

******* NOTICE ***** NOTICE ***** NOTICE *******

**Most Meetings listed below are held at the Municipal Building at
121 Addison St. except the monthly Council Meeting, or unless otherwise noted.
Please check this Notice for any changes in date, time or place of scheduled meetings.**

All meetings for regular sessions of Village of Kelleys Island Council are held at the Town Hall on Division St. Council meetings are held March - December on the second Saturday of each month at 10:00 am. Council has suspended the Regular Council Meetings for the Months of January and February per the Rules of Council.

REGULAR COUNCIL MEETING

**April 12, 2025 at 10:00 AM
At Town Hall on Division Street**

Join Zoom Meeting

<https://us06web.zoom.us/j/85002218622?pwd=p4xWlVj3nxbZzPM9WPMGB1udKhz7go.1>

Meeting ID: 850 0221 8622

Passcode: 898765

or

Dial in by your location

Find your local number:

<https://us06web.zoom.us/j/kccMPNZno2>

BOARD OF ZONING APPEALS MEETING

**April 12, 2025 at 10:45 AM
At Town Hall on Division Street**

PLANNING COMMISSION MEETING

**April 25, 2025 at 10:00 AM
At the Municipal Building on Addison Street**

Village of Kelleys Island invites applications for the position of:

RECORD RETENTION CLERK, VILLAGE OFFICE

Part-Time - Seasonal

OPENING DATE: April 1, 2025

CLOSING DATE: April 15, 2025

Scheduled work hours: Flexible

Functions of the Position: This position requires the exercise of initiative, ability to work independently, and clerical skills often involving sensitive and confidential information. This position involves frequent interaction with the Clerk-Treasurer, Village Administrator, Village Council members, the Mayor, Village Solicitor, Zoning Inspector, Mayor's Court Clerk, village employees and county and state agencies.

Record Retention Clerk should have the ability to prioritize, schedule, and perform work with minimal supervision.

For more information and additional requirements of position, contact Village Office: 419-746-2535.

To Apply:

Submit a properly formatted business letter and resume to:

Village of Kelleys Island

C/O Lisa M Klonaris

121 Addison Street, P.O. Box 469, Kelleys Island, Ohio 43438