

**RESOLUTION NO: 16-R-05**  
**SPONSOR: COUNCIL AS A WHOLE**  
**INTRODUCED: JANUARY 20, 2016**

**A RESOLUTION APPOINTING KELLY KEPLER TO THE NEW FRANKLIN COUNCIL CLERK POSITION AND DECLARING THAT THIS RESOLUTION SHALL BE EFFECTIVE FEBRUARY 1, 2016.**

WHEREAS, New Franklin Council is in need of a new Council Clerk due to the resignation of Kathy Witwer; and

WHEREAS, New Franklin Council wishes to appoint Kelly Kepler to the Council Clerk position; and

WHEREAS, Kelly Kepler shall be subject to the job description and the wage set forth in Resolution 14-R-56 adopted on September 17, 2014.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEW FRANKLIN, COUNTY OF SUMMIT, AND STATE OF OHIO, THAT:**

**SECTION ONE:**

New Franklin Council hereby appoints Kelly Kepler to the Council Clerk position. The duties and responsibilities of the Council Clerk position are outlined in the attached job description.

**SECTION TWO:**

The rate for the Council Clerk is set at \$500.00 per month. The Council Clerk will not be entitled to any New Franklin employee benefits, including but not limited to healthcare benefits. The Council Clerk should attend regularly scheduled Council meetings, or any special meetings of New Franklin Council and shall prepare agendas and meeting minutes for distribution to Council Members in accordance with the job description.

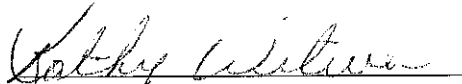
**SECTION THREE:**

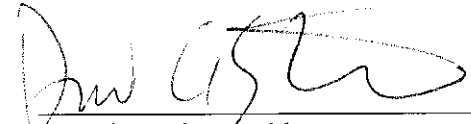
The City of New Franklin finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in open meetings of this Council and any deliberation of this Council and any other Committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

**SECTION FOUR:**


Council declares this to be an emergency immediately necessary for the preservation of the public peace, health, safety and welfare of the citizens of New Franklin. Provided that this legislation receives the affirmative vote of three-fourths of the member elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force at the earliest time allowed by law.

ADOPTED: January 20, 2016

  
Kathy Witwer, Clerk

  
David Stock, President  
Resolution 16-R-05

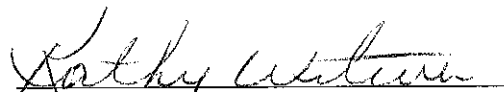
APPROVED: January 20, 2016

  
Al Bollas, Mayor

ENACTED EFFECTIVE: January 20, 2016

ON ROLL CALL: Cotts, Yes. Harget, Yes. Jones, Yes. Gehm, Yes.  
Kalapodis, Absent. Norris, Yes. Stock, Yes.

Publications in the Southside Leader on January 29, 2016 and February 5, 2016.

  
Kathy Witwer, Clerk

**CITY OF NEW FRANKLIN  
JOB DESCRIPTION**

Unclassified

Job Title: Council Clerk  
Job Code: Part-time  
Department: N/A

**SUMMARY**

Appointed by Council to serve as the Council Clerk and to perform duties as required.

**SUPERVISOR**

Under the direction and supervision of Council

**QUALIFICATIONS**

Applicant must possess a high school diploma or equivalent; previous experience in business office practices and procedures and records management; knowledge of city government structure and processes; ability to work independently; general computer knowledge and experience with word processing programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintain a working knowledge of the City Charter, Council Rules and Sunshine Laws.
2. Attend and keep an accurate and complete record of all proceedings of Council (Regular and Special Council Meetings, Committee of the Whole Meetings and Public Hearings).
3. Authenticate by his or her signature all Minutes, Resolutions and Ordinances of Council.
4. Maintain custody of all official documents, reports, papers and files of Council.
5. Conduct research and provide information for City Council Members.
6. Prepare Ordinances and Resolutions for codification.
7. Fulfill public records requests as related to Council proceedings.
8. Advise city departments of pertinent Council proceedings and legislative action and distribute documentation as necessary.
9. Prepare agendas, legislation and meeting materials for distribution to Council Members.
10. Update legislation, minutes and other documents for signatures.

11. Advertise public meetings of Council and Council Committees and adopted legislation; publish notifications of Special Meetings and Public Hearings.
12. Certify copies of legislation and Ordinances when required.
13. Update list of elected officials and notify outside agencies as required.
14. Certify proposed charter amendments and ballot issues to the Board of Elections in accordance with deadlines.
15. Provide auditors with minutes and legislation for annual audits.
16. Perform other such duties as Council will require including clerical, secretarial and administrative work.

By signing below, I acknowledge that I have read the above job description and am able to fulfill the job requirements.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council President's Signature

\_\_\_\_\_  
Date