

CHRISTOPHER HALLUM  
President of Council

MICHAEL KLINE  
Vice President of Council

KAREN MEHOLLIN  
Clerk of Council

# City of Willoughby Hills

COUNCIL:

JULIE BELICH

NANCY E. FELLOWS

JOE JARMUSZKIEWICZ

DANIEL KNECHT

TANYA TAYLOR DRAPER

## Regular Council Meeting Minutes of December 9, 2021

*Policy No. 2: All Council meetings shall be recorded by audio recording device and will be held in perpetuity and shall be part of the official records and minutes. Written minutes of Council shall be shortened whenever possible.*

The Regular Council Meeting was called to order on Thursday, December 9, 2021 at 7:00pm in Council Chambers. **Council President Hallum** presided.

**Call to Order 7:00 p.m. (Audio: 0:10 – 0:14)**

**Pledge of Allegiance (Audio: 0:15 – 0:32)**

**Presentation of Mayoral Proclamation and Council Resolution 2021-019 to Frank Cihula for his tenure as a member and Chairman of the Board of Building and Zoning Appeals.**

**Councilwoman Nancy Fellows spoke reflecting on her term as Councilwoman.**

### ROLL CALL

**Members Present:** Councilman Joe Jarmuszkiewicz, Council Vice President Mike Kline, Councilman Dan Knecht, Councilwoman Tanya Taylor Draper, Councilwoman Julie Belich, Councilwoman Nancy Fellows, and Council President Chris Hallum.

**Also Present:** Mayor Andy Gardner, Law Director Michael C. Lucas, Finance Director Frank J. Brichacek, Jr., and City Engineer Pietro A. DiFranco.

### DISPOSITION OF THE JOURNAL (Audio: 12:27 – 14:00)

**Motion made by Council Vice President Kline** seconded by **Councilwoman Taylor Draper** to adopt the minutes of the November 11, 2021 Regular Council Meeting.

**Roll Call: AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, and Hallum.**

**NAYS: None.**

**Abstain: Fellows**

**Vote: 6/0/1**

**Motion Carries** to adopt the minutes of the Regular Council Meeting of November 11, 2021.

**Motion made by Council Vice President Kline** seconded by **Councilwoman Belich** to adopt the minutes of the December 1, 2021 Special Council Meeting.

**Roll Call: AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, and Hallum.**

**NAYS: None.**

**Abstain: Fellows**

**Vote: 6/0/1**

**Motion Carries** to adopt the minutes of the Special Council meeting of December 1, 2021.

**COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 14:01 – 14:16)**

10/14/21 email from Rob Beglin, re: RE: Signed PEP Application and Resolution 2021-016.

10/15/21 email from Gloria Majeski, re: City E-Newsletter.

10/15/21 email from Gloria Majeski, re: Mayor's Report.

10/15/21 email from Council, re: CRC Town Hall Meeting.

10/15/21 email from Council, re: November Regular Council Meeting.

10/15/21 email from Gloria Majeski, re: Booster Vaccine Clarification.

10/15/21 email from Frank Brichacek, re: Council Meeting Schedule.

10/15/21 email from Tanya Taylor Draper, re: November Regular Council Meeting.

10/15/21 email from Gloria Majeski, re: COVID Vaccine – 1<sup>st</sup> and 2<sup>nd</sup> Doses (Moderna & Pfizer) available in Willoughby Hills.

10/15/21 email from Mike Kline, re: November Regular Council Meeting.

10/15/21 email from Julie Belich, re: November Regular Council Meeting.

10/15/21 email from Joe Jarmuszkiewicz, re: November Regular Council Meeting.

10/17/21 email from Gloria Majeski, re: Clarification of Monday's "Meet the Candidates" Availability on Zoom, Facebook Live, & Cable TV only...not in person!

10/18/21 email from Monica Drake, re: Income Revenue sharing agreement.

10/18/21 email from PC-ABR, re: PCABR Meeting 10/21/21 Thursday – Canceled. Please see reminder.

10/18/21 mail from PC-ABR, re: PCABR Meeting on October 21, 2021.

10/18/21 email from Joe Jarmuszkiewicz, re: MOU Signatures.

10/19/21 mail Gloria Majeski, re: Gloria's Schedule.

10/19/21 email from Council, re: Boys League MOU Signatures.

10/19/21 email from J R Ross, re: Boys League MOU Signatures.

10/19/21 email from Lynn Streetz, re: Boys League MOU Signatures.

