

President of Council
MICHAEL KLINE

Vice President of Council
TANYA TAYLOR DRAPER

Council Clerk
NICHOLAS AIELLO

City of Willoughby Hills

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

Agenda-Amended

Working Committee of Council and Rules & Legislation

December 8, 2025 | 6:00 p.m.

Roll Call of Council

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

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

DISCUSSION ITEMS:

1. **Ordinance 2025-056-Third 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.
2. **Ordinance 2025-059-Second 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.
3. **Ordinance 2025-060 - First Reading**
An ordinance authorizing and directing the mayor to enter into a Tiered Technology Agreement with Visual Edge IT, INC. for the lease of eight (8) new Kyocera TASKalfa MZ400CI copying devices and managed print service for the City of Willoughby Hills, and declaring an emergency.
4. **Ordinance 2025-061- First Reading**
An ordinance amending Article V of the Charter of Willoughby Hills, Ohio, titled, "Boards and Commissions"; specifically, section 5.15 currently captioned "Mandatory Public Vote on Land Use Changes."
5. **Ordinance 2025-062- First Reading**
An ordinance amending Article III of The Charter of Willoughby Hills, Ohio, Titled, "The Council"; specifically, section 3.25 captioned "The Clerk and Other Employees."

6. Ordinance 2025-063- First Reading
An ordinance adopting the City of Willoughby Hills cybersecurity program, and declaring an emergency.
7. Ordinance 2025-064 - First Reading
An ordinance amending Article VI of the Charter of Willoughby Hills, Ohio, titled, “Legislation”; specifically, Section 6.2 Captioned “Effective Date of Ordinances.”
8. Ordinance 2025-065- First Reading
An ordinance providing for temporary appropriations to meet the ordinary expenses of the City of Willoughby Hills, State of Ohio for the period beginning January 1, 2026 through March 31, 2026; repealing all legislation inconsistent herewith, and declaring an emergency.
9. Ordinance 2025-066 - First Reading
An ordinance amending Section 1 of Ordinance No. 2024-070 to comply with State budgetary laws requiring municipalities to maintain positive account balances throughout the year; repealing conflicting legislation, and declaring an emergency.
10. Ordinance 2025-067 – First Reading
An ordinance authorizing the approval of the Ohio Department of Transportation’s (ODOT’s) “Final Resolution” to complete the terms of the agreement between ODOT and the City of Willoughby Hills for Project No. 105894 providing for the resurfacing of River Road as outlined in Ordinance 2025-057, in the City of Willoughby Hills, and declaring an emergency.
11. Resolution 2025-017 - First Reading
A resolution authorizing the City of Willoughby Hills to accept the amounts and rates for the year 2026 as determined by the Budget Commission of Lake County, Ohio and authorizing the necessary tax levies and the certification thereof to the County Auditor, and declaring an emergency.
12. Resolution 2025-018 - First Reading
An ordinance authorizing the mayor to distribute requests for qualifications (RFQ) to any person or firm expressing an interest in providing engineering work related to the walkway installation project along State Rt. 91, (LAK SR 091 00.00 Multi Modal) in accordance with federal regulations and state law, and declaring an emergency.
13. Discussion of motion to formally designate the Council Clerk as the City Council's official representative and custodian of records for the purpose of administering all requests made under the Ohio Public Records Act and ensuring compliance with all applicable Sunshine Laws.
14. Discussion of motion authorizing the Clerk of Council to confirm with the Ohio Department of Commerce, Division of Liquor Control, that no objection and need for hearing is requested by the City regarding Ohio Springs Inc. Sheetz 810 28601 Chardon Road Willoughby Hills Ohio 44092 under transaction number OCT NEW 06521509-105.
15. Discussion of motion authorizing the Clerk of Council to confirm with the Ohio Department of Commerce, Division of Liquor Control, that no objection and need for hearing is requested by the City regarding the license transfer from Willoughby Wine & Spirits Inc. 27700 Chardon Road Willoughby Hills OH 44092 to Jai Bhole Spirits LLC The Vault Wine & Spirits 27700 Chardon Road Willoughby Hills OH 44092 under transaction number OCT TRFO 10010435-1.

16. Discussion of ordinance determining sanctioning hours.
17. Discussion of motion to accept a \$10,000 donation from an anonymous doner to be used by the Police Department for the support of the K-9 program.
18. Discussion of motion to forego the December 25th Regular Council Meeting.

