

President of Council
MICHAEL KLINE

Vice President of Council
TANYA TAYLOR DRAPER

Clerk of Council
NICHOLAS AIELLO

City of Willoughby Hills

Agenda-Amended

Council:
JULIE A. BELICH
JOE JARMUSZKIEWICZ
DANIEL KNECHT
VICKI MILLER
KATHLEEN SIVO

Regular Meeting of Council

October 9, 2025, | 7:00 p.m.

Regular Meeting of Council Called to Order

Cell Phone Reminder to Turn off Devices Pledge of Allegiance

Pledge of Allegiance

Roll Call of Council:

Members: Council President Michael Kline, Councilman Dan Knecht, Councilwoman Vicki Miller, Councilwoman Kathleen Sivo, Council Vice President Tanya Taylor Draper, Councilwoman Julie A. Belich, Councilman Joe Jarmuszkiewicz

Others Invited: Mayor Christopher Hallum, Law Director Michael Lucas, City Engineer Pete DiFranco, and Finance Director Bruce Scott

DISPOSITION OF THE JOURNAL

Approval of the September 22, 2025 Working Committee of Council and Rules & Legislation Minutes
Approval of the September 25, 2025 Regular Council Meeting Minutes

COUNCIL CORRESPONDENCE

Email dated 10/06/2025 from Miller, Vicki Re: Agenda, Draft Legislation, and Minutes for Next Week
Email dated 10/06/2025 from Michael C. Lucas Revisions to legislation
Email dated 10/06/2025 from Fink, Sandra Marijuana Shoppes Legislation
Email dated 10/06/2025 from Novak, Alisa FW: Attached Image
Email dated 10/06/2025 from Mehollin, Karen Re: Town Hall Meeting Presentation
Email dated 10/06/2025 from Knecht, Dan Re: Agenda, Draft Legislation, and Minutes for Next Week
Email dated 10/06/2025 from Scott, Bruce Renewal Levy
Email dated 10/03/2025 from McFarren, Darlene WH Planning Commission and Architectural Board of Review
Email dated 10/03/2025 from Scott, Bruce RE: Capital Improvement Fund
Email dated 10/03/2025 from Michael C. Lucas Revised Ordinance
Email dated 10/02/2025 from Gandee, Robert Request for Legislation to Accept FEMA SAFER Grant
Email dated 10/02/2025 from Gandee, Robert Draft Legislation
Email dated 10/02/2025 from Gandee, Robert Sample Legislation to Accept SAFER Grant
Email dated 10/02/2025 from Scott, Bruce RE: Memo for Legislation
Email dated 10/02/2025 from Scott, Bruce USI / PEP Insurance Renewal Ordinance
Email dated 10/02/2025 from Rentz, Stacey RE: Town Hall Meeting Signs

Email dated 10/01/2025 from Andy Macek Re: FW: Request for Civil Service Meeting for Immediate Fire Lieutenant Promotion Needed
Email dated 10/01/2025 from Mehollin, Karen Re: ADA Title II update
Email dated 10/01/2025 from Mehollin, Karen Fw: Bowen City Engineer Agreement 2026-2029
Email dated 10/01/2025 from Michney, Sharen RE: Final Proofs Reviewed and Ready for Printing
Email dated 09/29/2025 from Sivo, Kathleen Re: District 3 slides
Email dated 09/29/2025 from Mehollin, Karen Fw: 7 PM meeting tonight
Email dated 09/29/2025 from Belich, Julie Deer Management Slide
Email dated 09/29/2025 from Pietro DiFranco RE: BZA Application - Lot Split - 29471 Eddy & 2748 Rockefeller
Email dated 09/26/2025 from Taylor Draper, Tanya Re: PPT
Email dated 09/26/2025 from Lloyd, Katherine RE: Civil Service Minutes
Email dated 09/26/2025 from Scott, Bruce 2023 - 2024 Audited Statements
Email dated 09/26/2025 from Scott, Bruce City Of Willoughby Hills Property & Liability Insurance - 10/17/2025
Email dated 09/25/2025 from Michael C. Lucas Thursday Council meeting
Email dated 09/25/2025 from Rentz, Stacey RE: District Signs
Email dated 09/24/2025 from Lloyd, Katherine RE: Case 2025-07 for 37851 Milann Drive - Petro - Email dated 09/24/2025 from Final for Signature
Email dated 09/24/2025 from Lloyd, Katherine RE: CSC Minutes 9/16/25 draft template
Email dated 09/24/2025 from Leach, Nick PEP - Boiler Follow-up
Email dated 09/24/2025 from Fink, Sandra RE: Short term rental legislation
Email dated 09/23/2025 from Lloyd, Katherine FW: PCABR Minutes for July 17, 2025
Email dated 09/23/2025 from John Platko Re: Approved Purchase Order
Email dated 09/23/2025 from Fink, Sandra Short term rental legislation
Email dated 09/23/2025 from Taylor Draper, Tanya Re: District 1 PowerPoint
Email dated 09/23/2025 from Lloyd, Katherine BZA Meeting 10/14/25 at 7:00 P.M. - Tuesday