10/20/21 email from Council, re: Public Notice for Cancellations of Meetings (Willoughby Hills).

10/20/21 email from PC-ABR, re: PCABR Subcommittee for Master Plan Revision – MEETING on WEDNESDAY 10/27/21 – 7:00 PM.

10/20/21 email from Gloria Majeski, re: E-Newsletter.

10/21/21 email from Gloria Majeski, re: Surplus Ordinance.

10/21/21 email from Judy Shrefler, re: CRC Town Hall Meeting.

10/21/21 email from Katherine Lloyd, re: RE: PCABR Subcommittee for Master Plan revision – MEETING ON WEDNESDAY 10/27/21 – 7:00PM.

10/22/21 email from Gloria Majeski, re: Newsletter.

10/22/21 email from Sandy Grubiss, re: Halloween Party Help.

10/22/21 email from PC-ABR, re: FW: WH PCABR Mtg 11/4/21 Thursday at 7:00 PM.

10/22/21 email from Nancy Fellows, re: RE: Council Meeting for November.

10/22/21 email from Nancy Fellows, re: Resolution 2021-018.

10/22/21 email from Judy Shrefler, re: CRC Town Hall Meeting.

10/22/21 email from BZA, re: FW: WH BZA Meeting 7/13/21 Tuesday – In Person.  
10/25/21 email from Chris Hallum, re: Cancel Meeting.  
10/25/21 email from Tom Massimilla, re: City of Willoughby Hills – electronic records mgmt. challenges.  
10/25/21 email from Gloria Majeski, re: Upcoming Legislation.  
10/25/21 email from Matthew Naegele, re: Upcoming Legislation.  
10/25/21 email from Gloria Majeski, re: Resolutions.  
10/25/21 email from PC-ABR, re: Correction!!! FW WH PCABR Mtg 11/4/21 THURSDAY at 7:00 PM.  
10/26/21 email from Council, re: Passed Legislation for October.  
10/26/21 email from Council, re: Police Department IT Memo.  
10/26/21 email from Mayor Gardner, re: Police Department IT Memo.  
10/26/21 email from Gloria Majeski, re: Legislation.  
10/26/21 email from Gloria Majeski, re: Legislation Numbering for 11/11 meeting.  
10/26/21 email from Global Industrial, re: Tax Credit on previous orders.  
10/27/21 email from Stephanie Kellner, re: Passed Legislation for October.  
10/27/21 email from Lake Development Authority, re: Lake Development Authority November Newsletter.  
10/27/21 email from Council Clerk, re: 2021-060 CVR Reinvesting Agreement.  
10/27/21 email from Finance Dept., re: FW: Quote 35618 FD Monitors.  
10/27/21 email from Frank Brichacek, re: Ordinance 2021-016 Revision.  
10/27/21 email from Finance Dept., re: Ordinance 2021-016 Revision.  
10/27/21 email from Stephanie Kellner, re: Passed Legislation for October.  
10/28/21 email from Gloria Majeski, re: Legislation for Agreement for Central Dispatch & Communication Services 2022-2024.  
10/29/21 email from Gloria Majeski, re: Newsletter.  
10/29/21 email from Gloria Majeski, re: Correct Email Address for Veteran Patriotic Bag.  
10/29/21 email from Sandy Grubiss, re: Volunteers Needed: Breakfast with Santa/Santa Shop.  
10/29/21 email from Frank Brichacek, re: Gift Notification – Jim & Dorothy Quandt Police & Fire Donations.  
10/29/21 email from Gloria Majeski, re: Road work update.  
10/30/21 email from PC-ABR, re: FW: PCABR Meeting 11/4/21 – THURSDAY – 7:00 pm.  
10/31/21 email from Gloria Majeski, re: Frank Cihula’s Records.  
10/31/21 email from Gloria Majeski, re: Ray Somich Legislation Request.  
11/1/21 email from Gloria Majeski, re: Camera Project Memo.  
11/1/21 email from Matt Naegele, re: Dispatch 2022.  
11/2/21 email from Patty Fulop, re: August Economic Dashboard and August & September Unemployment.  
11/3/21 email from Council Clerk, re: Legislation on next week’s agenda (11/8, 11/11).  
11/3/21 email from Amy Schaum, re: Boys League MOU.  
11/3/21 email from Council Clerk, re: Working Committee Meeting 11.8.21 Agenda.  
11/3/21 email from Jeff Stergar, re: Willoughby Hills Council and Mayor Salary.  
11/3/21 email from Denise Roelle, re: Council Salaries.  
11/4/21 email from Gloria Majeski, re: Volunteers for Recreation Commission.  
11/4/21 email from Municipal Publishing, re: 2021 Municipal Guide.  
11/5/21 email from Gloria Majeski, re: Newsletter.  
11/5/21 email from Gloria Majeski, re: Animal Rehab Ordinance.  
11/8/21 email from Gloria Majeski, re: Updated City Roster.  
11/8/21 email from Gloria Majeski, re: Camera Memo from Chief Naegele.

