

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-Amended

Regular Meeting of Council
December 11, 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

PRESENTATION OF RESOLUTION AND PROCLAMATION RECOGNIZING AND HONORING THE GULICK FAMILY FOR THEIR DONATIONS TO THE WILLOUGHBY HILLS ISOLATED SENIOR PROGRAMS FOR EVERYDAY RELIEF (W.H.I.S.P.E.R.)

SWEARING IN OF SERGEANT RICHARD HARMON AND OFFICERS JONATHAN O'LEARY AND RYAN SHANNON

Roll Call of Council:

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

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 November 10, 2025 Working Committee of Council and Rules & Legislation Minutes
Approval of the November 13, 2025 Regular Council Meeting Minutes

COUNCIL CORRESPONDENCE

Email dated 12/05/25 from Scott, Bruce Council Clerk Designation
Email dated 12/05/25 from Michael C. Lucas Revised ODOT River Road Resurfacing
Email dated 12/05/25 from Michael C. Lucas RE: Ordinance 2025-059 Needs Review and Amendment to Printer Proposal
Email dated 12/05/25 from Mehollin, Karen Re: Revised Ordinance No. 2025-XXX
Email dated 12/04/25 from Michael C. Lucas Revised Ordinance No. 2025-066 mcl
Email dated 12/04/25 from Michael C. Lucas Revised Resolution No. 2025-017
Email dated 12/04/25 from Michael C. Lucas MCL Revised Ord No, 2025-065
Email dated 12/04/25 from Lloyd, Katherine PCABR Minutes from 8/21/25 meeting - DRAFT
Email dated 12/04/25 from Pietro DiFranco RE: PID 105894 LAK SR 174 0.00; Willoughby Hills; Final Legislation & Invoice (Due 1/14/2026)
Email dated 12/04/25 from Michney, Sharen FW: American Flags to Half-Staff

Email dated 12/04/25 from Mehollin, Karen Re: Ordinance 2012-58
Email dated 12/05/25 from Scott, Bruce 2025 Final Appropriations Draft Worksheet
Email dated 12/05/25 from Mehollin, Karen Re: Ordinance 2012-58
Email dated 12/05/25 from Mehollin, Karen Ordinance 2012-58
Email dated 12/05/25 from Michney, Sharen RE: Exhibits
Email dated 12/05/25 from Michael C. Lucas RE: Ordinance 2025-067 Very Rough Draft RFQ for Engineering US 6 SR 91 Walkways
Email dated 12/02/25 from Johnny Knight IV RE: Printer Services Legislation
Email dated 12/01/25 from Scott, Bruce FW: RESOLUTION ACCEPTING AMOUNTS AND RATES
Email dated 11/26/25 from Hallum, Chris Re: Confirmation Certificates from the County
Email dated 11/26/25 from Michael C. Lucas RE: Printer Services Legislation
Email dated 11/26/25 from Kistner, Amy Certificate of Official Results
Email dated 11/26/25 from Miller, Vicki Re: Financial Disclosure Statement Filing
Email dated 11/25/25 from Lloyd, Katherine BZA Meeting 12/9/25 Tuesday
Email dated 11/25/25 from Lloyd, Katherine Scott, Bruce RE: Final Appropriation Ordinance
Email dated 11/25/25 from Lloyd, Katherine Reagan Curtner Re: Lake County Assistance
Email dated 11/24/25 from Lloyd, Katherine Jen Boger RE: 2026 City Officials Roster
Email dated 11/24/25 from Jen Boger RE: 2026 City Officials Roster
Email dated 11/20/25 from Lloyd, Katherine 2 Signed Reviews from 11/20/25 PCABR Mtg
Email dated 11/20/25 from Pietro DiFranco Liquor License - The Vault - 27700 Chardon - Zoning
Email dated 11/20/25 from Scott, Bruce 2026 Temporary Appropriations - Ordinance 2025-065
Email dated 11/19/25 from Thomas Lobe Re: Public Records
Email dated 11/19/25 from Pietro DiFranco Zoning Verification - 28301 Chardon - Plaza - NDDS/ASM
Email dated 11/19/25 from Michney, Sharen FW: *** UPDATE *** American Flags to Half-Staff
Email dated 11/19/25 from Michney, Sharen FW: Visual Edge IT Ordinance
Email dated 11/19/25 from DiFranco, Pete RE: Public Records Request
Email dated 11/19/25 from Michney, Sharen FW: Visual Edge IT Presentation
Email dated 11/19/25 from Michael C. Lucas Fwd: Charter Ordinance Amendment Section 6.2
Email dated 11/19/25 from Michney, Sharen FW: Visual Edge IT Presentation
Email dated 11/19/25 from Michney, Sharen REVISED MEMO - ORD. NO. 2025-060
Email dated 11/18/25 from Hallum, Chris Re: Short Term Rentals Operation
Email dated 11/18/25 from Michney, Sharen RE: Finance Memo Sample
Email dated 11/18/25 from Grubiss, Mark Re: Short Term Rentals Operation
Email dated 11/18/25 from Michney, Sharen COPIER LIST
Email dated 11/18/25 from Michael C. Lucas Ordinance charter amendment section 3.25
Email dated 11/18/25 from Michael C. Lucas Fwd: Charter Amendment Section 5.15
Email dated 11/17/25 from Pietro DiFranco RE: Sheetz Liquor License
Email dated 11/17/25 from Michney, Sharen RE: Visual Edge IT Printers Ordinance
Email dated 11/14/25 from Pietro DiFranco RE: Signed Bowen Contract for City Engineering Services
Email dated 11/14/25 from Public Records Open Records Request
Email dated 11/14/25 from Mehollin, Karen Fw: Mayor's Report - November 8, 2025
Email dated 11/13/25 from Scott, Bruce Bowen Zoning Administration - Ordinance 2025-059
Email dated 11/12/25 from DiFranco, Pete RE: Nov. 10th Meeting - Bishop/Chardon Traffic

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 2025-056-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.

NEW BUSINESS:

1. 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.
2. 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.
3. 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 **Liquor Agency 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.
4. 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 **carry out liquor 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.
5. 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.
6. Motion to forego the December 25th 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