

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

Council
JULIE A. BELICH
JOEJARMUSZKIEWICZ
DANIEL KNECHT
VICKI MILLER
KATHLEEN SIVO

City of Willoughby Hills

Regular Council Meeting Minutes of October 9, 2025

The Regular Council Meeting was called to order on October 9, 2025, at 7:00 p.m. in Council Chambers. Council President Kline presided.

Call to Order 7:00 p.m. (0:06)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 0:20)

ROLL CALL (Audio: 0:37)

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

In Attendance: Law Director Michael Lucas, Finance Director Bruce Scott, and City Engineer Pete DiFranco

Absent: Mayor Christopher Hallum, Councilwoman Vicki Miller, and Councilwoman Julie A. Belich

Motion made by Council Vice President Taylor Draper, seconded by Councilman Knecht, to excuse Councilwoman Vicki Miller and Councilwoman Julie A. Belich from the October 9, 2025 Regular Council Meeting.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
NAYS: None
Vote: 5/0

- **Motion** passed to excuse Councilwoman Vicki Miller and Councilwoman Julie A. Belich from the October 9, 2025 Regular Council Meeting

DISPOSITION OF THE JOURNAL (Audio: 2:15)

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo**, to approve the **September 22, 2025**, Working Committee of Council and Rules & Legislation Minutes.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 ABSTAIN: Knecht
 Vote: 4/0/1

- **Motion** passed to approve the **September 22, 2025** Working Committee of Council and Rules & Legislation Minutes.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo**, to approve the **September 25, 2025**, Regular Council Meeting Minutes.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 Vote: 5/0

- **Motion** passed to approve the **September 25, 2025** Regular Council Meeting Minutes.

COUNCIL CORRESPONDENCE Audio (3:40)

Email dated 10/06/2025 from Miller, Vicki Re: Agenda, Draft Legislation, and Minutes for Next Week
Email dated 10/06/2025 from Michael C. Lucas Revisions to legislation
Email dated 10/06/2025 from Fink, Sandra Marijuana Shoppes Legislation
Email dated 10/06/2025 from Novak, Alisa FW: Attached Image
Email dated 10/06/2025 from Mehollin, Karen Re: Town Hall Meeting Presentation
Email dated 10/06/2025 from Knecht, Dan Re: Agenda, Draft Legislation, and Minutes for Next Week
Email dated 10/06/2025 from Scott, Bruce Renewal Levy
Email dated 10/03/2025 from McFarren, Darlene WH Planning Commission and Architectural Board of Review
Email dated 10/03/2025 from Scott, Bruce RE: Capital Improvement Fund
Email dated 10/03/2025 from Michael C. Lucas Revised Ordinance
Email dated 10/02/2025 from Gandee, Robert Request for Legislation to Accept FEMA SAFER Grant
Email dated 10/02/2025 from Gandee, Robert Draft Legislation
Email dated 10/02/2025 from Gandee, Robert Sample Legislation to Accept SAFER Grant
Email dated 10/02/2025 from Scott, Bruce RE: Memo for Legislation

Email dated 10/02/2025 from Scott, Bruce USI / PEP Insurance Renewal Ordinance
 Email dated 10/02/2025 from Rentz, Stacey RE: Town Hall Meeting Signs
 Email dated 10/01/2025 from Andy Macek Re: FW: Request for Civil Service Meeting for Immediate Fire Lieutenant Promotion Needed
 Email dated 10/01/2025 from Mehollin, Karen Re: ADA Title II update
 Email dated 10/01/2025 from Mehollin, Karen Fw: Bowen City Engineer Agreement 2026-2029
 Email dated 10/01/2025 from Michney, Sharen RE: Final Proofs Reviewed and Ready for Printing
 Email dated 09/29/2025 from Sivo, Kathleen Re: District 3 slides
 Email dated 09/29/2025 from Mehollin, Karen Fw: 7 PM meeting tonight
 Email dated 09/29/2025 from Belich, Julie Deer Management Slide
 Email dated 09/29/2025 from Pietro DiFranco RE: BZA Application - Lot Split - 29471 Eddy & 2748 Rockefeller
 Email dated 09/26/2025 from Taylor Draper, Tanya Re: PPT
 Email dated 09/26/2025 from Lloyd, Katherine RE: Civil Service Minutes
 Email dated 09/26/2025 from Scott, Bruce 2023 - 2024 Audited Statements
 Email dated 09/26/2025 from Scott, Bruce City Of Willoughby Hills Property & Liability Insurance - 10/17/2025
 Email dated 09/25/2025 from Michael C. Lucas Thursday Council meeting
 Email dated 09/25/2025 from Rentz, Stacey RE: District Signs
 Email dated 09/24/2025 from Lloyd, Katherine RE: Case 2025-07 for 37851 Milann Drive - Petro - Final for Signature
 Email dated 09/24/2025 from Lloyd, Katherine RE: CSC Minutes 9/16/25 draft template
 Email dated 09/24/2025 from Leach, Nick PEP - Boiler Follow-up
 Email dated 09/24/2025 from Fink, Sandra RE: Short term rental legislation
 Email dated 09/23/2025 from Lloyd, Katherine FW: PCABR Minutes for July 17, 2025
 Email dated 09/23/2025 from John Platko Re: Approved Purchase Order
 Email dated 09/23/2025 from Fink, Sandra Short term rental legislation
 Email dated 09/23/2025 from Taylor Draper, Tanya Re: District 1 PowerPoint
 Email dated 09/23/2025 from Lloyd, Katherine BZA Meeting 10/14/25 at 7:00 P.M. - Tuesday