11/8/21 email from Council Clerk, re: Ordinance 2021-058 PD IT Work.  
11/8/21 email from Council Clerk, re: Revisions for Tonight's Working Committee Meeting.  
11/8/21 mail from Lake County Sheriff's Office, re: Central Communications Contract.  
11/8/21 mail from Mayor's Office, re: Mayor's Court October Statement.  
11/8/21 email from Monica Drake, re: Revenue Sharing Agreement.  
11/8/21 email from Gloria Majeski, re: Revenue Sharing Agreement.  
11/8/21 email from PC-ABR, re: Minutes from 9/16/21 Meeting of the PCABR.  
11/8/21 email from PC-ABR, re: Minutes from 9/16/21 Meeting of the PCABR.  
11/9/21 email from PC-ABR, re: PCABR Meeting 11/18/21 THURSDAY.  
11/10/21 email from Mike Kline, re: Working Committee 11-08-21 Notes.

**PUBLIC PORTION #1 (Audio: 14:18 – 17:30)**

**An opportunity for the public to address Council concerning anything pertaining to tonight's agenda.**

Public Portion #1 opened at 7:14 p.m.

**Jenna Bing, 36951 Beech Hills Drive, Willoughby Hills, OH 44094** stated that she knows there are issues in hiring a Zoning Administrator, but she is concerned that the system itself is broken. Whether it's Bowen and Associates and Pete that are the Zoning Administrator or if there's someone that the City hires and titles "Zoning Administrator," the same job is expected to be done – administration of the zoning laws – and it isn't working. She states that she doesn't understand the reasons as to why it's not working. There are people building additions or revamping houses specifically in areas out of sight and they don't care about the zoning laws. Those laws aren't being enforced initially then later fined for a permit. Ms. Bing talked to PC-ABR and stated that they understand that this is a problem but are unable to enforce zoning laws. While Ms. Bing understands that something needs to be put into place as far as hiring a Zoning Administrator, she feels that Council really needs to look at fixing the issue that is broken.

Public Portion #1 closed at 7:17 p.m.

**Questions/comments following Public Portion #1:**

No questions/comments.

**MAYOR'S REPORT (Audio: 17:35 – 25:22)**

**Mayor Gardner** reported on the following:

**Budget:** In the City's projected General Fund Budget for 2021, we predicted that we would spend roughly \$384,000 more than we would receive in revenue (deficit budget). Revenue estimates, however, were greatly influenced by the COVID-19 pandemic, but fortunately due to careful management of City spending and proactive thinking and hard work by our Department Heads and stronger than expected 2021 income tax revenue, the City (like last year) will complete the year better than anticipated with a positive finish rather than a deficit budget.

Even if we would only have received the budgeted income tax revenue we anticipated, the City would have had a surplus of about \$50,000-\$75,000. The Directors were able to manage the budget and keep us roughly \$400,000 below what we anticipated spending.

The exciting news is that the City will finish off the year with a surplus in the General Fund in excess of \$400,000. Even better news is that this surplus takes into account the purchase of a heavy duty chipper for the Service Department, new Police Department radios, and three Police cars ordered this year for next year. This will be reflected in the updated budget that Council will receive. The Mayor thanked the Department Directors and Council for their support with these budget items.

COVID update: Lake County Health District will be offering a vaccine clinic over the next two Mondays at the Community Center. Appointments can be made through the Armovax website (link found at [www.lcghd.org](http://www.lcghd.org)) and they will also be taking walk-ins.

