

*President of Council*  
MICHAEL KLINE  
  
*Vice President of Council*  
TANYA TAYLOR DRAPER  
  
*Council Clerk Pro Tem*  
NICHOLAS AIELLO

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

# City of Willoughby Hills

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## Working Committee of Council and Rules & Legislation

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### **Minutes of March 12, 2026**

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The Working Committee of Council and Rules & Legislation was called to order on **March 12, 2026 at 6:15 p.m.** in Council Chambers. **Council President Kline** presided.

**Call to Order 6:15 p.m. (0:05)**

#### **ROLL CALL (Audio: 0:16)**

**Members Present:** Councilwoman Vicki Miller, Councilwoman Kathleen Sivo, Council Vice President Tanya Taylor Draper, Councilman Joe Jarmuszkiewicz, Council President Michael Kline, and Councilman Dan Knecht

**Also Present:** Mayor Hallum, Finance Director Bruce Scott, and Law Director Michael A. Kenny Jr.

**Absent:** Councilwoman Julie Belich

#### **BEGINNING DISPOSITION: (Audio 0:50)**

##### **ORDINANCE 2026-012 – SECOND READING**

**AN ORDINANCE ESTABLISHING THE NEW SANITARY SEWERAGE RATE FOR THE CITY OF WILLOUGHBY HILLS COMMENCING JANUARY 1, 2026, AND DECLARING AN EMERGENCY.**

- No comments on this ordinance.

##### **ORDINANCE 2026-013 – FIRST READING**

**AN ORDINANCE TO DECLARE FIREARMS AND WEAPONS AS SURPLUS PROPERTY PURSUANT TO ARTICLE VI – LEGISLATION, SECTION 6.01 – GENERAL ORDINANCES, SUBSECTION (E) OF THE CHARTER OF THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.**

- **Council President Kline:** This ordinance is a group of weapons that the Police Department has determined to be surplus and wishes to dispose of.

- **Council Vice President Taylor Draper:** In the past, we have been told that we have to list every item for the record. Being that there are around thirty items, do we have to do this?
- **Council President Kline** deferred to the Law Director.
- **Law Director Kenny** stated it is his opinion that there is no need to do that, as the exhibit for this ordinance lists all the weapons and serial numbers.
- **Mayor Hallum:** I do not know when that started. Prior to you all being on Council, we never did that. It was never a problem. I don't know why they decided to suddenly do that, but I think you are fine as long as it is written on the actual ordinance.
- **Mayor Hallum:** Are we using the consent agenda tonight?
- **Council President Kline:** Yes.
- **Mayor Hallum:** Is this the meeting where you all decide what is going to be on there?
- **Council President Kline:** The consent agenda should have gone out on Friday. The agenda was amended on Tuesday. The way this will work going forward is as follows. Sometime before the Regular Council meeting, the Council President and Council Clerk will decide what they want to put on the consent agenda. Once the rest of Council gets it, they can request anything on it be removed.
- At first, we didn't have anything on the consent agenda for this week. When I saw what was there, I thought everything could go on it. There is nothing here of complicated nature, so, it changed on Tuesday. Going forward, we will have it where Council gets it late Friday and they can see what is on the consent agenda. At any point, or even in the Working Committee, anyone can say they would like something removed.
- **Councilman Jarmuszkiewicz:** Are all the items on the consent agenda read?
- **Council President Kline:** Captions will be read, and then we will move on to the next item. When all the captions on the consent agenda have been read, the Council President will ask for a motion.
- **Councilman Jarmuszkiewicz:** Where could we make a comment or explanation on the legislation? Would this be in between each one?
- **Council President Kline:** Some cities, after a caption is read, have someone assigned ahead of time to make comments. The comment is a brief reiteration of the caption. I saw some examples where some simply read the caption and move on. It seems to make sense doing it that way.
- **Councilman Jarmuszkiewicz:** We would just be watching the legislation be read and then passed instead of also saying why it is being proposed in the first place. Even though we waive the three reading rule, we still give reasons to why we are passing legislation.
- **Council President Kline:** We have had discussions and presentations on the consent agenda starting with the Organizational Meeting. We have also had discussions of the ordinance itself

during the Regular Council meetings. If people question it, we will have to explain to them as a group that this is the way the consent agenda works. I was trying to give that explanation again before we did anything tonight.

