

(Mayor Potter)

**CITY OF KIRTLAND**

**RESOLUTION NUMBER 24-R-41**

**A RESOLUTION CONFIRMING THE APPOINTMENT OF LOUIS SLAPNICKER AS THE FULL-TIME FINANCE DIRECTOR FOR THE CITY OF KIRTLAND, PURSUANT TO CONTRACT AND TO THE EXTENT OF THIS CONTRACTUAL ARRANGEMENT ONLY, AND DECLARING AN EMERGENCY.**

**WHEREAS**, Louis Slapnicker has served admirably as the Finance Director for the City of Kirtland pursuant to a duly authorized agreement that terminates April 30, 2025; and

**WHEREAS**, pursuant to Section 2.3 of the current contract between the parties, the City and Slapnicker mutually agree to terminate Slapnicker's contract as the part-time Finance Director to be effective the date of this legislation or June 1, 2024, whichever date is later; and

**WHEREAS**, the Mayor has appointed Louis Slapnicker to serve as a full-time Finance Director for the City of Kirtland and for a term to expire on November 30, 2027; and

**WHEREAS**, City Council has determined that, for the public health, safety and welfare, the City needs to maintain, without interruption, the expert management and oversight of the Department of Finance and financial business of the city by a duly qualified Finance Director and avoid an interruption therein; and

**WHEREAS**, the Mayor and City Council agree that Louis Slapnicker should be appointed as the Full Time Finance Director for the City of Kirtland, in accordance with the Agreement marked Exhibit "A" attached hereto, and made a part hereof, commencing and pursuant to the execution of the attached contract; and

**WHEREAS**, Louis Slapnicker agrees to the terms of the aforesaid contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Kirtland, County of Lake and State of Ohio, that:

**SECTION I:** This Council hereby confirms the Mayor's appointment of, and authorizes the Mayor to enter into an agreement with, Louis Slapnicker as the City of Kirtland's full-time Finance Director, to serve in the capacity and position of Full-time Finance Director for the City of Kirtland, pursuant to the terms of the Agreement attached hereto, marked Exhibit "A" and made a part hereof.

**SECTION II:** Louis Slapnicker shall be paid an annual salary of One Hundred Twelve Thousand Five Hundred Dollars (\$112,500.00), payable in twenty-six (26) biweekly payments for the term of this agreement. Said annual salary shall be increased commensurate with any percentage increases as found in a collective bargaining agreement relative to City employees.

**SECTION III:** The Director of Finance is authorized and instructed to issue such vouchers and expend all funds necessary to pay said wages and salary.

**SECTION IV:**

(a) It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were passed 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 including Section 121.22 of the Ohio Revised Code.

(b) This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that it is necessary to retain the services of the Finance Director to oversee and/or otherwise manage the Department of Finance, and it is further necessary to provide for the usual and customary operations of the City; wherefor, this Resolution shall be in full force and effect immediately upon its passage by the affirmative vote of five (5) members of Council and approval by the Mayor, otherwise this Resolution shall be in effect from and after its adoption at the earliest period allowed by law.

First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Third Reading: \_\_\_\_\_

DATE PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

Submitted to the Mayor for his  
Approval on this \_\_\_\_ day of  
\_\_\_\_\_, 2024.

ATTEST:

Approved by the Mayor, this \_\_\_\_ day  
of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk of Council  
Appt. of Slapnickner as Full Time Finance Director 2024

\_\_\_\_\_  
Mayor Kevin F. Potter

**FINANCE DIRECTOR EMPLOYMENT AGREEMENT**

This Finance Director Employment Agreement (“Agreement”) is entered into and made effective the 1<sup>st</sup> day of June, 2024, by and between the City of Kirtland, Ohio, a municipal corporation (“City”) and Louis Slapnicker, an individual (“Finance Director”).

**RECITALS**

**WHEREAS**, the City desires to employ Louis Slapnicker, on a full-time basis, to serve in the position of Finance Director for the City, which position is prescribed by Article II of the City’s Charter and Chapter 236 and referred to in other relevant sections of the Kirtland Code of Ordinances;

**WHEREAS**, the Finance Director desires to perform and assume responsibility for the provisions of professional services, consistent with the aforesaid Charter, Code and terms of this agreement to the City, its Mayor and City Council or officials;

**WHEREAS**, the parties wish to establish the terms and conditions of the Finance Director’s services to the City, under the aforesaid Charter and Code and through the terms of this Agreement;

**WHEREAS**, the undersigned Finance Director has represented to the City that the undersigned possesses the qualifications to perform the duties and functions of the Finance Director and the City has relied upon said representations.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, City and Finance Director, hereby agree as follows:

**AGREEMENT**

**1.0 EMPLOYMENT AND DUTIES**

1.1 Duties. City hereby employs Louis Slapnicker, as Finance Director, on a full-time basis, for the City to perform the functions and duties of the Finance Director as specified in this agreement and in the City’s Charter; Municipal Code and such other pertinent and relevant provisions of the Ohio Revised Code, applicable to the position of Finance Director and its

functions and duties. Said Finance Director shall perform such other services, functions and duties as the Mayor or City Council shall, from time to time, direct or assign. The Finance Director shall perform these functions and duties in an efficient, competent, and ethical manner and shall devote the Finance Director's best efforts and attention thereto.

1.2 Work Schedule. It is understood by the parties that the position created herein and the services, functions and duties shall be performed on a full-time basis by the Finance Director. However, the Finance Director is expected to engage in the hours of work that are necessary to fulfill the service, function, duties and obligations of the position, and be available to the Mayor and City Council, outside of normal business hours. The Finance Director shall attend Council meetings in accordance with the Charter (1 per month minimum) and be reasonably available for work sessions and responses. The services, functions, and duties include but are not limited to the following:

1.2.1 Approve and sign all checks and purchase orders ensuring City funds are properly allocated and disbursed. Supervise and be responsible for the disbursement of all expenditures so that appropriation and cash resources are not exceeded.