#### City Employee Anniversary Recognition and Appreciation:

##### **5 Years**

Paul Cocanower - Police  
Steven Drop - Fire  
Jake Foster - Fire  
Sylvia Carter – Rec.  
Henry Boepple – Police (Sgt.)  
Mike Walsh - Police

##### **10 Years**

Keith Kanner - Fire  
Tom Abate - Mechanic  
Greg Leonbruno – Police (Sgt.)  
Mike Jones - Police

##### **15 Years**

Bob Vencl - Fire

##### **20 Years**

Stefanie Nero – Fire (Secretary)  
Bob Moore - Service  
Randy Mullenax - Police  
Shannon Vachet – Police (Sgt.)

##### **25 Years**

Tim Serazin – Fire (Lt.)

##### **30 Years**

Ben Robinson – Fire

ODOT Meeting was held earlier in the week to discuss projects coming into Willoughby Hills over the next 4 years (about 14 million dollars of projects, not including the replacement of the I-90 high bridge or Eddy Road Bridge from this year). Projects will include resurfacing of Route 6, resurfacing of River Road, replacement of the Chardon Road Bridge over the Chagrin River Valley, replacement of the Chardon Road Bridge over I-271, and some slope repairs along I-90.

Thank you to all who volunteered for and attended the Police Food Drive last Saturday. Total amount of food collected by the Police Department at Marc's was 1,044 pounds. The Police Blanket Drive also brought in about 50 blankets and WinterFest on Sunday filled the ambulance with toys for the Toy Drive. Toys will still be collected at Breakfast with Santa Saturday morning should anyone still want to donate.

Mailings for Senior Citizens have gone out to qualify in water and sewer reductions (going street by street).

Holiday Lights Parade is coming up the week of December 20<sup>th</sup> for four nights. The parade routes will be posted tomorrow in the newsletter. If you're not getting the electronic newsletter and would like to, please send an email to [newsletter@willoughbyhills-oh.gov](mailto:newsletter@willoughbyhills-oh.gov). As the parade goes around, updates will be posted to the

City's Facebook page so you won't have to stand out in the cold wondering where the parade is. Kids who want to visit with Santa should come to the end of the driveway.

Please keep the following families in your thoughts: Madeleine Smith (former Councilwoman and Planning Commission member who passed away yesterday morning). Sympathies to her son, Bradley, and the many close friends she had in the City. Also keep the Corrigan, Knuchel, and Jerkic families in your thoughts and prayers for the recent passing of their family members.

Mayor Gardner added, "Best wishes and thank you to Nancy for her many years of service and dedication to the City."

**Questions/comments following Mayor's Report:**

No questions/comments.

**LAW DIRECTOR'S REPORT (Audio: (25:25 – 30:50))**

**Law Director Lucas** recalled his time spent with Frank Cihula and gave praise and thank you. He also thanked Councilwoman Fellows and wished her all the best.

**Law Director Lucas** also made mention of an upcoming National Opioid Lawsuit filed against Johnson & Johnson. All of the communities in Ohio received notification asking if they wanted to participate and register to receive information about the potential settlement. The City of Willoughby Hills is registered to receive that information. At this time, participation agreements are being sent to all of the communities who registered in order to agree on the settlement terms. It'll take 95% of the communities in Ohio to become involved. It'll be a daunting task as there's been difficulty with communication, especially with the Ohio Municipal League. Willoughby Hills will participate but **Law Director Lucas** stated that he's unsure of the potential settlement amount. While it could be astronomical, it will need to then be broken down into each municipality possibly leaving to question whether or not the City will receive any money.

**Questions/comments following Law Director's Report:**

**Councilman Jarmuszkiewicz** asked if there was any response back from the Short Term Rental letters that went out. Law Director Lucas said that, no, there has not been a response back. However, according to Ms. Bing, the advertisements for the rentals have discontinued. He's unsure if that was due to the letter or if the short term rentals were seasonal based. Of the five or six letters sent out, only one is still advertising.

**FINANCE DIRECTOR'S REPORT (Audio: 30:55 – 32:20)**

**Finance Director Brichacek** had no report but wanted to request that Ordinance 2021-066 Temporary Appropriation Ordinance for 2022 be adopted tonight, Ordinance 2021-069 Clean Up Appropriation for 2021 be adopted, and that Ordinance 2021-065 Proposed 2022 Annual Appropriations remain on Second Reading. However, the schedule of appropriations associated with that Ordinance be amended to be replaced by the schedule that was updated December 6, 2021 (just the Exhibit).

**Questions/comments following Finance Director's Report:**

**Councilman Jarmuszkiewicz** asked **Finance Director Brichacek** if he an idea as to when the revised/updated budget would be released. **Finance Director Brichacek** stated that it was anticipated next week.