- **Councilman Jarmuszkiewicz:** I am not saying everything needs an explanation, but it would be nice to have an opportunity to make comments in between each one before moving on.
- **Council President Kline:** Part of the benefit of the consent agenda is cutting down and eliminating some of the time spent on the discussion.
- **Councilman Jarmuszkiewicz:** We would be waving transparency in a way. Some people don't understand the wording, and they may be tuning in and listening online to our meeting, wondering what a certain piece of legislation is for.
- **Mayor Hallum:** I would suggest that kind of discussion take place in this meeting so that it is on the record. People can hear it because it is being broadcasted like anything else. This might be the space to explain why we are making certain decisions. This would be a great place to do that. If people ask, we can explain that this is the way we are doing things now, and refer them back to the Working Committee meeting immediately prior to the Council meeting.
- **Councilman Jarmuszkiewicz:** They would have to watch both of the meetings to understand what is going on.
- **Mayor Hallum:** Maybe, but if they listen to the Working Committee meeting they will understand what will be going on in the next one. So, they may not need to listen to the Council meeting. The Council meeting will just be doing business, not having discussions, which is what the intent of the Council meeting generally is.
- **Council President Kline:** I would agree with the Mayor. The Working Committee is where the detailed discussion is. This is where we will have discussions and explanations on what's on the agenda. When we get through with it, hopefully everyone on Council, those in attendance, and those listening will understand what the ordinances were all about.
- **Councilwoman Miller:** If there was an issue we wanted to comment on during the Regular Council meeting, would that be a reason to ask to take something off the consent agenda for clarification?
- **Council President Kline:** Yes, that would be a good reason to remove it. Another reason would be if anyone on Council felt they did not want something passed. The problem is, on consent, you vote up or down with everything together. So, if you feel strongly and you want your no-vote to be recognized, you would request that it be removed off the consent agenda and it will be treated individually to clarify further points.
- **Mayor Hallum:** If a council member pulls an ordinance off the consent agenda, it could still be voted on that night; it would just be voted on separately. So, if the majority of Council wants to get an ordinance passed, they can vote to waive the three reading rule and go to adoption. At that point, a council member who might have concern, could voice this during the discussion and explain their reasoning.

- **Council President Kline:** That is exactly the way that it's supposed to work. If something is removed off the consent agenda, it gets treated singularly. The three reading rule can still be waived and the ordinance could still be voted on that night. It could still be held back if there is not enough discussion or if Council is not ready for it.
- **Council Vice President Taylor Draper:** I noticed the disposition of the minutes are also passed with the consent agenda. What if there are errors or omissions that need to take place? What would we do then? Would this be done during the Working Committee of Council and Rules & Legislation?
- **Council President Kline:** Changes and corrections can be done through Working Committee. Through the consent agenda, we would approve the corrected minutes.
- **Council Vice President Taylor Draper:** I think this will just take us a little while to get used to.
- **Council President Kline:** We may not necessarily have items on consent every meeting depending on what's on the agenda.

**ORDINANCE 2026-014 – FIRST READING**

**AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS TO SECURE THE PURCHASE OF ONE (1) 2026 FORD TRANSIT – 350 PASSENGER XL PRISONER TRANSPORT VAN THROUGH STATEWIDE FORD, 1108 W. MAIN STREET, VAN WERT, OHIO 45891, WITH AFTERMARKET EQUIPMENT INSTALLED FROM STATEWIDE EMERGENCY PRODUCTS FOR THE ESTIMATED PURCHASE PRICE OF \$70,885.68, AND DECLARING AN EMERGENCY.**

- **Mayor Hallum:** This was in the budget that you all passed. This is really just authorizing us to sign the contracts to purchase this.
- **Council Vice President Taylor Draper:** Can you tell us what the current status is now and how the purchase and investment of this van will help with improvements?
- **Mayor Hallum:** Right now, we are just using one of our SUVs to transport. If there is more than a couple people, it can be very challenging. This would enable us to have a little more space to be able to transport more than that. It is more efficient and we needed to replace the vehicle. This also keeps male and female prisoners separated.

**ORDINANCE 2026-015 – FIRST READING**

**AN ORDINANCE EXTENDING THE MORATORIUM ON THE ACCEPTANCE AND PROCESSING OF APPLICATIONS FOR ZONING AND/OR OCCUPANCY PERMIT APPROVALS FOR SMALL BOX DISCOUNT STORES AND THE ISSUANCE OF SUCH APPROVALS IN THE CITY OF WILLOUGHBY HILLS FOR AN ADDITIONAL PERIOD OF TIME NOT TO EXCEED 180 DAYS FROM THE EFFECTIVE DATE OF THIS ORDINANCE, AND DECLARING AN EMERGENCY.**

- **Council President Kline:** This extension is because the existing moratorium on small box discount stores will expire in April. Since we haven't completed a full review or brought a new ordinance related to this, it was felt we should extend the moratorium. When talking with Assistant

Law Director Lobe, he advised us that we could not extend this for more than an additional 180 days.

- **Councilman Jarmuszkiewicz:** Within the 180 days, is there something that we can adopt as a permanent fix?
- **Council President Kline:** We no longer have referendum zoning. Once sufficient study and review is done, and this goes through Planning and Zoning, yes, we can make changes.
- **Mayor Hallum:** Has anyone approached the chair of the Planning and Zoning Commission to let them know that we need to do something with this?
- **Council President Kline:** No, it was really just this week that we came to the realization that time is running out on this moratorium.
- **Council Vice President Taylor Draper:** I was also waiting to see what was going to happen with referendum zoning in November. Now that we are moving past the budget, I want to definitely make that known to PCABR. I will contact Mr. Elliot.

