

CITY OF KIRTLAND

RESOLUTION NUMBER 25-R- 78

**A RESOLUTION APPOINTING JENNELL E. MUSCATELLO
AS CLERK OF COUNCIL, AND DECLARING AN
EMERGENCY.**

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

SECTION I: Jennell E. Muscatello is hereby appointed Clerk of the Council of the City of Kirtland for a twelve (12) month period beginning December 1, 2025 and ending November 30, 2026.

SECTION II: Compensation for her duties as Clerk of Council is hereby established as One Thousand Four Hundred Twenty-Seven Dollars and Ninety-Two Cents (\$1,427.92) per month for the performance of all duties necessary for effectively handling the clerical responsibilities at all regularly scheduled Council meetings (two monthly meetings, including meetings that may be scheduled during Council's August recess, and the organizational meeting).

SECTION III: For all other special meetings, and/or special assignments, i.e., public hearings, recall petitions, Charter Amendment changes, and assignments deemed by Council to be other than the regularly recognized duties, the Clerk of Council shall be compensated her hourly rate.

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 provide for the usual and customary operations of the Council of the City of Kirtland, 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: December 1, 2025
Second Reading: December 15, 2025
Third Reading: Waived

DATE PASSED: December 15, 2025



President of Council

Submitted to the Mayor for his
Approval on this 15th day of
December, 2025.

ATTEST:

Approved by the Mayor, this 15th day
of December, 2025.



Clerk of Council
Clerk Appt 2026



Mayor Kevin F. Potter