## CITY ENGINEER'S REPORT (Audio: 32:22 – 33:15)

**City Engineer DiFranco** requested that Council waive the “Three Reading Rule” and adopt Ordinance 2021-068 for the resurfacing of Chardon Road between SOM Center and Worrell Road (ODOT Project). The project is under the estimated budget. ODOT is planning to go out to bid in January, award a contract in February, and start construction shortly thereafter finishing around November. **City Engineer DiFranco** also thanked Frank Cihula and Councilwoman Fellows and wished them all the best.

### Questions/comments following City Engineer's Report:

No questions/comments.

## COMMITTEE REPORTS/BOARD & COMMISSION REPORTS (Audio: 33:20 – 42:40)

### PC-ABR – reported by Councilwoman Taylor Draper:

**Councilwoman Taylor Draper** reported that the Planning and Zoning Architectural Board Review met twice since the last Regular Council Meeting. Once was on November 18<sup>th</sup> during which there was no business for ABR or Planning Commission. There was a work session during which a group, Perrino Builders, stated they are interested in a Conservation Development on SOM Center (south of Route 6). They are wanting to build houses while maintaining a cultural and open space in that area. There was a conversation with them and suggestions were made. They'll be returning with more information.

There was a meeting on December 2<sup>nd</sup> during which there was no business for the Planning Commission. During the ABR portion, a shed at 2988 Rockefeller Road was approved. There was also a second work session for the May Pine Park Subdivision – about 12 houses that are proposed for White Road. At the time, there were issues with the drainage so they returned with some suggestions. This is ongoing.

The next Master Plan Subcommittee Meeting will be held on Wednesday, December 15<sup>th</sup> at 6:30 p.m. with hopes to resolve what the Commission would like to do with our Master Plan.

**Councilwoman Taylor Draper** also reported that on November 20<sup>th</sup>, there were two large WHISPER projects (River Road and Tall Tree) consisting of leaves and snow. She gave thanks to those who volunteered and stated that she appreciates those who show up to help others they don't even know. That's what WHISPER is all about – caring for your neighbors.

### Finance Committee:

**Council Vice President Kline** stated that as the Budget Review continues to move forward, Council will have meetings with the Department Heads. This proved to be very productive with the 2021 Budget. Council Vice President Kline asked that Council members keep track of questions and comments from the departments so that Department Heads can see the questions before the meeting with them so they can have all the information in response to those comments and questions when we meet to alleviate guessing and coming back to answers. This will help expedite the Budget Review as we go forward. Once meeting dates are set with the Department Heads, Council will be informed. Questions and comments can then be turned in to Council Vice President Kline so he can summarize them per department and turn them over to Department Heads for the meeting.

### Recreation Commission Report by Councilman Jarmuszkiewicz:

**Councilman Jarmuszkiewicz** reported that the Pancake Breakfast is coming up on Saturday. Volunteers are needed for next year's Commission as they will be several members short. It's a great way to get out and meet people, get involved, and do some positive things for the Community. There are a lot of events scheduled for next year and it'll take a lot of people to make them happen. If anyone is interested in joining, get in contact with Gloria in the Mayor's office for an application.

**Questions/comments following Committee Reports:**

**Councilman Jarmuszkiewicz** asked **Councilwoman Taylor Draper** what the Maypine Subdivision was and the property size. **Councilwoman Taylor Draper** responded that it is a housing development consisting of about 12 houses. It's a tricky spot to build in because of drainage concerns. Plans and possibilities are being brought in in an effort to satisfy City ordinances. **City Engineer DiFranco** stated that the size is about 8 or 9 acres, just west of I-271 on White Road. **Councilwoman Fellows** asked if the developer was maintaining the City's one-acre zoning. **Mayor Gardner** stated that, yes, one-acre zoning will be maintained.

Council President Hallum asked **Councilman Jarmuszkiewicz** if the Santa shop was still going on Saturday. **Councilman Jarmuszkiewicz** responded that the shop will be open and all kids are welcome to shop. Reservations have to be made for the scheduled breakfasts (expecting 500+ people over 5 hours).

**UNFINISHED BUSINESS (Audio: 42:42 – 42:45)**

None reported.