**ORDINANCE 2026-016 – FIRST READING**  
**AN ORDINANCE ACCEPTING THE BID OF STONECO INC, DBA ALLIED CORPORATION FOR THE PURCHASE OF ASPHALT FOR THE YEAR 2026 AND DECLARING AN EMERGENCY.**

- **Council President Kline:** This is an annual ordinance for the purchase of asphalt.

**ORDINANCE 2026-017– FIRST READING**  
**AN ORDINANCE ACCEPTING THE BID OF OSBORNE CONCRETE AND STONE FOR THE PURCHASE OF LIMESTONE FOR THE YEAR 2026 AND DECLARING AN EMERGENCY.**

- **Council President Kline:** Similar to the previous ordinance, this is an annual ordinance for the purchase of limestone.

**Discussion of motion to nominate two Councilmembers as representatives on the Housing Council.**

- **Council President Kline:** For the Regular Council meeting, we will need a motion to nominate two council members to be representatives on the Housing Council. For those who are not familiar with the Housing Council, the Housing Council deals with businesses that are located on the Community Reinvestment Areas in the City. These businesses were able to either build or remodel existing properties. As a result, they get a tax deduction. Part of the Ohio Revised Code that created this requires that on an annual basis, the City, through the creation of a Housing Council, must do an exterior review of the properties to see whether they still appear to be in good condition and that there are no obvious defects.
- The Housing Council is comprised of seven members. Two members are selected by the Mayor, two members are selected by City Council, one member is selected by Planning and Zoning, and the final two are selected by the Housing Council itself. The Housing Council has to meet early

in the year so that the Finance Director can file a report with the State that the properties have passed an exterior inspection. This is at the end of March. The members on Housing Council serve a term of three years. The term expired at the end of 2025. That is why everyone is appointing members. The members from the last Housing Council from City Council were myself and Councilman Jarmuszkiewicz. During the Regular Council meeting, we will need a motion to appoint two members to the Housing Council. The Housing Council will meet in the next week or two to do their work on the exterior reviews so that the Finance Director can file his report. I will open for any questions or comments.

**Discussion and presentation of Disc Golf Course at Campbel Park by Dave Walters.**

- **Dave Walters:** I am here tonight to ask Council for a resolution authorizing me to be the local representative for the State of Ohio Nature Works Grant. The Resolution is temporary and just for this grant for Nature Works. The State of Ohio requires a resolution be passed and signed authorizing me to submit on behalf of Willoughby Hills. That is the reason I am here tonight.
- This is a fairly inexpensive upgrade to Campbell Park, costing somewhere around \$6,200.00 for the entire project. I am asking the state to reimburse us 75% of that, which is equal to \$4,690.00. The City of Willoughby Hills would be responsible for the remaining 25%, which would equal \$1,563.00. This is something we can make up easily through volunteer labor, which would be myself.
- Part of the plan going forward after the inception of the disc golf course would be to further upgrade Campbell Park. I should mention I am the chairman of the Recreation Commission for the City of Willoughby Hills. I have made it the focus of the commission to upgrade Campbell Park to better utilize the space we have there.
- These upgrades would include refurbishing the bathrooms and pavilions, and making it look like a park that is suitable for the beautiful City of Willoughby Hills. That would come next year. I want to focus on the disc golf course for now. It is fairly inexpensive and would require almost zero maintenance other than cutting the lawn, which we do anyway. There is no upkeep. The chains, baskets, targets, and poles are all stainless steel. Tee markers are concrete. Our plan right now is to have the tee markers be the traffic markers that you see in the parking lot. They cannot be picked up and removed or stolen. They are semi-permanent structures. This is an easy win for the residents. It is inexpensive even without the State's help. **(Audio 22:40-26:17)**
- *Dave Walters answered questions from the Mayor and Council regarding the disc golf course. (Audio 26:17-36:35)*

### PUBLIC PORTION: (Audio 36:45)

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

Public Portion opened at 6:52 p.m.

- **Dave Walters:** We discussed a lot about accepting bids. Where are the bids? Do we get three bids?
- **Mayor Hallum:** We open up the bids, and however many people provide them are how many bids we have.
- **Dave Walters:** So, we don't have a set number before we can make a motion?
- **Mayor Hallum:** No. Most of that work would probably be done by service, if not, all of it. We would do it all in house.
- **Dave Walters:** The bids that you all will approve today for asphalt and limestone, are those all public?
- **Councilwoman Miller:** If you would like to see those, you can request those from the Council.

Public Portion closed at 6:53 p.m.

### LEGISLATION: (Audio 38:20)

- **Council Clerk Nicholas Aiello:** On the agendas that I sent out Friday, I had written that Ordinance 2026-012 was on first reading. That was a clerical error and should have said "second reading." I just wanted to clarify that for Council.
- **Council Vice President Taylor Draper:** On the Working Committee of Council and Rules & Legislation Minutes for February 26, there was an error on page 2. It says, "I am comfortable with the \$17 million for the Service Garage." It should say, "I am uncomfortable."
- For the Regular Council Meeting minutes for February 26, on page 4 under the Beautification report, it didn't indicate that all members of Council agreed to be part of the Beautification Committee. That should be noted.

