

ORDINANCE NO. 2025-13

AN ORDINANCE

CREATING THE POSITION OF ASSISTANT CLERK-TREASURER, PART-TIME, CONFIRMING AND RATIFYING THE APPOINTMENT OF JAIMIE ZIGMAN AS THE PART-TIME ASSISTANT CLERK-TREASURER, ESTABLISHING COMPENSATION FOR THAT POSITION, AND DECLARING AN EMERGENCY.

WHEREAS, the Mayor has recommended that, for departmental continuity and efficiency, Council create the position of Assistant Clerk-Treasurer, Part-Time, within the Administration to allow an individual to be trained to be the next Clerk Treasurer; and

WHEREAS, this Council desires to create the position of Assistant Clerk-Treasurer, Part-Time and to provide the job duties for that position; and

WHEREAS, the Mayor has identified a qualified candidate, Jamie Zigman, who is interested in the position and is willing to be hired pursuant to the terms and conditions identified in this Ordinance; and

WHEREAS, this Council desires to confirm and ratify the Mayor's appointment of Jamie Zigman to the position of Assistant Clerk- Treasurer, Part-Time, effective June 2, 2025; and

WHEREAS, this Council desires to set the compensation of the Assistant Clerk-Treasurer at the rate of thirty dollars (\$30) per hour and to authorize up to twenty-five (25) hours per week of work, on average, at the direction of the Clerk-Treasurer and Mayor.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF KIRTLAND HILLS VILLAGE, COUNTY OF LAKE, STATE OF OHIO:

SECTION 1. That the position of Assistant Clerk-Treasurer, Part-time, is created. The Assistant Clerk-Treasurer is authorized to perform all of the duties of the Clerk-Treasurer established by the charter and ordinances of the Village of Kirtland Hills and state law, as applicable, under the supervision and direction of the Clerk-Treasurer.

SECTION 2. That the Mayor's appointment of Jamie Zigman to the position of Assistant Clerk-Treasurer, Part-Time, is confirmed and ratified, effective June 2, 2025

SECTION 3. That the position of Assistant Clerk-Treasurer, Part-Time shall be paid at an hourly rate of thirty dollars (\$30.00) per hour and is authorized to work up to twenty-five (25) hours per week, on average, at the direction of the Clerk-Treasurer and Mayor.

SECTION 4. That this Ordinance constitutes an emergency in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the residents of the Village of Kirtland Hills and is further necessary for the usual daily operation of the Village so as to provide continuing administrative support for the Village; it shall, therefore, be in full force and effect immediately upon its passage.

PASSED: June 16 2025

Bernice Schalka
CLERK/TREASURER

John T. Tuller
MAYOR