**LEGISLATION (Audio: 42:50 – 58:38)**

**ORDINANCE 2021-058 – SECOND READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO THE “COMPUTER, MDTs AND RECORD SYSTEM AGREEMENT” WITH THE LAKE COUNTY SHERIFF’S OFFICE TO PROVIDE INFORMATION TECHNOLOGY (IT) SERVICES TO THE CITY OF WILLOUGHBY HILLS’ POLICE DEPARTMENT AND DECLARING AN EMERGENCY**

**Motion** made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich** to waive Three Readings on Ordinance 2021-058.

**Discussion on the Motion:**

**Councilman Jarmuszkiewicz** stated that, as explained by Chief Naegele, the computer system is vital to the Communications and Dispatch tying us into the County and the Sheriff's Department. The system we have now needs to be updated as it's becoming antiquated.

**Roll Call:** **AYES:** Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
**NAYS:** None  
**Vote:** 7/0

**Motion Carries** to waive Three Readings on Ordinance 2021-058.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich** to adopt Ordinance 2021-058.

**Discussion on the Motion:**

No discussion.

**Roll Call:** **AYES:** Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
**NAYS:** None  
**Vote:** 7/0

**Motion Carries** to adopt Ordinance 2021-058.

**ORDINANCE 2021-059 – SECOND READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT THE PROPOSAL AS SUBMITTED BY RICHARD L. BOWEN & ASSOCIATES, INC. PROVIDING ZONING**

**ADMINISTRATION SERVICES FOR THE CITY OF WILLOUGHBY HILLS, FOR THE PERIOD JANUARY 1, 2022 THROUGH JUNE 30, 2022 AND DECLARING AN EMERGENCY.**

**Motion** made by **Councilwoman Fellows**, seconded by **Councilwoman Taylor Draper** to waive Three Readings on Ordinance 2021-059.

**Discussion on the Motion:**

**Councilman Jarmuszkiewicz** stated that, while it's not the most ideal situation to have a Part-Time Zoning Administrator, we do need someone to take care of administrative duties while we are looking for a suitable replacement.

**Roll Call:**     **AYES:** Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
                  **NAYS:** None  
                  **Vote:** 7/0

**Motion Carries** to waive Three Readings on Ordinance 2021-059.

Motion was made by **Councilwoman Fellows**, seconded by **Councilwoman Belich** to adopt Ordinance 2021-059.

**Discussion on the Motion:**

No discussion.

**Roll Call:**     **AYES:** Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
                  **NAYS:** None  
                  **Vote:** 7/0

**Motion Carries** to adopt Ordinance 2021-059.

**ORDINANCE 2021-060 – SECOND READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS, THE BOARD OF EDUCATION OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT, CLEVELAND VETERINARY REHABILITATION LLC, AND CVR HOLDINGS LLC AUTHORIZING GENERAL COMPENSATION AND INCOME TAX REVENUE SHARING ON NEW MUNICIPAL INCOME TAX REVENUES RELATING TO CVR'S COMMUNITY REINVESTMENT AREA PROJECT IN THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.**

**Council President Hallum** stated that Ordinance 2021-060 will remain on Second Reading.

**ORDINANCE 2021-065 – SECOND READING**

**AN ORDINANCE ADOPTING PERMANENT APPROPRIATIONS NECESSARY TO MAINTAIN CITY SERVICES FOR THE FISCAL PERIOD BEGINNING JANUARY 1<sup>ST</sup> THROUGH DECEMBER 31<sup>ST</sup> OF 2022; REPEALING ALL LEGISLATION INCONSISTENT HEREWITH.**

**Council President Hallum** stated that Ordinance 2021-065 will remain on Second Reading. Amended and adopted Exhibit to Ordinance 2021-065 is posted to website as "Exhibit A (rev. 12/6/21)."

**ORDINANCE 2021-066 – SECOND 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, 2022 THROUGH MARCH 31, 2022; REPEALING ALL LEGISLATION INCONSISTENT HEREWITH.**

**Motion** made by **Councilwoman Taylor Draper**, seconded by **Councilman Knecht** to waive Three Readings on Ordinance 2021-066.

**Discussion on the Motion:**

**Councilwoman Taylor Draper** stated that since this is the last meeting of the year, we need to have something in place for January 1, 2022.

**Roll Call:** **AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.**  
**NAYS: None**  
**Vote: 7/0**

**Motion Carries** to waive Three Readings on Ordinance 2021-066.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilman Knecht** to adopt Ordinance 2021-066.

**Discussion on the Motion:**

No discussion.

