

President of Council
MICHAEL KLINE

Vice President of Council
TANYA TAYLOR DRAPER

Council Clerk
NICHOLAS AIELLO

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

City of Willoughby Hills

Working Committee of Council and Rules & Legislation

Minutes of October 6, 2025

The Working Committee of Council and Rules & Legislation was called to order on October 6, 2025, at 6:00 p.m. in Council Chambers. **Council President Kline** presided.

Call to Order 6:00 p.m. (0:09)

ROLL CALL (Audio: 0:19)

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

Also Present: Mayor Christopher Hallum, Law Director Michael Lucas, and Finance Director Bruce Scott

Absent: Councilman Daniel Knecht and City Engineer Pete DiFranco

BEGINNING DISPOSITION: (Audio 1:00)

ORDINANCE 2025-050-THIRD READING

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A THREE-YEAR CONTRACT WITH REA & ASSOCIATES INC. FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) FOR THE CITY OF WILLOUGHBY HILLS FOR THE FISCAL YEARS 2025, 2026, AND 2027 AND DECLARING AN EMERGENCY.

– No comments were made.

ORDINANCE 2025-052-FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS, OHIO AND RICHARD L. BOWEN + ASSOCIATES, INC. FOR CITY ENGINEERING SERVICES AND REPEALING CONFLICTING LEGISLATION.

- **Council President Kline:** For clarification, this is not the standard six-month renewal of zoning services. This is for their services as engineers.
- **Law Director Lucas:** There is going to be some minor, non-substantive tweaking on this ordinance.
- **Council President Kline:** Is there an urgency to pass this Ordinance on Thursday?
- **Mayor Hallum:** This does not start until January 1, 2026, so there is no urgency.

ORDINANCE 2025-053-FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT FOR GENERAL LIABILITY INSURANCE COVERAGE FOR THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.

- **Law Director Lucas:** Just like the previous ordinance, there is going to be some minor, clerical revisions from the Law Department. Again, this is without any changes to the substance of the ordinance.
- **Councilman Jarmuszkiewicz:** Is this company the same we have had for general liability coverage before?
- **Finance Director Scott:** That is correct. It is the Public Entities Pool of Ohio. That is the same company we have had for many years now.
- **Councilman Jarmuszkiewicz:** Are they the cheapest we can get?
- **Finance Director Scott:** That is correct. I tried to get another quote from another entity. This is something that we cannot touch.
- **Councilman Jarmuszkiewicz:** Is this something that needs to be passed right away?
- **Finance Director Scott:** Yes, the current contract expires on October 17.

ORDINANCE 2025-054-FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH SITESTREAM, LLC, A MASSACHUSETTS LIMITED LIABILITY COMPANY WITH A PRIMARY BUSINESS ADDRESS AT 100 CUMMINGS CENTER 343-C, BEVERLY, MA 01915 ("SITESTREAM"), TO PROVIDE BUSINESS AND TECHNOLOGY SERVICES TO FACILITATE THE DETECTION, ISSUANCE, AND/OR PROCESSING OF VIOLATIONS OF THE CITY OF WILLOUGHBY HILLS TRAFFIC LAWS OR CODE ENFORCEMENT PROGRAMS AND DECLARING AN EMERGENCY.

- **Law Director Lucas:** This ordinance will also have some very minor clerical adjustments without any change to the substance of the ordinance itself.
- **Council President Kline:** Due to the nature of this and the underlying agreement, it is my understanding that this is something that needs to be moved forward on as quickly as

possible, is that correct?

- **Mayor Hallum:** That is correct. There is a 90-day turnover and we would like to start clean in January with the new vendor.
- **Councilwoman Belich:** In reading the memo that we received explaining the transition, one of the comments that was made was that this was going to enhance the efficiency of managing how things currently operate. Could you explain what that means exactly? I know there have been some issues about individuals getting their tickets in the mail after the tickets were due. Is that one of the efficiencies? Could you describe what that means?
- **Finance Director Scott:** Sitestream allows everything to be streamlined much better. From what I see, I don't get to see any payment information on the Jenoptik system. With the multiple parties, it is almost like piecemealing things together. This would enhance the ability to quickly review and get everyone on the same page. To me, the biggest factor is that this is cheaper. It is thirty percent (30%) versus thirty five percent (35%).
- **Councilwoman Belich:** Thank you.

ORDINANCE 2025-055-FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AND SIGN ANY AND ALL DOCUMENTS TO ACCEPT THE 2024 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT FUNDING PROGRAM FOR STAFFING ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) AND DECLARING AN EMERGENCY.

