
Housing Council Organizational Meeting Minutes Monday, March 20, 2023

Immediately following Working Committee of Council Meeting

Housing Council Organizational Meeting Called to Order

Call to Order (Audio 0:03)

Cell Phone Reminder to Turn off Devices

ROLL CALL OF COUNCIL (Audio 0:17-0:35)

Members Present: Mayor Andy Gardner, Councilman Joe Jarmuszkiewicz, Councilman Michael Kline, Ron Lewis, and Finance Director Bruce Scott

DISCUSSION ITEMS

1) **Appoint final members to Housing Council** (Audio 0:46-6:17)

Mayor Gardner provided background: The Housing Council consists of seven members. Two are appointed by the Mayor and confirmed by Council. One is appointed by the Planning Commission and two are appointed by Council. The two appointments made by the Mayor were himself and Finance Director, Bruce Scott (who is also a resident of the city). Mr. Lewis was appointed by the Planning Commission. Councilman Kline and Councilman Jarmuszkiewicz were appointed by City Council at the last meeting. We are now asking this group of five to appoint the final two members of the group. Once that is complete, we will be able to appoint a Chair and a Vice Chair.

Councilman Kline asked for nominations for the two remaining seats on the Housing Council.

Mayor Gardner nominated **Joe Lester** and **Nick Manfroni**, seconded by **Councilman Jarmuszkiewicz**.

Discussion on the Motion:

None.

Roll Call: **AYES:** Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, and Scott

NAYS: None

Vote: 5/0

Motion carries to appoint Joe Lester and Nick Manfroni as the final two members of the Housing Council.

Councilman Kline opened the floor to nominations for the Chairman and Vice Chairman.

Councilman Jarmuszkiewicz nominated **Councilman Kline** as Chairman of the Housing Council, seconded by **Mayor Gardner**.

Councilman Kline accepted the nomination as Chairman of the Housing Council.

Discussion on the Motion:

None.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to appoint Councilman Kline as Chairman of the Housing Council.

Chairman Kline opened the floor to nominations for the Vice Chairman.

Mayor Gardner nominated **Ron Lewis** as Vice Chairman of the Housing Council, seconded by **Councilman Jarmuszkiewicz**.

Ron Lewis accepted the nomination as Vice Chairman of the Housing Council.

Discussion on the Motion:

None.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to appoint Ron Lewis as Vice Chairman of the Housing Council.

1) Review Council duties. (Audio 6:18-19:47)

Mayor Gardener explained the main task of the Housing Council is to review and approve properties in the Community Reinvestment areas. He opened the floor to **Monica Drake**.

Monica Drake put together some information from the Ohio Revised Code pertaining to the Housing Council duties. Around 2005, at the city's request, a housing officer was designated to identify potential areas. The Council term is three years, and members are responsible for making an annual inspection of the properties included in the Community Reinvestment Act (CRA).

There are four properties that currently have Community Reinvestment agreements: Cleveland Veterinary Rehabilitation, Dunkin Donuts, Produce Packaging, Inc. and Clover Communities.

Council responsibilities include making sure property is being maintained and annual exterior inspections. If properties are not following maintenance protocol, the Council may take action. Property owners may appeal to the Housing Council. The Council has the authority to overrule decisions of a Housing officer. Decisions of Council may be taken to a Court of Common Pleas of the County they are located in – similar process to Zoning.

Those are the two responsibilities of Council. The final step in the Ohio Revised Code is that the City of Willoughby Hills is required to submit to the Department of Development an annual report via the Finance Director by March 31. A copy should be sent to the Treasurer of the Willoughby-Eastlake School System. The form covers all of the criteria. Ms. Drake opened to questions.

Councilman Jarmuszkiewicz questioned the history of the program.

Mayor Gardener explained the Housing Council was formed after Cleveland Veterinary Rehabilitation inquired about the incentives associated with the Community Reinvestment Act. He also stated that later in the year the Tax Incentive Review Council will meet.

Monica Drake explained the Tax Incentive Review Council is set up to review the CRA agreements between the company and the city – are the companies adhering to the standards they proposed when they received the tax abatement? It is a slightly different structure. The Chairman is actually the County Auditor. City Council will vote on the recommendations of the Tax Incentive Review Council to accept, reject or amend. Ms. Drake strongly recommended the Finance Director be a part of that.

Chairman Kline asked about the physical inspections of the properties and the timing for this year.

Monica Drake stated she had taken pictures of the properties on Council's behalf. It is an external review – not internal inspection. By looking at the photographs, you can concur if they are maintaining their properties. The report is due once a year before March 31.

Chairman Kline wanted to confirm the photographs Ms. Drake supplied qualify as proof of maintenance. **Monica Drake** stated yes.

Chairman Kline asked if a single member of the Housing Council could be designated or if all members must review each property? **Ms. Drake** stated each member should inspect, and that it is quite easy. She also stated the inspection is performed once a year. If there is an issue with a property, the Housing Officer should flag and bring the issue to the Housing Council.

Chairman Kline asked if there is a manual for the Housing Council? **Ms. Drake** stated no, not that she is aware. There are guidelines to follow for establishments who are not in compliance, which she has shared with Mayor Gardner, Tom Lobe and Chris Hallum.

Chairman Kline asked if Ms. Drake has quoted the section of the Revised Code?