1.2.2 Establish and maintain relationship with financial institutions.

1.2.3 Oversee and maintain all general accounting activities and prepare monthly financial statements for City Council and the Mayor. Maintain a general accounting system for the City; keep accounts for and exercise budgetary control over the funds; keep separate appropriate accounts, each of which shall show the amount of appropriation, the encumbrances thereon, the amounts expended therefrom, and the unencumbered balance therein.

1.2.4 With the assistance of 3<sup>rd</sup>-party vendor, if necessary, prepare Government Accounting Standards Board (GASB) financial statements for the State of Ohio. Prepare for the City, as of the end of each fiscal year, a financial statement and report.

1.2.5 Serve as primary liaison with the State Auditor and oversee fiscal audits.

1.2.6 Assist in the development of budget and track and monitor expenses throughout the year.

1.2.7 Oversee all cash management activities. Supervise the receipt and recording of all fees and revenue due to the City.

1.2.8 Oversee payroll reports and workers' compensation insurance.

1.2.9 Serve as the City Tax Administrator, recommending penalty abatements, and administering annual compliance.

1.2.10 Supervise City Clerk or clerks, involving training, coaching, monitoring and ensuring her, his or their capable of performance.

1.2.11 Oversee City's information and communication technology activities with respect to Finance and assist, with recommendations to the Mayor and City Council, regarding other IT activities of the city.

1.2.12 Oversee all contracts and bidding between contractors, ODOT, and all other state and federal agencies.

1.2.13 Oversee all grant funding requests and the execution of grant awards.

1.2.14 Serve as a member of the Mayor's leadership team participating in the development of strategy, policies and programs.

1.3 The Finance Director shall also be responsible to supervise any Assistants or other employees of the City's Finance Department or any sub-department thereof.

1.4 Except for the transition of his employment from the City of Lyndhurst to the City of Kirtland, the Finance Director shall not engage in any other business duties or pursuits, or directly or indirectly render any services of the business, commercial or professional nature to any other person or organization, whether for compensation or otherwise, that is or may be competitive with the City that might cause a conflict of interest with the city, or that might otherwise interfere with the business or operation of the City or the satisfactory performance of the services, functions and duties of the Finance Director.

## **2.0 TERM**

2.1 Commencement and Effective Date. The Finance Director shall commence services hereunder on the effective date of this agreement as written on Page 1, or such other date upon which the Mayor and Finance Director may, with the consent of City Council, mutually agree, in either event such date will also be deemed the effective date of this Agreement ("Effective Date").

2.2 Term of Agreement. This Agreement shall be in effect and shall terminate on November 30, 2027 unless terminated early pursuant to Section 2.3 of this Agreement.

2.3 Termination by City or Finance Director. It is understood that the Finance Director is an "employee at will" and the City, pursuant to Article II of the Charter, may terminate this agreement at any time with or without cause and without entitlement to severance pay. Lastly, the Finance Director may terminate services and this Agreement upon giving 30 days written notice to the City.

## **3.0 COMPENSATION**

3.1 The Finance Director shall be paid an annual salary of One Hundred Twelve Thousand Five Hundred Dollars (\$112,500.00), payable in twenty-six (26) biweekly payments, for the term of this agreement. Said annual salary shall be increased commensurate with any percentage increases as found in a collective bargaining agreement relative to City employees.

#### **4.0 BENEFITS**

4.1 PERS. The Finance Director shall be enrolled in the Ohio Public Employee's Retirement System ("PERS").

4.2 Health Insurance. The City of Kirtland hereby agrees to include the Finance Director and any spouse or dependents to its group health insurance coverage along with any ancillary benefits offered by the City of Kirtland if the Finance Director elects such coverage.

4.3 Vacation Pay. The City of Kirtland hereby agrees to allocate to the Finance Director four weeks of paid vacation per year with four weeks of credit upon his date of hire.

4.4 Prior Service. The City will accept the Finance Director's prior years of service at the City of Lyndhurst when calculating any other applicable benefits.

#### **5.0 BONDS**

5.1 City shall bear the full cost of any fidelity or other bonds, which may be required in the performance of the Finance Director's services under this Agreement.

#### **6.0 GENERAL PROVISIONS**

6.1 Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the Finance Director's employment by the City and contains all the covenants and agreements between the parties with respect to such employment. Each party to this Agreement and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promises not contained in this Agreement shall be valid or binding upon either party.

6.2 Amendment. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing, which amendment shall require City Council's approval.

6.3 Notices. Any notice required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by United States Postal Service, postage prepaid and addressed as follows:

To City:

Mayor, City of Kirtland

9301 Chillicothe Rd.

Kirtland, OH 44094

To Finance Director

Louis Slapnicker

7115 Euclid-Chardon Road

Kirtland, OH 44094

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

6.4 Conflicts Prohibited. During the term of this Agreement, the Finance Director shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of the Finance Director's duties under this Agreement. The Finance Director shall comply with all requirements of law concerning conflicts of interest.

6.5 Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

6.6 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

6.7 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, which are in full force and effect as of the date of execution and delivery of each party hereto.

**IN WITNESS WHEREOF**, the City of Kirtland has caused this Agreement to be signed and executed on its behalf by the Mayor and Finance Director on the date herein above set forth.

**City of Kirtland, Ohio**

By: \_\_\_\_\_  
Kevin F. Potter, Mayor

**Finance Director**

\_\_\_\_\_  
Louis Slapnicker