brown

No drafts or pending legislation.

**COMMUNITY STANDARDS AND ENFORCEMENT – CHAIRPERSON MCCANN**

Members: Dixon, Elmore, Harcar

No drafts or pending legislation.

**ECONOMIC DEVELOPMENT – CHAIRPERSON DIXON**

Members: McCann, Morrison, Brown

**Refer to the Whitehall Planning Commission for a Special meeting to be held in May TBD  
City Council will hold a Public Hearing on June 2, 2026**

**DRAFT # 3**

**ORDINANCE NO. 034-2026 (Econ. Dev. –3rd Reading- ADOPT -06-02-2026-Dixon/)**

ALLOWING A SPECIAL PERMIT UNDER 1125.04 TO ALLOW DRIVE-THROUGH FACILITIES ON THE PROPERTY LOCATED AT 4600 E BROAD STREET, PARCEL NUMBER 090-008427-00 and 090-008249-00, PROPERTY OWNED BY MEYER FOODS MANAGEMENT COMPANY, AND DECLARING AN EMERGENCY.

WHEREAS, Council has received a new application from the Mannik and Smith Group LLC on behalf of Meyer Foods Management Company for a special use permit to permit drive-through facilities on land located at 4600 E Broad Street; and

WHEREAS, Said request for a special permit was referred to the Planning Commission Case No. 904, which reported a \_\_\_\_\_ recommendation on said request; and

WHEREAS, Council has held a Public Hearing after due notice according to law; NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WHITEHALL, OHIO

SECTION 1: If development of the special permit use does not commence within a period of one year, the approval shall be voided unless an application for a specified time extension of six months is submitted to and granted by Council.

SECTION 2: That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, peace, safety, and welfare, and for the further reason that the project is supported by and is in line with the goals of the Whitehall Works Comprehensive Development Blueprint adopted by City Council on July 16, 2019; WHEREFORE, this Ordinance shall go into full force and effect immediately upon its passage and approval by the Mayor. \_

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Requested by: Mannik and Smith Group LLC  
Prepared by: Curtis Nutter, Intern  
Approved as to form: Kylie Keitch, Asst. City Attorney kk/jo 4/21/2026

**INFRASTRUCTURE, MAINTENANCE AND SERVICES - CHAIRPERSON BROWN**

Members: Morrison, Dixon & Adkins

No drafts or pending legislation.

**PUBLIC SAFETY – CHAIRPERSON MORRISON**

Members: Elmore, Adkins, Harcar

No drafts or pending legislation.

**PARKS AND RECREATION – CHAIRPERSON ADKINS**

Members: Elmore, Harcar, McCann

No drafts or pending legislation.

**ADJOURN**