Mayor Gardner stated it is 3735.67 and 3735.70 talks about the appeals. He also said the photos Monica Drake submitted could be reviewed tonight. If they were not sufficient, the meeting could be adjourned and rescheduled for next week. The Mayor has driven past all of the properties.

Chris Hallum stated the organization meeting must end to be able to vote and approve.

PUBLIC PORTION #1 (Audio 19:55-20:07)

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

Public Portion #1 opened at 6:52pm

Public Portion #1 closed at 6:52pm

Motion made by **Mayor Gardner**, seconded by **Councilman Jarmuszkiewicz** to adjourn the meeting.

Discussion on the Motion:

None.

Roll Call: **AYES:** Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester

NAYS: None

Vote: 6/0

The meeting was adjourned at 6:53 p.m.

ADJOURNMENT

Housing Council
Regular Meeting Minutes
Monday, March 20, 2023

Immediately followed the Housing Council Organizational Meeting

Housing Council Regular Meeting Called to Order

Call to Order 6:54 p.m. (Audio 21:14)

Cell Phone Reminder to Turn off Devices

ROLL CALL OF COUNCIL (Audio 21:16-22:28)

Members Present: Mayor Andy Gardner, Councilman Joe Jarmuszkiewicz, Councilman Michael Kline, Ron Lewis, Finance Director Bruce Scott, and Joe Lester

Absent: Nick Manfroni

Motion made by Mayor Gardner, seconded by **Councilman Jarmuszkiewicz** to excuse **Nick Manfroni** from tonight's meeting.

Discussion on the Motion:

None.

Roll Call: **AYES:** Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester

NAYS: None

Vote: 6/0

Motion carries to excuse **Nick Manfroni** from tonight's meeting.

DISCUSSION ITEMS (Audio 22:37-26:21)

Chairman Kline opened with discussion to accept the photographs provided by Monica Drake as evidence of adhering to the proposed standards of the Community Reinvestment agreement.

Councilman Jarmuszkiewicz stated he was comfortable with the photographs provided. **Mayor Gardner** asked when the photos were taken. **Monica Drake** stated they were taken "about an hour ago". They are current.

Motion made by Councilman Jarmuszkiewicz, seconded by **Ron Lewis** to accept the photographs provided by Monica Drake as proof of property maintenance required by the CRA agreement.

Discussion on the Motion:

Mayor Gardner stated he could attest to the current standards of the properties. No complaints have been received regarding the condition of these buildings.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to accept the photographs provided by Monica Drake as proof of property maintenance required by the CRA agreement.

1) Scheduling of future meetings.

Chairman Kline questioned the need for additional meetings if more properties were added. **Monica Drake** stated that no other additional meetings would be necessary. The city only permits commercial CRA agreements at this time that are accepted prior to construction. It would not require additional meetings.

Councilman Jarmuszkiewicz asked who fills out the report. **Mayor Gardner** stated the Finance Director does.

Discussion on next meeting: (Audio 26:22)

Mayor Gardner stated a meeting should be called soon after the first of the year. Notice should be sent to the properties prior to the visit. **Chairman Kline** stated he will prepare an email to request a meeting and inform participants of the next Housing Council meeting in January 2024.

Motion made by Mayor Gardner, seconded by **Councilman Jarmuszkiewicz** to accept the photograph of Produce Packaging as compliant required by the Community Reinvestment agreement.

Discussion on the Motion:

None.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to accept the photograph of Produce Packaging as compliant required by the Community Reinvestment agreement.

Motion made by Councilman Jarmuszkiewicz, seconded by Ron Lewis to accept the photograph of Niyati Enterprise LLC DBA Dunkin Donuts as compliant required by the Community Reinvestment agreement.

Discussion on the Motion:

None.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to accept the photograph of Niyati Enterprise LLC DBA Dunkin Donuts as compliant required by the Community Reinvestment agreement.

Motion made by Councilman Jarmuszkiewicz, seconded by Joe Lester to accept the photograph of Cleveland Veterinary Rehabilitation LLC and CVR Holdings LLC as compliant required by the Community Reinvestment agreement.

Discussion on the Motion:

None.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to accept the photograph of Cleveland Veterinary Rehabilitation LLC and CVR Holdings LLC as compliant required by the Community Reinvestment agreement.

Motion made by Councilman Jarmuszkiewicz, seconded by Ron Lewis to accept the photograph of Clover Communities Willoughby LLC as compliant required by the Community Reinvestment agreement.

Discussion on the Motion:

None.

Roll Call: **AYES: Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester**
NAYS: None
Vote: 6/0

Motion carries to accept the photograph of Clover Communities Willoughby LLC as compliant required by the Community Reinvestment agreement.

Motion made by **Mayor Gardner**, seconded by **Councilman Jarmuszkiewicz** to adjourn the meeting.

Discussion on the Motion:

None.

Roll Call: **AYES:** Mayor Gardner, Jarmuszkiewicz, Kline, Lewis, Scott and Lester
 NAYS: None
 Vote: 6/0

The meeting was adjourned at 7:10 p.m.

ADJOURNMENT

APPROVED: 2-19-24
 Date



Mike Kline
Chairman of Housing Council

ATTEST: Laura O'Donnell
 Laura O'Donnell
 Clerk of Council