

President of Council  
MICHAEL KLINE

Vice President of Council  
TANYA TAYLOR DRAPER

Clerk of Council  
NICHOLAS AIELLO

# City of Willoughby Hills

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

## Agenda

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### Regular Meeting of Council November 13, 2025, | 7:00 p.m.

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

**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 October 20, 2025 Working Committee of Council and Rules & Legislation Minutes  
Approval of the October 23, 2025 Regular Council Meeting Minutes  
Approval of the October 28, 2025 Special Council Meeting Minutes

#### **COUNCIL CORRESPONDENCE**

Email dated 11/11/2025 from Yasmeen Diaz Fwd: CHS-187253  
Email dated 11/11/2025 from Miller, Vicki Ethics Training  
Email dated 11/10/2025 from jmski RE: Gulick Family Resolution  
Email dated 11/10/2025 from Pietro DiFranco RE: Willoughby Hills Fire Station Sprinklers  
Email dated 11/10/2025 from Scott, Bruce Road Levy / Resolution Needed  
Email dated 11/07/2025 from LINDA O BRIEN Re: Rec Coordinator Phone Number  
Email dated 11/07/2025 from Nardo, Celia S. RE: Senior Luncheon Speaker  
Email dated 11/06/2025 from OAG You're registered for Sunshine Laws Training  
Email dated 11/05/2025 from Bell, Jennifer RE: Central Dispatch Agreement  
Email dated 11/05/2025 from Katherine D. Lloyd Re: PCABR Meeting 11/6/25 Thursday 7:00 P.M  
Email dated 11/03/2025 from Lloyd, Katherine FW: Restoration & Improvements Begin along the Chagrin River  
Email dated 11/03/2025 from Lloyd, Katherine BZA Meeting 11/11/25 Tuesday 7:00 PM  
Email dated 11/03/2025 from Scott, Bruce FW: Ticket camera  
Email dated 11/03/2025 from Pietro DiFranco RE: Bowen Proposal - Zoning Administration (Jan-Jun 2026)  
Email dated 10/31/2025 from Mehollin, Karen Re: Group Sanction Requests for 2025 -- ALL  
Email dated 10/31/2025 from Jarmuszkiewicz, Joe Re: Qdoba

Email dated 10/31/2025 from Laurie Scarmuzzi RE: PID 105894 LAK-174-00.00; Willoughby Hills; Preliminary Legislation & LPA Agreement - Receipt Confirmation/Executed  
Email dated 10/29/2025 from Pietro DiFranco RE: Signed Preliminary Legislation and LPA Federal ODOT-Let Project Agreement for the SR-174 (River Road) resurfacing project in the City of Willoughby Hills; (PID 105894 LAK SR 174 00.00)  
Email dated 10/28/2025 from Laurie Scarmuzzi RE: PID 105894 LAK-174-00.00; Willoughby Hills; Preliminary Legislation & LPA Agreement (DUE BY NOON 11/17/2025)  
Email dated 10/27/2025 from Belich, Julie Re: Bishop Rd Taper at Chardon Rd  
Email dated 10/27/2025 from Miller, Vicki Re: Agenda for Special Meeting of Council Tuesday October 28  
Email dated 10/27/2025 from Knecht, Dan Re: Special Meeting of Council  
Email dated 10/27/2025 from Lloyd, Katherine FW: WH PCABR Meeting 11/6/25 - Thursday  
Email dated 10/24/2025 from Pietro DiFranco RE: PID 105894 LAK-174-00.00; Willoughby Hills; Preliminary Legislation & LPA Agreement (DUE BY NOON 11/17/2025)  
Email dated 10/24/2025 from Miller, Vicki Re: Special Meeting of Council  
Email dated 10/24/2025 from Brittany Matlock Re: Bishop Rd Taper at Chardon Rd  
Email dated 10/24/2025 from Mehollin, Karen Fw: Mayor's Report - October 24, 2025  
Email dated 10/24/2025 from Mehollin, Karen Re: E-Newsletter  
Email dated 10/24/2025 from Hallum, Chris Mayor's Report  
Email dated 10/24/2025 from Belich, Julie Re: Special Meeting of Council  
Email dated 10/23/2025 from Jarmuszkiewicz, Joe Re: Qdoba  
Email dated 10/23/2025 from Tanya Taylor Draper Fwd: flier  
Email dated 10/23/2025 from Miller, Vicki Tonight's meeting  
Email dated 10/23/2025 from LINDA O BRIEN Fwd: Smith Family Cemetery  
Email dated 10/23/2025 from Taylor Draper, Tanya Re: Notice of Noncompliance and Violation RE: Residential Room Rentals  
Email dated 10/22/2025 from Blankenship, Debbie RE: mail  
Email dated 10/22/2025 from DiMattia, Louis A. Re: Civil Service Meeting  
Email dated 10/22/2025 from Alexis Lebedew Smart Cities Masters Courses - Register Now  
Email dated 10/21/2025 from Jarmuszkiewicz, Joe Re: Agenda for Thursday  
Email dated 10/21/2025 from Taylor Draper, Tanya Residents' concerns

**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 2025-052-THIRD 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.
  
2. **ORDINANCE 2025-056-SECOND READING**  
AN ORDINANCE TO DECLARE POLICE COMPUTER EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING ITS DONATION TO PCS FOR PEOPLE, A CLEVELAND-BASED NONPROFIT ORGANIZATION, AND DECLARING AN EMERGENCY.
  
3. **ORDINANCE 2025-059-FIRST READING**  
AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT THE PROPOSAL AS SUBMITTED BY RICHARD L. BOWEN & ASSOCIATES, INC. TO PROVIDE ZONING ADMINISTRATION SERVICES FOR THE CITY OF WILLOUGHBY HILLS, FOR THE PERIOD OF JANUARY 1, 2026 THROUGH JUNE 30, 2026 AND DECLARING AN EMERGENCY.
  
4. **RESOLUTION 2025-016-SECOND READING**  
A RESOLUTION RECOGNIZING AND HONORING THE GULICK FAMILY FOR THEIR DONATIONS TO THE WILLOUGHBY HILLS ISOLATED SENIOR PROGRAMS FOR EVERY DAY RELIEF (W.H.I.S.P.E.R.).

**NEW BUSINESS:**

Motion to forego November 27 Regular Council Meeting

**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.

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

**ADJOURNMENT**