PUBLIC PORTION #1 (Audio: 4:00)

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

Public Portion #1 opened at 7:04 p.m.

- **Jen Varro 2890 S.O.M. Center Road:** Good evening. I would like to ask for some clarification regarding the Resolution to move the speed camera money and funds into the Capital Improvement Account. Many residents, myself included, would appreciate a clear explanation of how those funds are planned to be used. Transparency on this matter is important so the public can understand where the money is going and what community improvements it will support. I would also appreciate clarification on whether that full amount is going to be moved and what that full amount is currently or if this will only be a portion. I wasn't sure. I read something about school zones and revenue collected from those cameras unless I am incorrect and this is restricted to be only spent on school safety resources. I wasn't sure if that could be clarified as well. Thank you.

Public Portion #1 closed at 7:06 p.m.

- **Finance Director Scott:** The purpose of this Resolution is to help fund future capital projects for the City. A number of weeks ago, Council approved a request for qualifications concerning the Police and Service Departments renovations project. One of the ways we can do this is through photo enforcement money. As far as the actual amount that is going to be transferred, I don't have this off the top of my head, but I can certainly get that. As far as restrictions, these are related to school zone cameras. The amount of that (\$484,000.00) will remain in the Safety Forces Fund and will be used for school and safety purposes.

MAYOR'S REPORT

- No report.

LAW DIRECTOR'S REPORT (Audio: 7:00)

- No report.

FINANCE DIRECTOR'S REPORT (Audio: 7:12)

- **Finance Director Scott:** September financials have been completed and have been posted on the website. I am anticipating an appropriation adjustment for next week. I am requesting the passage of Ordinance 2025-050 which is related to the GAAP conversion so that we can get the services for next year and start that process. I also recommend the passage of Ordinance 2025-032-Amended which is the PEP insurance renewal, Ordinance 2025-033-Amended which is the Sitestream Agreement, and Resolution 2025-015-Amended which is related to Capital Improvements. I am open for questions.

CITY ENGINEER'S REPORT (Audio: 8:40)

- **City Engineer DiFranco:** Enbridge Gas of Ohio is planning its construction project near the Calvary Assembly of God Church located between Fairview Road and Trabar Dr. They are planning to start the project in the middle of next week. They are crossing the road with a new pipeline so they will be restricting the traffic to one lane during the day at some point. It will be opened back up to two lanes after hours. They will, however, have to close the road completely for a short time on Saturday. They will be detouring traffic to Eddy Road and White Road. There will be signs directing traffic. The reason for the closure is because of ODOT's Chardon Road bridge rehab project by I-271. They will be starting their construction in the Spring of 2026. That will close down Chardon Road completely. The project is expected to go most of next year and hopefully be completed by the winter.
- Finally, regarding our River Road project that we are doing with ODOT next year, ODOT sent us legislation that we will need to approve. Since this came through on Tuesday, it was too late to put on the agenda for tonight, but we will need to pass it at our next meeting. That completes my report and I am open for questions.

BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio: 10:40)

PC-ABR reported by Council Vice President Taylor Draper

- **Council Vice President Taylor Draper:** I just wanted to report to the residents that our October 2, 2025 Planning and Zoning Architectural Board of Review Meeting was canceled due to lack of quorum, so there was no formal meeting last week.

Beautification Committee reported by Council Vice President Taylor Draper

No report.

Recreation Commission reported by Councilman Jarmuszkiewicz (Audio 11:03)

- **Councilman Jarmuszkiewicz:** Electronic recycling is this Saturday. Feel free to bring any old electronics, computers, radios, TVs etc. We are in the process of hiring a new Recreational Coordinator. Once we have our new Recreational Coordinator, we should be able to continue some of the projects we were starting early this summer. The Music Fest Committee is meeting again next week for a second meeting already for next year's Music Fest.

Finance Committee Report by Council President Kline

No report.

Deer Management Committee reported by Councilwoman Belich

No report.

Business Subcommittee – reported by Councilwoman Sivo

No report.

UNFINISHED BUSINESS: (Audio: 12:20)

- No unfinished business.

LEGISLATION: (Audio: 20:25)

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.

Motion made by Councilman Knecht seconded by Councilwoman Sivo to adopt Ordinance 2025-050.

Discussion on the Motion:

- **Councilman Knecht:** This will allow us time to allow this company to complete these audits in a timely manner.

