

President of Council
MICHAEL KLINE

Vice President of Council
TANYA TAYLOR DRAPER

Council Clerk
NICHOLAS AIELLO

City of Willoughby Hills

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

Working Committee of Council and Rules & Legislation Meeting

Minutes of December 8, 2025

Working Committee of Council and Rules & Legislation Meeting was called to order on December 8, 2025 at 6:00 p.m. in Council Chambers. **Council President Kline** presided.

Call to Order 6:03 p.m. (0:01)

ROLL CALL (Audio: 0:25)

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

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

Absent: City Engineer Pete DiFranco

BEGINNING DISPOSITION: (Audio 0:55)

ORDINANCE 2025-056-THIRD READING

AN ORDINANCE TO DECLARE POLICE COMPUTER EQUIPMENT AS SURPLUS PROPERTY AND AUTHORIZING ITS DONATION TO PCS FOR PEOPLE, A CLEVELAND-BASED NONPROFIT ORGANIZATION, AND DECLARING AN EMERGENCY.

- No comments were made.

ORDINANCE 2025-059-SECOND READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT THE PROPOSAL AS SUBMITTED BY RICHARD L. BOWEN & ASSOCIATES, INC. TO PROVIDE ZONING ADMINISTRATION SERVICES FOR THE CITY OF WILLOUGHBY HILLS, FOR THE PERIOD OF JANUARY 1, 2026 THROUGH JUNE 30, 2026 AND DECLARING AN EMERGENCY.

- **Mayor Hallum:** If it is possible, I would like to see this get passed on Thursday so that we are staying on schedule with the contract. Thank you.
- **Council President Kline:** This is the reoccurring administration servicing invoice that comes in every six months.

- **Mayor Hallum:** This was originally done because we thought it was going to be temporary. I am wondering if we should have a conversation about making this an annual renewal instead of every six months. If you all have thoughts and concerns on that I would be open to hearing them. Otherwise, I would say we should have a conversation with Bowen and see if there is any reason as to why this needs renewal every six months and if they would be okay with us making this an annual renewal.
- **Council Vice President Taylor Draper:** What was the original reason for renewing this every six months?
- **Mayor Hallum:** This has been going on for a long time, probably before your time. It was most likely because at the time, they were going to hire somebody and it ultimately worked out well, so we never did anything to change it.

ORDINANCE 2025-060 - FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A TIERED TECHNOLOGY AGREEMENT WITH VISUAL EDGE IT, INC. FOR THE LEASE OF EIGHT (8) NEW KYOCERA TASKALFA MZ400CI COPYING DEVICES AND MANAGED PRINT SERVICE FOR THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.

- **Council President Kline:** I would like to ask Mr. Scott if there is anything he would like to comment on regarding this lease.
- **Finance Director Scott:** This has been in the works for quite a long time. Sharen, in my office, has been working on this diligently since the summer. It can be a bit confusing. There are eight copiers. Some of them are expiring at the end of the year, some are expiring in June, and some are expiring in a couple years. We are trying to line everything up so that everything is on the same term. It's all state-of-the-art equipment, which is great. This group seems to be pretty good. We really want this business to buy out the remaining lease which expires in the future. It will save us a little bit of money, not very much, but we are not paying any more, which is great. We are going to get significantly better service and technology. It is going to make implementation on the building significantly easier going forward.
- **Council President Kline:** I appreciate the analysis that was put together, especially the vendors quotes which show that it is quite obvious that Visual Edge IT Inc. is on the low end for all the various categories. Is this to be effective January 1st?
- **Finance Director Scott:** That is correct.
- **Council President Kline:** Is it in our interest to take action on this at our meeting this week?
- **Finance Director Scott:** If Council is comfortable, it would help.

ORDINANCE 2025-061- FIRST READING

AN ORDINANCE AMENDING ARTICLE V OF THE CHARTER OF WILLOUGHBY HILLS, OHIO, TITLED, "BOARDS AND COMMISSIONS"; SPECIFICALLY, SECTION 5.15 CURRENTLY CAPTIONED "MANDATORY PUBLIC VOTE ON LAND USE CHANGES."

- **Council President Kline:** This is coming about due to the passage of the Charter amendments at this November's election.

- **Law Director Lucas:** There are two parts to this. Number one, the change automatically goes into effect with the electorate vote being certified. I have made it a habit to codify it as well, only because I want the precise codified language when they update our code. Sometimes there is confusion on that because they look at simply the ballot language as opposed to the amendment that was originally intended with the legislation we passed. That is the reason this is here. This is also the reason the ordinance immediately following is here as well. As the mayor pointed out in our staff meeting, it is automatically in effect, but again, I want this language in the codified ordinances when it is updated.

ORDINANCE 2025-062- FIRST READING

AN ORDINANCE AMENDING ARTICLE III OF THE CHARTER OF WILLOUGHBY HILLS, OHIO, TITLED, “THE COUNCIL”; SPECIFICALLY, SECTION 3.25 CAPTIONED “THE CLERK AND OTHER EMPLOYEES.”