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.

LEGISLATION:

1. **ORDINANCE 2025-056-THIRD 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.
2. **ORDINANCE 2025-059-SECOND 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.
3. **ORDINANCE 2025-060 - FIRST READING**
AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A TIERED TECHNOLOGY AGREEMENT WITH VISUAL EDGE IT, INC. FOR THE LEASE OF EIGHT (8) NEW KYOCERA TASKALFA MZ400CI COPYING DEVICES AND MANAGED PRINT SERVICE FOR THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.
4. **ORDINANCE 2025-061- FIRST READING**
AN ORDINANCE AMENDING ARTICLE V OF THE CHARTER OF WILLOUGHBY HILLS, OHIO, TITLED, “BOARDS AND COMMISSIONS”; SPECIFICALLY, SECTION 5.15 CURRENTLY CAPTIONED “MANDATORY PUBLIC VOTE ON LAND USE CHANGES.”
5. **ORDINANCE 2025-062- FIRST READING**
AN ORDINANCE AMENDING ARTICLE III OF THE CHARTER OF WILLOUGHBY HILLS, OHIO, TITLED, “THE COUNCIL”; SPECIFICALLY, SECTION 3.25 CAPTIONED “THE CLERK AND OTHER EMPLOYEES.”

6. **ORDINANCE 2025-063- FIRST READING**
AN ORDINANCE ADOPTING THE CITY OF WILLOUGHBY HILLS CYBERSECURITY PROGRAM, AND DECLARING AN EMERGENCY.

7. **ORDINANCE 2025-064 - FIRST READING**
AN ORDINANCE AMENDING ARTICLE VI OF THE CHARTER OF WILLOUGHBY HILLS, OHIO, TITLED, “LEGISLATION”; SPECIFICALLY, SECTION 6.2 CAPTIONED “EFFECTIVE DATE OF ORDINANCES.”

8. **ORDINANCE 2025-065- FIRST READING**
AN ORDINANCE PROVIDING FOR TEMPORARY APPROPRIATIONS TO MEET THE ORDINARY EXPENSES OF THE CITY OF WILLOUGHBY HILLS, STATE OF OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2026 THROUGH MARCH 31, 2026; REPEALING ALL LEGISLATION INCONSISTENT HEREWITH, AND DECLARING AN EMERGENCY.

9. **ORDINANCE 2025-066 - FIRST READING**
AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. 2024-070 TO COMPLY WITH STATE BUDGETARY LAWS REQUIRING MUNICIPALITIES TO MAINTAIN POSITIVE ACCOUNT BALANCES THROUGHOUT THE YEAR; REPEALING CONFLICTING LEGISLATION, AND DECLARING AN EMERGENCY.

10. **ORDINANCE 2025-067 – FIRST READING**
AN ORDINANCE AUTHORIZING THE APPROVAL OF THE OHIO DEPARTMENT OF TRANSPORTATION’S (ODOT’S) “FINAL RESOLUTION” TO COMPLETE THE TERMS OF THE AGREEMENT BETWEEN ODOT AND THE CITY OF WILLOUGHBY HILLS FOR PROJECT NO. 105894 PROVIDING FOR THE RESURFACING OF RIVER ROAD AS OUTLINED IN ORDINANCE 2025-057, IN THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.

11. **RESOLUTION 2025-017 - FIRST READING**
A RESOLUTION AUTHORIZING THE CITY OF WILLOUGHBY HILLS TO ACCEPT THE AMOUNTS AND RATES FOR THE YEAR 2026 AS DETERMINED BY THE BUDGET COMMISSION OF LAKE COUNTY, OHIO AND AUTHORIZING THE NECESSARY TAX LEVIES AND THE CERTIFICATION THEREOF TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY.

12. **RESOLUTION 2025-018 - FIRST READING**
AN ORDINANCE AUTHORIZING THE MAYOR TO DISTRIBUTE REQUESTS FOR QUALIFICATIONS (RFQ) TO ANY PERSON OR FIRM EXPRESSING AN INTEREST IN PROVIDING ENGINEERING WORK RELATED TO THE WALKWAY INSTALLATION PROJECT ALONG STATE RT. 91, (LAK SR 091 00.00 MULTI MODAL) IN ACCORDANCE WITH FEDERAL REGULATIONS AND STATE LAW, AND DECLARING AN EMERGENCY.

ADJOURNMENT