

AN ORDINANCE TO ELIMINATE THE ELECTED POSITION OF CLERK-TREASURER AND  
TO CREATE THE POSITION OF VILLAGE FISCAL OFFICER, AND DECLARING AN  
EMERGENCY

WHEREAS, the Village currently has the combined elected position of Clerk-Treasurer to perform the increasingly complex tasks of maintaining the fiscal affairs of the Village; and

WHEREAS, the Clerk-Treasurer submitted her resignation effective immediately, and Council hereby accepts said resignation;

WHEREAS, the Village currently has a vacancy in the position of Clerk-Treasurer;

WHEREAS, the complex tasks of maintaining the fiscal health of the Village requires a certain level of public finance experience; and

WHEREAS, the Village of Minerva Park would benefit from a Fiscal Officer with significant expertise in the area of public finance; and

WHEREAS, due to the vacancy of the Clerk-Treasurer position, this Council desires to eliminate the elected position of Clerk-Treasurer and to create the position of Fiscal Officer in accordance with Ohio Revised Code §733.262 to fill the immediate need to continue the fiscal needs of the Village including payroll, payment of invoices, budget submissions and to promote professionalism within the fiscal operations of the Village of Minerva Park.

NOW, THEREFORE, be it ordained by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. With regret, Council hereby accepts the resignation of Suzanne Coulter as Clerk-Treasurer.
- Section 2. Due to the vacancy of the Clerk-Treasurer position, the combined elected position of Clerk-Treasurer is hereby abolished.
- Section 3. The appointed position of Village Fiscal Officer is hereby created upon the passage of this Ordinance.
- Section 4. The qualifications for this position shall be at least a bachelor's degree in finance, public administration, business, and/or a related degree with a masters degree preferred within the above disciplines. Additionally, the appointee shall have two years of public finance experience and/or experience commensurate with the proposed position.
- Section 5. The Fiscal Officer appointed pursuant to this ordinance shall exercise the powers and perform the duties and functions now or hereafter given to Fiscal Officers, City Auditors, Clerks, and Treasurers under the general laws of Ohio. The Fiscal Officer shall have other powers, duties, and functions as set forth in ordinances or resolutions of this Council. The Fiscal Officer shall:
- keep the financial records of the village, establish the accounting system, payroll, data processing, claims and disbursements, receipts and bill payments, investments of municipal funds, debt management, issuance of insurance programs, and financial records.
  - supervise personnel assigned to the Fiscal Officer.
  - prepare reports used by the offices, departments, divisions, bureaus, boards, and commissions of the Village;
  - assist the Mayor and Village Administrator in the preparation and submission of appropriation measures, estimates, budgets, capital programs, and other financial matters.
  - provide full and complete information concerning the financial affairs and status of the Village as requested by the Mayor, Council, and Village Administrator.
  - provide full and complete information and assistance concerning the finances or accounting systems or records of any office, department, division, bureau, board,

or commission of the Village as requested by the Mayor, Council, and Village Administrator.

Section 6. The Fiscal Officer need not be an elector of the Village or reside in the Village.

Section 7. The Fiscal Officer shall be appointed and removed in accordance with procedures set forth in the Ohio Revised Code.

Section 8. A certified copy of this ordinance shall be filed with the Board of Elections not less than 120 days before the day of the next succeeding regular municipal election at which candidates for the office of Clerk-Treasurer are to be elected.

Section 9. The Village Mayor and Law Director are authorized to take further actions consistent with this ordinance that are necessary to carry out the intentions of this ordinance for the ongoing functioning of the Fiscal Officer’s position.

Section 10. All prior ordinance(s) or resolution(s) or any part thereof, which is(are) inconsistent with this ordinance or resolution is(are) hereby repealed as to the inconsistent part(s) thereof and the remainder of said ordinance(s) or resolution(s) not inconsistent with this resolution shall remain in full force and effect.

Section 11. Council declares this to be an emergency measure necessary for the preservation of public health, safety, and welfare of the residents of the Village of Minerva Park, such emergency arising out of the (a) the vacancy of the Clerk-Treasurer position; (b) the immediate need to carry on the fiscal operations of the Village including payroll, payment of invoices, budget submissions; (c) complex tasks required to maintain the fiscal health of the Village and (d) need to deliver this notice to the Board of Elections by July 11, 2011. Wherefore, this resolution shall take effect and shall be in force upon its passage.

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Lynn Eisentrout, Mayor, Village of Minerva Park

First Reading: May 9, 2011  
Second Reading: May 16, 2011  
Third Reading: June 13, 2011  
Passed: June 13, 2011

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Attest: Acting Fiscal Officer,  
Village of Minerva Park

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Reviewed by Counsel