



Merit System Commission

~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council
937-535-1005

August 5, 2026

9:00 AM

- I. Call to Order**
- II. Approval of Minutes**
 - A. Merit System Commission Meeting Minutes - July 1, 2026
- III. Business**
 - A. Full Time Street Maintenance Worker
 - 1. Certify List
 - B. Police Division
 - 1. Certify List
 - 2. Police Sergeant Advertisement - Lateral Entry
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held July 1, 2026

Call to Order

Meeting called to order at 9:00 AM.

Mary Woeste	Chair	Present
James Kempe	Vice Chair	Present
Tom Watts	Member	Absent
Gina Delph	Member	Absent
Randall Warner	Member	Present

Staff Attendance: City Manager Michael Davis; Public Information Officer Aaron Vietor; Police Chief Craig Richardson; Rick Moore, Street Division; Sherry Buschur, Street Division; Clerk of Council Karen Powell

Mrs. Woeste moved to excuse Mr. Watts' and Mrs. Delph's absence; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Mary Woeste
AYES: Mary Woeste, Jim Kempe, Randall Warner II
NAYS: None
ABSTAIN: None

Approval of Minutes

Merit System Commission Meeting Minutes - May 6, 2026

Mrs. Woeste asked if there were any changes or corrections to the May 6, 2026, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Full-Time Street Maintenance Worker

Close Current List

Mrs. Sherry Buscher of the Street Maintenance Division requested a vote to terminate the current list so that a new ad could be posted.

Mr. Kempe moved to terminate the current list for Full-time Maintenance Worker.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Randall Warner II
NAYS: None
ABSTAIN: None

Approve Advertisement

Mr. Rick Moore confirmed for the commission that the salary and information in the advertisement are correct.

Mr. Kempe moved to approve the advertisement; Mrs. Woeste seconded the motion.

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held July 1, 2026

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Randall Warner II
NAYS: None
ABSTAIN: None

Mr. Moore informed the commission that the ad will run from July 3 through July 24, 2026.

Mr. Kempe noted that an advertisement has to be open for a specific number of days.

After discussion, it was decided to change the posting date to run from July 6 through July 27, 2026.

Police Sergeant Testing

Police Chief Craig Richardson reported that the Police Division is in need of a Sergeant promotional process. He stated there is a current vacancy, and there will be another vacancy in September. He remarked that his date on the ad also needs to be changed to run July 6 through July 27, 2026. He said everything else in the ad is correct. He noted that no salary is listed as that is contractual and already set in the collective bargaining agreement.

Mr. Kempe moved to accept the ad; Mrs. Woeste seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Randall Warner II
NAYS: None
ABSTAIN: None

Chief Richardson said if more than one person applies and passes, then the next two portions of the testing process will be required. He informed the commission that he has found another company that provides promotional process testing and assessments. He said the company produces a similar kind of result and is law enforcement-based. He said this process should be substantially quicker and cheaper. He said using this company is an option. He passed out information for the commission to review.

Mr. Kempe asked Chief Richardson if he had reviewed the company and compared its value and if he is satisfied that this is a reasonable approach to try.

Chief Richardson replied yes. He noted if he does not receive at least two applicants, he will need to discuss what to do at the next Merit System Commission meeting.

Other Business

Mrs. Woeste set the next meeting date for August 5, 2026, at 9:00 a.m.

Adjournment

Meeting adjourned at 9:11 AM.

Full Time Street Maintenance Worker

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Hiring process for full time Street Maintenance Worker position.

Attachments:

Certify List

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

List of applicants and initial test scores to be certified in order to move to next phase of hiring process.

Attachments:

Police Division

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Hiring / promotional process for Police Division Sergeant

Attachments:

Certify List

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

List of applicants and initial test scores to be certified in order to move to next phase of hiring process.

Attachments:

Police Sergeant Advertisement - Lateral Entry

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Approval of Lateral Entry Police Sergeant Advertisement

Attachments:

1. Sergeant ad - Lateral Entry 072826

Police Sergeant – Lateral Entry

- Opens: 8/10/26
- Closes: 8/31/26

The City of Moraine is now accepting applications for a lateral entry police sergeant position. This position will be a first-line supervisor initially assigned to patrol supervision functions.

The shift sergeant acts as the watch commander and is responsible for the direction and supervision of police personnel. Additional special assignments and functions may be assigned based on experience and training.

Qualifications

- Three years total law enforcement experience as an OPOTA certified Peace Officer.
 - Experience in a similar sized agency (or larger) with similar complex case load and volume of activity preferred.
 - Active sworn peace officer status and be current with all CPT and continuing education requirements.
 - Considerable knowledge of current law enforcement, crime prevention, patrol operations, investigative and supervision practices and techniques.
 - Leadership training and supervision experience preferred.
 - Considerable knowledge of the Ohio Revised Code.
 - Valid Ohio operator's license.
 - Must be able to pass a police background check and security clearance including polygraphs, psych, physical and drug screen.
 - A full position description is available upon request.
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Salary

Base salary range is \$102,065/year (\$49.07 /hour) to \$108,326.40/year (\$52.08/hour). Entry rate is contingent upon the candidate's related experience, skills, knowledge, and abilities. There is a twelve-month probationary period.

Full Benefits package includes: shift and special assignment differential, paid insurance for medical, prescription, dental, vision and life, paid vacations, holidays, sick leave, paid college tuition, uniforms and other benefits.

Selection Procedure

- Applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the qualifications will be invited to participate in the selection process, which may be any combination of written, oral, and/or performance exams.

Additional Information

All applicants must fill out a application located on the City's website at (www.ci.moraine.oh.us) by 8/31/26 at 4:30PM. All attachments must be in PDF format.

Candidates who have successfully completed the initial phases of the selection process will be interviewed by the Chief of Police.