**Roll Call:** **AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.**  
**NAYS: None**  
**Vote: 7/0**

**Motion Carries** to adopt Ordinance 2021-066.

**ORDINANCE 2021-067 – FIRST READING**

**AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN ANY AND ALL DOCUMENTS PERTAINING TO PHASE II OF THE CONTRACT WITH COMMUNICATIONS SERVICE (“CommServ”) FOR THE WATCHDOG VIDEO SYSTEM ADDITIONAL MONITORS AND CAMERAS AS AUTHORIZED BY WAY OF ORDINANCE 2021-016 AND DECLARING AN EMERGENCY.**

**Motion** made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Fellows** to waive Three Readings on Ordinance 2021-067.

**Discussion on the Motion:**

**Councilman Jarmuszkiewicz** stated that the cameras we’re looking to authorize will complete the Service Area, Fire Department, and Police Department areas for proper surveillance.

**Roll Call:** **AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.**  
**NAYS: None**  
**Vote: 7/0**

**Motion Carries** to waive Three Readings on Ordinance 2021-067.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Fellows** to adopt Ordinance 2021-067.

**Discussion on the Motion:**

**Mayor Gardner** thanked Council for getting the system upgraded and integrated at the Main Campus. There is a smaller, less sophisticated system at the substation.

**Roll Call: AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.**

**NAYS: None**

**Vote: 7/0**

**Motion Carries** to adopt Ordinance 2021-067.

**ORDINANCE 2021-068 – 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 PROJECT NO. 112503 PROVIDING FOR THE RESURFACING OF CHARDON ROAD AS OUTLINED IN ORDINANCE 2021-009 AND ORDINANCE 2021-018, IN THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.**

**Motion** made by **Councilman Knecht**, seconded by **Councilwoman Belich** to waive Three Readings on Ordinance 2021-068.

**Discussion on the Motion:**

**Councilman Knecht** stated that this needs to go out to bid as soon as possible so as not to hold up ODOT so that this project can take place next summer.

**Council President Hallum** stated that it’s important to note that the State is taking care of 80% of the cost of the resurfacing from Kirtland to Route 91.

**Roll Call: AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.**

**NAYS: None**

**Vote: 7/0**

**Motion Carries** to waive Three Readings on Ordinance 2021-068.

Motion was made by **Councilman Knecht**, seconded by **Councilwoman Belich** to adopt Ordinance 2021-068.

**Discussion on the Motion:**

**Councilwoman Fellows** stated Council needs to watch once this project starts so it can preserve the cars and trucks that are going to go over the Pleasant Valley Road Bridge because it’ll demolish that bridge - even if barriers need to be put up so that no traffic crosses the bridge in order to keep it historic.

**Roll Call: AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.**

**NAYS: None**

**Vote: 7/0**

**Motion Carries** to adopt Ordinance 2021-068.

**ORDINANCE 2021-069 – FIRST READING**

**AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. 2021-012 AMENDED TO COMPLY WITH STATE BUDGETARY LAWS REQUIRING MUNICIPALITIES TO MAINTAIN POSITIVE ACCOUNT BALANCES THROUGHOUT THE YEAR; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.**

**Motion** made by **Councilwoman Taylor Draper**, seconded by **Councilman Knecht** to waive Three Readings on Ordinance 2021-069.

**Discussion on the Motion:**

No discussion.

**Roll Call:** AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
NAYS: None  
Vote: 7/0

**Motion Carries** to waive Three Readings on Ordinance 2021-069.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilman Knecht** to adopt Ordinance 2021-069.

**Discussion on the Motion:**

No discussion.

**Roll Call:** AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
NAYS: None  
Vote: 7/0

**Motion Carries** to adopt Ordinance 2021-069.

**NEW BUSINESS (Audio: 58:40 – 1:03:45)**

**Motion** made by **Councilwoman Taylor Draper**, seconded by **Councilman Knecht** to authorize the Mayor to sign an agreement with CIVICA, the City’s financial system software vendor, prior to December 31, 2021 necessary to upgrade the City’s payroll processing software during 2022 from the current PayX version to the Authority Payroll version subject to appropriation of funds in 2022 in order secure a \$13,830 discount on the estimated project cost of \$56,390.

**Discussion of the Motion:**

**Councilwoman Taylor Draper** stated that she understands that our current system is out of date and we are in need of a new system to keep up with the current payroll processes and that it would give the employees better opportunity to utilize the system.

**Council President Hallum** responded that there would be additional efficiencies that would be gained with the system and that the current system would not be supported after mid-2023.

