

(Mayor Potter)

**CITY OF KIRTLAND**

**RESOLUTION NUMBER 25-R-68**

**A RESOLUTION APPOINTING THE FINANCE DIRECTOR  
AS THE DESIGNEE FOR PURPOSES OF THE PUBLIC  
RECORDS LAW.**

**WHEREAS**, Ohio law requires elected officials to undergo educational training, as developed by the Attorney General, for every term of office related to the requirement of the public records law, to wit: Ohio Revised Code 149.43; and

**WHEREAS**, Ohio Revised Code 149.43(E) provides that the members of a public office may appoint a Designee to undergo such training on their behalf; and

**WHEREAS**, The Finance Director is involved in the day-to-day affairs of the City of Kirtland's public records law compliance and, therefore, the Council has determined the Finance Director should serve as the legal Designee of the members of Council and Mayor.

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

**SECTION I:** The Finance Director is hereby appointed the "Designee" within the meaning set forth in Ohio Revised Code 109.43 and 149.43 for the members of Council and Mayor holding office as of the date of passage of this Resolution and is hereby assigned all duties, responsibilities, and obligations as are permitted by law to be assigned to a Designee.

**SECTION II:** 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.

**SECTION III:** This Resolution shall be in effect from and after its adoption at the earliest period allowed by law.

First Reading: The readings  
Second Reading: were waived.  
Third Reading: \_\_\_\_\_

DATE PASSED: November 5, 2025

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

Submitted to the Mayor for his  
Approval on this 5th day of  
November, 2025.

ATTEST:

Approved by the Mayor, this 5th  
day of November, 2025.

Jennell Muscatello  
Clerk of Council  
Council & Mayor Public Records Designee

Kevin F. Potter  
Mayor Kevin F. Potter