

**ORDINANCE NO. 2024-3**

**AN ORDINANCE APPROVING AND CONFIRMING THE APPOINTMENT OF STEPHANIE LANDGRAF AS DIRECTOR OF LAW, PROVIDING FOR THE COMPENSATION OF THE DIRECTOR OF LAW OF THE CITY, REPEALING CERTAIN ORDINANCES, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Mayor has appointed Stephanie Landgraf, Attorney at Law, Willoughby Ohio, as Director of Law pursuant to the provisions of Section 5.5 of the Willowick City Charter and Council has approved said appointment.

**NOW, THEREFORE BE IT ORDAINED** by the Council of the City of Willowick, County of Lake, State of Ohio:

**Section 1.** That the appointment by the Mayor of Stephanie Landgraf as Director of Law of the City for a term commencing January 1, 2024 and terminating December 31, 2027, is hereby approved and confirmed.

**Section 2.** That the Director of Law shall receive compensation as follows:

- a) The City shall pay the Law Director Two thousand One Hundred Seventy-Two and 57/100 (\$2,172.57) bi-weekly for the following: Attendance at all regular meetings of Council and such special and adjourned meeting of Council as the Mayor or Council may request; the preparation of legislation, contracts and legal documents (subject to provisions of Sections 2(b), 2(c) and 2 (d) hereof); the furnishings of legal advice as many required for the various officials, departments, boards or commissions of the City; the preparation and supervision of the proceedings for the construction and financing of all improvements of the City; drafting zoning ordinances; services in connection with rezoning; services in connections with revisions to the Codified Ordinances of the City; and attendance at meetings and hearings of various commissions and boards of the City at which the attendance of the Director of Law is requesting. The time require to be expended by the Director of Law in performing the duties hereunder shall not exceed twenty (20) hours per month.
- b) For all time in excess of thirty (30) hours per month expended by the Director of Law in performing the duties described in subsection (a) hereof, the City shall pay the Director of Law such reasonable compensation as may be approved by the Council of the City.
- c) For representing the City or performing services for it in any matter of litigation including the prosecution of proceedings before administrative boards or tribunals, the City shall pay the Director of Law such reasonable compensation as may be approved by the Council of the City.
- d) The City shall reimburse the Director of Law for such reasonable out-of-pocket expenses incurred by the Director of Law in the performance of the duties imposed herein, including such items of expense as mimeographing, postage, photostating, long distance telephone calls, telegrams and travel expense.

**Section 3.** In addition to the payment provided in the foregoing paragraphs, the City shall provide Nine Hundred Forty-Six and 60/100 (\$946.60) bi-weekly for a municipal prosecutor.

**Section 4.** That the Director of Law be and she hereby is authorized, pursuant to Section 5.5 of the Charter of the City of Willowick, to retain, at her expense, the services of assistants or designees to assist her in the performance of the duties imposed upon her by virtue of this Ordinance.

**Section 5.** That the Mayor be, and he hereby authorized and directed to enter into a Contract with Stephanie Landgraf in accordance with the Agreement

**Section 6.** That said Director shall respond to the inquiries of Council regarding the services of her Department and such matters that would come within her Department's responsibilities.

**Section 7.** That all Ordinances or parts thereof in conflict herewith by and the same are hereby repealed.

**Section 8.** That this Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City of Willowick and further, provides for the usual daily operation of a municipal department.

**WHEREFORE,** this Ordinance shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

Adopted by Council: JAN 0 2, 2024

  
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Monica Koudela, Council President

Submitted to the Mayor: JAN 0 3, 2024

  
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Michael J. Vanni, Mayor

Approved by the Mayor: JAN 0 3, 2024

ATTEST:   
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Christine Morgan, Clerk of Council