

ORDINANCE 2019 -105

AN ORDINANCE APPOINTING AMY WILKENS AS CLERK OF COUNCIL OF THE CITY OF KENT AND DECLARING AN EMERGENCY.

WHEREAS, City Council desires to hire a Clerk of Council pursuant to the provisions of the City's Charter Article V, 5.09 Clerk of Council, whereby the Council shall appoint a Clerk of Council who shall serve at the pleasure of the Council. The Clerk of Council shall give notice of and shall attend the meetings of Council, shall keep the journal of its proceedings, shall authenticate by his or her signature and record in full in a book kept for the purpose all ordinances and resolutions and shall perform such other duties as shall be required by this Charter or by ordinance; and

WHEREAS, pursuant to the provisions of Council's Standing Rules, Section XIII (B)(10)(11) Council Employees, Clerk of Council, whereby (B) the Clerk of Council is the liaison between the Council, City Manager, administrative staff, and the public, and shall serve to facilitate communication between all parties; (10.) The Clerk of Council is hereby designated Parliamentarian of the City Council; and (11) The Clerk of Council is hereby assigned to be the appropriate designee for the Mayor and members of City Council for purposes of fulfilling the training and education requirements of Ohio's public records laws, ORC §149.43(E)(1) and ORC §109.43.

WHEREAS, City Council has determined that Amy Wilkens meets the requirements and possesses the skills necessary to perform the duties of Clerk of Council; and

WHEREAS, the City Council desires to hire Amy Wilkens under the terms and conditions herein described.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring:

SECTION 1. That effective September 9, 2019 Amy Wilkens shall be appointed to the position of Clerk of Council of the City of Kent, shall serve in the capacity as a permanent full-time employee at an hourly rate as determined by the City Council, and whose work schedule shall be as determined by the Mayor of City Council.

SECTION 2. That it is 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 all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: September 4, 2019
Date

J. Fiala
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: September 4, 2019
Date

ATTEST: Dawn Bishop
Dawn Bishop
Interim Clerk of Council

I, DAWN BISHOP, INTERIM CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE NO. _____, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____, 20_____.

(SEAL)

DAWN BISHOP
INTERIM CLERK OF COUNCIL