

AGENDA
SPECIAL MEETING
GALION CITY COUNCIL
January 4, 2016
7:00 p.m.

Pledge of Allegiance

Invocation

Roll Call

1. Approve Agenda
2. Election of President Pro Tempore
3. Election of Clerk
 - a. Ordinance No. 2016-1 (setting duties and pay of Clerk pursuant to ORC 731.04)
4. Election of Clerk Pro Tempore
5. Committee Appointments
6. Adjournment

ORDINANCE NO. 2016-1

**ENTITLED AN ORDINANCE SETTING DUTIES AND
COMPENSATION FOR THE POSITION OF CLERK OF
COUNCIL ELECTED UNDER SECTION 731.04 OF THE OHIO
REVISED CODE AND DECLARING AN EMERGENCY**

WHEREAS, Section 731.04 of the Ohio Revised Code requires that a city council elect a Clerk and further to fix his or her duties, bonds, and compensation, and

WHEREAS, the City Council of the City of Galion is desirous of meeting its statutory obligation and to set duties and compensation for said position,

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
GALION, STATE OF OHIO:**

SECTION 1. That the Clerk of Council elected under Section 731.04 of the Ohio Revised Code, an unclassified employee, shall have the following duties and responsibilities to perform during his or her term of office:

The Clerk of Council, and in his/her absence the Clerk Pro Tempore, shall be responsible to City Council for the completion of all paperwork; attend, record, and transcribe City Council meetings, regular and special; prepare minutes of Council Meetings and preserve meetings by use of audio/video medium; post all meeting dates; record, index, and publish all signed Ordinances and Resolutions, and sign as Attester for approved legislation; initiate notification of vacancies of elected officials; attend to all correspondence; attend to the codification of the ordinances and update the Codified

Ordinance Book on an annual basis; responsible for recording all documents passed by Ordinance or Resolution with the appropriate authorities; file all documents related to Council business and make such records available to the public; keep fiscal records, prepare purchase requisitions; prepare and certify transcript of all annexation proceedings; follow procedures pertaining to notices to property owners, publications, and objections; serves as the Secretary for the Financial Planning and Supervision Committee, forwarding information and legislation on to the City Council; assist in the preparation of the annual budget for City Council and Clerk of Council; report to Council the reason for members absence from Council meetings; and performs other duties as assigned by a majority vote of Council. Further, the Clerk of Council shall prepare ordinances and resolutions to come before Council in conjunction with and in coordination with the Director of Law, and shall have such additional duties and roles as outlined in the Ohio Revised Code for the clerk of the legislative authority elected pursuant to ORC Section 731.04.

SECTION 2. Further, that said Clerk elected at the first meeting of a new Council term under ORC 731.04 shall be employed on a full-time (40 hours per week) basis throughout his or her term of office at an hourly rate of \$16.40 per hour for 2016 and will receive any adjustments for 2017 pursuant to ordinances passed pertaining to compensation of other non-union employees.

SECTION 3. That said compensation shall be retroactive to January 1, 2016.

SECTION 4. That all ordinances and resolutions of the City of Galion which are in conflict with this Ordinance are hereby repealed to the extent that they so conflict.

SECTION 5: That this Ordinance be published in accordance with applicable Ohio law.

SECTION 6. That to ensure the effective and continuing functioning of City government, the same being necessary for preservation of the health, safety, and welfare of the citizens of the City of Galion, that this Ordinance is declared an Emergency and shall be in full force and effect from the date of its passage.

CARL W. WATT
PRESIDENT OF COUNCIL

ATTEST:

JULIE L. BELL
CLERK OF COUNCIL

APPROVED AS TO FORM:

THOMAS N. PALMER
DIRECTOR OF LAW

PRESENTED TO MAYOR ON: _____

APPROVED: _____
THOMAS M. O'LEARY, MAYOR (Date)

ADOPTED ON FIRST READING: _____
DATE

ADOPTED ON SECOND READING: _____
DATE

ADOPTED ON THIRD READING: _____
DATE

VOTE ON FINAL READING	<u>YEA</u>	<u>NAY</u>
MR. BALDINGER	_____	_____
MRS. BEAN	_____	_____
MRS. CAPRETTA	_____	_____
MS. CLARK	_____	_____
DR. FELLNER	_____	_____
MR. HEDGES	_____	_____
MR. TRIPLETT	_____	_____