Roll Call: **AYES:** Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz
 NAYS: None
 Vote: 5/0

- Ordinance 2025-050 has been adopted.

ORDINANCE 2025-052-AMENDED 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.

- Ordinance 2025-052-Amended remains on First Reading.

ORDINANCE 2025-053-AMENDED 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.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Council Vice President Taylor Draper** to waive the Three Reading Rule on Ordinance 2025-053-Amended.

Discussion on the Motion:

- **Councilman Jarmuszkiewicz:** This is for general liability coverage for the employees in the City and the building property. It is good to get us started now so that this is all in place.

Roll Call: **AYES:** Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz
 NAYS: None
 Vote: 5/0

- The Three Reading Rule on Ordinance 2025-053-Amended has been waived.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Council Vice President Taylor Draper** to adopt Ordinance 2025-053-Amended.

Discussion on the Motion:

- **No discussion.**

Roll Call: **AYES:** Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz
 NAYS: None
 Vote: 5/0

- Ordinance 2025-053-Amended has been adopted.

ORDINANCE 2025-054-AMENDED 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.

Motion made by Council Vice President Taylor Draper, seconded by Councilman Knecht to waive the Three Reading Rule on Ordinance 2025-054-Amended.

Discussion on the Motion:

- **Councilman Jarmuszkiewicz:** This is new company will hopefully eliminate problems we have with processing tickets at a better rate than Jenoptik. This will give us better service for our equipment. This takes about 90 days to be put into place so we would like to try to start by the first of the year.

**Roll Call: AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz
 NAYS: None
 Vote: 5/0**

- The Three Reading Rule on Ordinance 2025-054-Amended has been waived.

Motion made by Council Vice President Taylor Draper, seconded by Councilman Knecht to adopt Ordinance 2025-054-Amended.

Discussion on the Motion:

- **Council Vice President Taylor Draper:** We are always looking to improve our process. After conversations with Bruce as well as Chief Naegele, I understand that this is just a much better system that will alleviate a lot of the problems and confusion that we currently have right now.

**Roll Call: AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz
 NAYS: None
 Vote: 5/0**

- Ordinance 2025-054-Amended has been adopted.

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.

Motion made by Council Vice President Taylor Draper, seconded by Councilwoman Sivo to waive the Three Reading Rule on Ordinance 2025-055.

Discussion on the Motion:

- **Council Vice President Taylor Draper:** After speaking with Chief Gandee on Monday, I understand that this grant is not easily obtainable. This will satisfy the hiring of three career firefighters for three years including their wages and benefits for family packages necessary. They have to answer if they are interested in this right away so we have to get this going.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 Vote: 5/0

- The Three Reading Rule on Ordinance 2025-054-Amended has been waived.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo** to adopt Ordinance 2025-055.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 Vote: 5/0

- Ordinance 2025-055 has been adopted.

RESOLUTION 2025-015-AMENDED 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.

Motion made by **Council President Kline**, seconded by **Council Vice President Taylor Draper** to waive the Three Reading Rule on Resolution 2025-015-Amended.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 Vote: 5/0

- The Three Reading Rule on Resolution 2025-015-Amended has been waived.

Motion made by **Council President Kline**, seconded by **Council Vice President Taylor Draper** to adopt Resolution 2025-015-Amended.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 Vote: 5/0

- Resolution 2025-015-Amended has been adopted.

NEW BUSINESS (Audio: 23:20)

- No new business.

PUBLIC PORTION #2 (Audio: 23:25)

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

Public Portion #2 opened at 7:24 p.m.

- No comments were made.

Public Portion #2 closed at 7:24 p.m.

- **Law Director Lucas:** The next item on the agenda is for Council to go into Executive Session. This should read “for the purpose of discussing compensation and employment rights of City personnel” rather than just a “personnel” matter.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo** to go into Executive Session for the purpose of discussing compensation and employment rights of City personnel and inviting all of Council, Law Director Michael Lucas, Assistant Law Director Thomas Lobe, and Finance Director Bruce Scott.

Discussion on the Motion:

- No discussion.

Roll Call: **AYES: Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz**
 NAYS: None
 Vote: 5/0

- The motion has passed.

Executive Session for the purpose of discussing compensation and employment rights of City personnel and inviting all of Council, Law Director Michael Lucas, Assistant Law Director Thomas Lobe, and Finance Director Bruce Scott was entered at 6:23 p.m.

The Regular Council Meeting was reconvened at 8:20 p.m.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY (Audio#2 0:45)

ADJOURNMENT (Audio#2: 1:25)

Motion made by Councilman Knecht, seconded by Councilwoman Sivo to adjourn the meeting.

Roll Call: **AYES:** Kline, Knecht, Sivo, Taylor Draper, Jarmuszkiewicz
NAYS: None
Vote: 5/0

The meeting was adjourned at 8:21 p.m.

APPROVED: 10.23.25
Date



Michael Kline
President of Council

ATTEST: 
Nicholas Aiello
Clerk of Council