**Roll Call:** AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
NAYS: None  
Vote: 7/0

**Motion Carries** to update the City’s Payroll Processing Software during 2022.

**Motion** made by **Councilman Knecht**, seconded by **Councilwoman Taylor Draper** to cancel the December 23, 2021 Regular Council Meeting.

**Discussion of the Motion:**

**Councilman Jarmuszkiewicz** stated that should something come up that requires a Special Meeting then it should be an option. **Council President Hallum** agreed.

**Roll Call:** AYES: Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.  
NAYS: None  
Vote: 7/0

**Motion Carries** to cancel the December 23, 2021 Regular Council Meeting.

**Mayor Gardner** asked that **Council President Hallum** and Council Clerk Mehollin start looking at dates to do a Council Retreat and coordinate with the administration so we can start off next year looking at a number of issues including road budget, fireworks, business development, zoning administration, etc.

**Councilwoman Taylor Draper** asked what exactly happens at a Council Retreat and where is it held. **Council President Hallum** replied that in the past all of Council, all administration, and Department Heads come together and basically discuss what they'd like to do and what they want to plan for in the City. Sometimes other resources are brought in to educate on issues we might not be aware of. Typically it's held in the O'Ryan Room.

**PUBLIC PORTION #2 (Audio: 1:03:47 – 1:10:20)**

**An opportunity for the public to address Council with any comments, issues or concerns.**

Public Portion #2 opened at 8:04 p.m.

**Mark Belich, 37200 Chardon Road, Willoughby Hills, OH 44094** suggested to City Engineer DiFranco that maybe adding a "Local Access Only" sign to ODOT Traffic Plan for Pleasant Valley Bridge so that it would limit the trucks and the amount of traffic crossing the bridge and officers can help maintain local access traffic.

**Joanne Majeski, 14085 Sperry Road, Novelty, OH 44072** made an annual donation to the WHISPER Program on behalf of the Gulick Trust Charitable Remainder Unitrust in the amount of \$3,364.71. This is the sixth year a donation has been made and now totals \$19,209.76 to the WHISPER Program. Ms. Majeski went on to thank Councilwoman Taylor Draper for spearheading the WHISPER Program.

**Frank Cihula, 35060 Dixon Road, Willoughby Hills, OH 44094** stated he believes the Pleasant Valley Bridge has been built to State standards and barriers were installed with regards to height so hopefully that bridge will outlast all of us. Mr. Cihula asked about the SOM Cemetery fence and what the status was of the missing fence section. He went on to thank **Law Director Lucas** and recalled the way the two became acquainted.

**Jenna Bing, 36951 Beech Hills Drive, Willoughby Hills, OH 44094** thanked Councilwoman Fellows for her time and service over the years. She's been very helpful listening to Ms. Bing's concerns and has taught her how to stand up and fight for things that need to be done.

**Dale Fellows, 2812 Fowler Drive, Willoughby Hills, OH 44094** stepped forward to tell his wife, Councilwoman Fellows, that he loves her.

Public Portion #2 closed at 8:10 p.m.

**Comments following Public Portion:**

**Mayor Gardner** gave Mr. Cihula an update on the SOM Cemetery fence saying that it was hit by an automobile and insurance was notified. The City Prosecutor was also notified to obtain restitution should they ever catch the person who caused the damage. Hopefully it'll be repaired soon.

**FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY:**  
**(Audio: 1:10:35 – 1:11:15)**

**Mayor Gardner** commented that if any Council members were interested in participating in the Holiday Light Parade to check with him and arrangements can be made.

**Council President Hallum** wished everyone a safe and happy holiday season.

**ADJOURNMENT (Audio: 1:11:18 – 1:11:45)**

**Motion** was made by **Councilwoman Fellows** seconded by **Councilman Jarmuszkiewicz** to adjourn.

**Discussion on the Motion:**

None

**Roll Call:** **AYES:** Jarmuszkiewicz, Kline, Knecht, Taylor Draper, Belich, Fellows, and Hallum.

**NAYS:** None

**Vote:** 7/0

**Motion Carries** to adjourn the Regular Council meeting of December 9, 2021.

**The meeting was adjourned at 8:11 p.m.**

**APPROVED:**

January 13, 2022  
**Date**

**ATTEST:**

KM  
**Karen Mehollin**  
**Clerk of Council**

Christopher Hallum  
**Christopher Hallum**  
**President of Council**