- **Council President Kline:** Fire Chief Gandee was kind enough to join us this evening, so I will ask if he would like to mention anything regarding this grant.
- **Fire Chief Gandee speaks on the SAFER Grant (Audio 9:15-18:05)**
- **Mayor Hallum:** We are confident that we have a pretty good plan on how we would continue with these firefighters after three years. If Council were to wait for the second Council meeting in October, we would basically have less than a day to get this turned in which may be very tight. If you agree that this makes sense, we would love to see this pass this week if possible. Thank you.
- **Council President Kline:** I spoke with the Chief earlier today on this. When I was reading through the information on this, what came to my mind was when we would have budget reviews in past years. There were several times when there were attempts at restructuring the Fire Department and the size of crews in terms of trying to save on overtime. It wasn't always successful. We were trying to work around or with part-timers. The Chief said there is a possibility that with adding these additional full-time firefighters, we could see a reduction in overtime pay. That is offsetting savings. We are going to have some cost coming out of our own budget on this program. It can be that much less if we can save through overtime.

RESOLUTION 2025-015-FIRST READING

RESOLUTION AUTHORIZING THE DEPOSIT OF PHOTO ENFORCEMENT REVENUE GENERATED FROM THE CITY OF WILLOUGHBY HILLS ADOPTION OF CODIFIED ORDINANCES CHAPTER 315 AND CHAPTER 317 TO CAPITAL IMPROVEMENT FUND 420 AND DECLARING AN EMERGENCY.

- **Law Director Lucas:** This ordinance will also have some very minor clerical adjustments without any change to the substance of the ordinance itself for Thursday's meeting.
- **Councilman Jarmuszkiewicz:** What is the advantage of where this was being deposited before versus where it is going to be deposited in now?
- **Finance Director Scott:** We have a couple of big projects on the horizon. We are waiting for the RFQ. We all know the amount of money it is going to take to renovate the Police Department and the Service Department. It would be nice to know if we have a consistent stream of revenue to use if we put this in the Capital Fund. I feel that this makes it clean.
- **Councilman Jarmuszkiewicz:** Are there restrictions on what this can and can't be used for?
- **Finance Director Scott:** There are some restrictions. There is something that recently happened with the Department and state and local government funds. Some of the funds are restricted to school and safety purposes. There is that restriction. That money would remain in the Safety Forces fund.
- Typically, the funds are to be used for, in the long term, capital safety projects within safety forces. This will broaden it slightly. We need our roads for the safety of our residents and the safety of our staff. This just allows us to treat it consistently.
- **Mayor Hallum:** This is another one we would like to get passed this week if possible. We would like to get this passed earlier rather than later because the longer this takes, the more work we have to do to clean this up and separate everything out.
- **Councilwoman Belich:** I was wondering if you would elaborate on what it means when you are saying the City's local government fund (LGF) is being reduced. Could you explain that so we understand it? Also, the memo says that this is \$40,346.50 a month starting in August. Is this August 2025, or starting next year?
- **Finance Director Scott:** According to the Ohio Revised Code, fixed location enforcement, has a reduction to the local government fund that the City received. We filed the amount of money that we obtained through the school zones. That money is then deducted. The state pays some of it, and the county pays some of it. That calculation ended up being \$40,346.50 a month. This started early August so we have had two months now where we have had money deducted from the local government fund. This was received by the state and the county. What the state does is end up paying all this back to us. All that money ultimately comes back to the city. We do not lose it, but this is how it is accounted for.

- **Councilwoman Belich:** That fund that comes down from the state into the county, is that sales tax?
- **Finance Director Scott:** Mostly.

PUBLIC PORTION: (Audio 25:55)

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

- Public Portion opened at 6:26 p.m.
 - **No comments were made.**
- Public Portion closed at 6:26 p.m.

LEGISLATION: (Audio 26:10)

- **No comments were made.**

NEW BUSINESS: (Audio 26:25)

- **Councilwoman Miller:** I want to thank everyone who attended our craft show on Saturday. Because the weather was so beautiful, our numbers were a bit lower. I can't say enough about those who stepped up to fill the gap being that we do not have a Recreation Coordinator. I want to thank Karen Mehollin, Sharen Michney, the Council members, and the Recreation Commission Members. I also want to thank Mario Fazios for coming out as well.
- **Council President Kline:** This Wednesday at 6:00 p.m. we will have our Town Hall Meeting for the Charter amendments. If you have any comments or questions, that would be the time to bring them up.

ADJOURNMENT: (Audio 28:30)

- **Motion** made by **Councilwoman Belich**, seconded by **Councilman Miller** to adjourn the October 6, 2025 Working Committee of Council and Rules & Legislation.

Roll Call: **AYES:** Kline, Miller, Sivo, Taylor Draper, Jarmuszkiewicz
 NAYS: None
 Vote: 6/0

The meeting was adjourned the meeting at 6:28 p.m.

APPROVED: 10.23.25
 Date


 Michael Kline
 President of Council

ATTEST: 
 Nicholas Aiello
 Clerk of Council