PUBLIC PORTION #1 – An opportunity for the public to address Council concerning anything pertaining to tonight’s agenda

Section 107.08 – Public Meetings of Municipal Bodies of the Codified Ordinances of the City of Willoughby Hills: (a) All meetings of any municipal body are declared to be public meetings open to the public at all times. All meetings shall provide a reasonable opportunity to hear public opinion.

MAYOR’S REPORT – Mayor Chris Hallum

LAW DIRECTOR’S REPORT – Attorney Michael C. Lucas

FINANCE DIRECTOR’S REPORT – Finance Director Bruce Scott

CITY ENGINEER’S REPORT – Pietro A. DiFranco, P.E.

BOARDS, COMMISSIONS & COMMITTEE REPORTS

Planning & Zoning and Architectural Board of Review: Council Vice President Taylor Draper

Recreation Commission Report: Councilman Jarmuszkiewicz

Finance Committee: Council President Kline

Beautification Committee: Council Vice President Taylor Draper

Business Subcommittee: Councilwoman Sivo

Deer Management Subcommittee: Councilwoman Belich

UNFINISHED BUSINESS:

LEGISLATION:

1. **ORDINANCE 2025-050-THIRD READING**
AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A THREE-YEAR CONTRACT WITH REA & ASSOCIATES INC. FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) FOR THE CITY OF WILLOUGHBY HILLS FOR THE FISCAL YEARS 2025, 2026, AND 2027 AND DECLARING AN EMERGENCY.
2. **ORDINANCE 2025-052-AMENDED FIRST READING**
AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS, OHIO AND RICHARD L. BOWEN + ASSOCIATES, INC. FOR CITY ENGINEERING SERVICES AND REPEALING CONFLICTING LEGISLATION.
3. **ORDINANCE 2025-053-AMENDED FIRST READING**
AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT FOR GENERAL LIABILITY INSURANCE COVERAGE FOR THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.
4. **ORDINANCE 2025-054-AMENDED FIRST READING**
AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SITESTREAM, LLC, A MASSACHUSETTS LIMITED LIABILITY COMPANY WITH A PRIMARY BUSINESS ADDRESS AT 100 CUMMINGS CENTER 343-C, BEVERLY, MA 01915 (“SITESTREAM”), TO PROVIDE BUSINESS AND TECHNOLOGY SERVICES TO FACILITATE THE DETECTION, ISSUANCE, AND/OR PROCESSING OF VIOLATIONS OF THE CITY OF WILLOUGHBY HILLS TRAFFIC LAWS OR CODE ENFORCEMENT PROGRAMS AND DECLARING AN EMERGENCY.

5. **ORDINANCE 2025-055-FIRST READING**

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AND SIGN ANY AND ALL DOCUMENTS TO ACCEPT THE 2024 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT FUNDING PROGRAM FOR STAFFING ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) AND DECLARING AN EMERGENCY.

6. **RESOLUTION 2025-015-AMENDED FIRST READING**

RESOLUTION AUTHORIZING THE DEPOSIT OF PHOTO ENFORCEMENT REVENUE GENERATED FROM THE CITY OF WILLOUGHBY HILLS' ADOPTION OF CODIFIED ORDINANCES CHAPTER 315 AND CHAPTER 317 TO CAPITAL IMPROVEMENT FUND 420 AND DECLARING AN EMERGENCY.

NEW BUSINESS:

PUBLIC PORTION #2 – An opportunity for the public to address Council with any comments, issue or concern Section 107.08 – Public Meetings of Municipal Bodies of the Codified Ordinances of the City of Willoughby Hills: (a) All meetings of any municipal body are declared to be public meetings open to the public at all times. All meetings shall provide a reasonable opportunity to hear public opinion.

Motion to go into Executive Session for the purpose of discussing a personnel matter and inviting all of Council.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY

ADJOURNMENT