



# City of Mentor-on-the-Lake

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## MINUTES SPECIAL MEETING OF COUNCIL CITY OF MENTOR-ON-THE-LAKE FEBRUARY 6, 2024

The Special Meeting of Council of February 6, 2024, for the City of Mentor-on-the-Lake, Ohio, was called to Order by Council President Rob Johnson at 6:30 P.M.

**CALL TO ORDER:** PLEDGE OF ALLEGIANCE

**ROLL CALL:**

**Ward 4:** DESIREA THOMPSON, Vice President  
**At Large:** MICHELLE MOORE  
**Ward 2:** SKIP GRAY  
**At Large:** KEVIN BITTNER  
**Ward 1:** JEANNIE WONG  
**At Large:** JIM LUNDER  
**Ward 3:** ROB JOHNSON, President

**PURPOSE:**

FOR THE INTERVIEWING, DISCUSSING, AND CONSIDERATION AND/OR VOTE ON THE HIRING OF A PERSON TO FILL THE POSITION OF ADMINISTRATIVE DIRECTOR AND FISCAL OFFICER.

**INTERVIEW:**

Mr. Johnson asked Mayor Eva to introduce the interviewee. Mayor Eva introduces Jaelyn Martin and explained that her experience includes most recently working as the Product Manager at Lubrizol and was recently let go due to company changes. Mayor Eva said that Ms. Martin is a self-starter and would be a good fit to be able to function on her own when he is not able to be present.

Mr. Johnson asked Ms. Martin to tell the council about herself. Ms. Martin stated that she went to Cleveland State University and obtained a Bachelor and Master of Business Administration. Most recently Ms. Martin worked at Lubrizol for six years, recently was let go when the recent CEO changed. Being a product manager included many roles included product loss and finance as well as dealing with customers. When Ms. Martin worked for Best Laminate she was in charge of accounts payable, accounts receivable, payroll.

Mr. Johnson asked who would like to start with questions and Mrs. Thompson started off by asking Ms. Martin how she would handle getting overwhelmed having many tasks at hand. Ms. Martin stated that she would prioritize the tasks and take care of the larger task at hand and if she needed help she would seek that help. Mrs. Thompson asked if Ms. Martin has done any research looking into the grant process. Ms. Martin said that she knows that the grant process is a lot of paperwork. Ms. Martin was in charge of grant paperwork and processes when she helped with the Military grant process.

Mrs. Moore asked for more information on the stage-gate process. Ms. Martin stated that with stage-gate process in product management, to make a change to the product you have to get the technology together,

and decide if it is possible to make the change and if the finance part will work, considering this stage one. Stage two is to decide if the project is still viable and worth it to move forward. Stage three would be to work with the product and go forward with the launch. Mrs. Moore asked Ms. Martin to connect that to administrating a fiscal process. Ms. Martin stated that she has not yet done a fiscal process for a City. Ms. Martin answered that managing a budget would be done by keeping track on the budget on a daily basis. Mrs. Moore asked if given the position- what is an idea that she would bring to the table to grow the city. Ms. Martin said if looking at it fiscally, she would want to know that if the City wants to grow, they need to look at if this would be an investment and if so would they want to raise the money or take away from the budget and what would be the replacement of the budget. Ms. Martin would want to help bring value to the city.

Mr. Gray asked out of the jobs that are listed on her resume, which would she say equates more to an interpersonal relationship with the community. Ms. Martin said that at there were a lot of contacts and building bonds with customers. In her personal life Ms. Martin volunteers; is on the committee at the Willoughby Eastlake Board of Education; volunteers at the Cleveland Foodbank. Mr. Gray followed up stating that they are currently in the process of applying for an RFP to collect tax payers' money to improve the beach, and asked if Ms. Martin would be comfortable communicating with the residents. Ms. Martin said that they would need to find a target audience for communication and make sure that the value to being shown to the residents.

