

ORDINANCE NO. 2020 - 01

**ORDINANCE DEFINING THE POWERS, DUTIES, FUNCTIONS, AND  
COMPENSATION OF THE CLERK OF COUNCIL FOR THE VILLAGE OF  
LEWISBURG, PREBLE COUNTY, OHIO**

That Whereas, the position of Clerk of Council for the Village of Lewisburg, Preble County, Ohio, is established under Section 3.09 of the Village Charter;

And Whereas, Section 3.09 of the Village Charter, authorizes the Council to further legislate and describe the powers, duties, functions, and compensation of the Clerk of Council;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE  
OF LEWISBURG, PREBLE COUNTY, OHIO, AS FOLLOWS:**

**Section 1.** The powers, duties, and functions of the Clerk of Council shall be as follows:

- (a) maintenance of a record of the proceedings of Council (charter requirement)
- (b) maintenance of a record of all Council ordinances and resolutions (charter requirement)
- (c) giving notice of regular and special meetings of the Council to its members and to the public as may be provided by the Charter, the rules of Council, or by ordinance or resolution (charter requirement)
- (d) attend all regular and special meetings of the Council to take the meeting minutes and provide Council with a record of the meeting minutes for their approval
- (e) attend all regular and special meetings of the Planning Commission and Zoning Board of Appeals to take the meeting minutes and provide said public bodies with a record of the meeting minutes for their approval
- (f) prepare and send to a newspaper for publication any due process legal notices regarding scheduled hearings, bid openings, or other notice required scheduled events
- (g) post or publish, as required, all ordinances and resolutions of Council per applicable law and/or Council rules
- (h) receive all public records requests from citizens, newspapers, or other requesters, and timely transmit a response to the requester, with the assistance of the Municipal Manager and/or Law Director
- (i) work with Village officials in finding answers in the public records to pertinent questions of public concern
- (j) assist in the preparation and/or transmittal of Council, Planning Commission, and Zoning Board of Appeals meeting agendas
- (k) work involving the Village Records Commission when needed (said work shall be at the request of said Commission and/or the Municipal Manager).

**Section 2.** The compensation for the Clerk of Council shall be \$3,600.00 per year payable monthly, except that work involving the Village Records Commission shall be considered extraordinary and shall be compensated at the rate of \$20.00 per hour.

**Section 3.** This Ordinance shall be effective from and after 30 days from its passage by Council, with compensation to be retroactive to January 1, 2020.

Dated: 02-06-2020 Marsha Jones  
Mayor

Attest: Elizabeth A Wagner  
Clerk of Council

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