Mr. Bittner said that he wanted to know about union and contract negotiations but working at Lubrizol he knows that Ms. Martin handled those negotiations. Mr. Bittner asked if Ms. Martin had any experience writing a grant. Ms. Martin said that she does not have experience writing a grant but she does know that it a process and has a lot of experience in applying for grants.

Ms. Wong asked what will be the biggest challenge in the role. Ms. Martin said that she does think that it will be a challenge because it is going to be different. It may take longer to meet the needs of residents and it would be a learning curve. Ms. Wong asked about Ms. Martin's conflict management style. Ms. Martin stated that conflict comes in different ways and in the moment would state that they need to discuss this further off line and find out from each person what the issues is and try to come to a compromise or solution.

Mr. Lunder asked if Ms. Martin handled face to face customer complaints. Ms. Martin said that she did handle face to face customer complaints and has experience handling an online chat as well. Mr. Lunder asked Mayor Eva if Ms. Martin would also be Safety Director and Mayor Eva stated that no – she would not be.

Mr. Johnson asked what was the interest going from a people management type role to a product management type role. Ms. Martin said that in the product management role at Lubrizol you had to make sure that you influence and establish common ground to get her projects done. Mr. Johnson asked if Ms. Martin enjoyed doing people management. Ms. Martin said that she did like it and would say that it is a lot more difficult. Mr. Johnson asked what the biggest challenge of the role for Ms. Martin and she stated that she needs to learn everyone's names and make sure everyone is happy and have balance.

#### **DISCUSSION:**

Mr. Johnson asked for discussion. Mrs. Moore asked if she should make a motion to amend the resolution as presented, but Mr. Johnson suggested that they wait to amend because they will have to amend it again.

#### **6:55 P.M EXECUTIVE SESSION OF COUNCIL:**

**MOTION MADE BY MRS. MOORE**, Seconded by Mr. Lunder, to move into Executive Sessions to discuss the compensation for Jaclyn Martin. ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. Nays: None.

**MOTION CARRIED: 7/0**

**7:09 P.M. COUNCIL RECONVENED.** ROLL CALL: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. **All present.**

Mr. Bittner asked to amend the resolution in section 2 to add the compensation of \$85,000.

**MOTION MADE BY MR. BITTNER**, Seconded by Mr. Gray, for Amendment of Resolution No. 2023-R-05. ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. Nays: None.

**MOTION CARRIED: 7/0**

Mr. Johnson asked if there was any discussion on the Resolution.

**RESOLUTION NO. 2023-R-05**

A RESOLUTION CONFIRMING THE APPOINTMENT OF JACLYN MARTIN AS ADMINISTRATIVE DIRECTOR AND FISCAL OFFICER FOR THE CITY OF MENTOR ON THE LAKE AND DECLARING AN EMERGENCY

**MOTION MADE BY MR. BITTNER**, Seconded by Mr. Gray, for Suspension of the Rules. ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. Nays: None.

**MOTION CARRIED: 7/0**

**MOTION MADE BY MR. BITTNER**, Seconded by Ms. Wong, for Passage of Resolution No. 2023-R-05. ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. Nays: None.

**MOTION CARRIED: 7/0**

Mr. Johnson and Ms. Wong congratulated and welcomed Ms. Martin.

**ADJOURNMENT:**

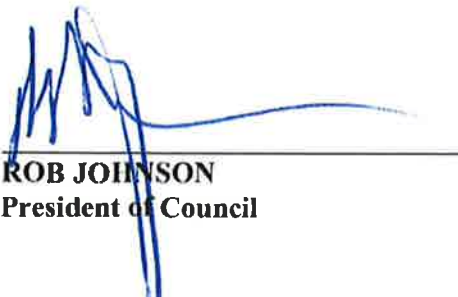
**MOTION MADE BY MR. BITTNER**, Seconded by Mr. Gray, for Adjournment. ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. Nays: None.

**MOTION CARRIED: 7/0**

The Special Meeting of Council adjourned at 7:12 P.M.

**APPROVED:**

3-7-2024  
Date

  
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**ROB JOHNSON**  
President of Council

Attest:   
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Clerk of Council