- **Council President Kline:** Mr. Lucas, this is also in line with the previous ordinance, correct?
- **Law Director Lucas:** That is correct. This one deals with the extension of thirty days at the discretion of the mayor to fill the absence if he deems it necessary.
- **Councilwoman Belich:** Will this continue through three readings? How soon does this need to be passed?
- **Law Director Lucas:** I would like this to be passed at the Thursday meeting through the waiving of the Three Reading Rule if Council deems this appropriate. I would recommend it be done that way.

ORDINANCE 2025-063- FIRST READING

AN ORDINANCE ADOPTING THE CITY OF WILLOUGHBY HILLS CYBERSECURITY PROGRAM, AND DECLARING AN EMERGENCY.

- **Law Director Lucas:** This is the product of the legislation passed by the Ohio General Assembly. The enacted Ohio Revised Code Section 9.64 requires, among other public entities, all municipalities from the State of Ohio to adopt a cybersecurity program in light of the recent hacking within the public entity systems such as those that have occurred in the city of Cleveland. They enacted this, and it has to be passed by the end of the year, which is why it is an emergency clause.

The council clerk has pointed out the cybersecurity program is not a public record. This is because you want to have some privacy regarding the program itself. That is why, unlike many ordinances, it is not included as an exhibit. It is not a public record so if someone makes a public records request, it would no longer apply to this particular program itself.

Our program itself is based on the county programming, which makes sense because of the consistency of using them for our IT work. Thank you to the Finance Director for his help on this.

- **Councilwoman Miller:** Basically, my understanding of this ordinance is that we are affirming the fact that we have a cybersecurity process in place now?

- **Law Director Lucas:** That is correct. We are required, as a city, to have a program in place. This is why we have the program that is derivative of the county’s plan. It definitely has to be passed by ordinance or resolution. Every public entity, whether it be municipality, county or village, has to have this in place as unequivocally expressed in the Ohio Revised Code.
- **Council Vice President Taylor Draper:** For clarification, this is just wanting us as a city to do something and have something in place. So, whatever we are doing is in place and we are just approving that process. Is this correct?
- **Law Director Lucas:** The actual core document itself is in place, and it needs to be adopted by the Council. The Finance Director and I have both looked at it to make sure the document served the purpose of the board and statute.
- **Council President Kline:** This has to be in place by the end of the year?
- **Law Director Lucas:** That is correct.

ORDINANCE 2025-064 - FIRST READING

AN ORDINANCE AMENDING ARTICLE VI OF THE CHARTER OF WILLOUGHBY HILLS, OHIO, TITLED, “LEGISLATION”; SPECIFICALLY, SECTION 6.2 CAPTIONED “EFFECTIVE DATE OF ORDINANCES.”

- **Law Director Lucas:** The basis for this ordinance is to codify the general election results that have already been put in place. This would add this to the codification update that occurs from the City. This one deals with an effective date of ordinances, so as we are moving the zoning component of it, where we previously had to go to an election in terms of any changes of use, it now goes to Council.
- **Council Vice President Taylor Draper:** This is just making sure we have the correct language in place based on what the residents voted for, correct?
- **Law Director Lucas:** That is correct. There is no substantive change whatsoever. What I want to make sure of is that the basis of the general election to begin with is accurately reflected in the codified ordinances as well. A ballot, sometimes, does not have everything that legislation has.

ORDINANCE 2025-065- FIRST 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, 2026 THROUGH MARCH 31, 2026; REPEALING ALL LEGISLATION INCONSISTENT HEREWITH, AND DECLARING AN EMERGENCY.

- **Finance Director Scott:** This is just to get the City through the first quarter of the year. It is a temporary budget and contrary to prior years I have changes some of the allocations. Instead of merely dividing the estimated budget by four, some encumbrances, like utilities, are entered for the entire year in January, and this temporary budget reflects that. This year’s budget is higher than last year, but that does not mean the overall budget will be significantly higher. This is to ensure the City has enough money allocated to get us through the end of the year.

ORDINANCE 2025-066 - FIRST READING

AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. 2024-070 TO COMPLY WITH STATE BUDGETARY LAWS REQUIRING MUNICIPALITIES TO MAINTAIN POSITIVE ACCOUNT BALANCES THROUGHOUT THE YEAR; REPEALING CONFLICTING LEGISLATION, AND DECLARING AN EMERGENCY.

- **Finance Director Scott:** There are a few increases. I highlighted them all and can go through them individually if anyone wants me to but the memo explained it. This is just to make sure that we have enough money in this year's budget for the end of the year. As I stated in my memo, I was hoping I wouldn't have to change anything, but I have more information and will have to make a change regarding the camera citations. There will be a change on there under Safety Forces. This will end up being amended for Thursday.

ORDINANCE 2025-067 – 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 FOR PROJECT NO. 105894 PROVIDING FOR THE RESURFACING OF RIVER ROAD AS OUTLINED IN ORDINANCE 2025-057, IN THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.

- **Law Director Lucas:** This was a follow-up in accordance with ODOT's finalization of the work to be done on this particular project. We had passed a prior ordinance in accordance with what they wanted to get the project proceeding forward with ODOT. They have now finalized the terms on that which is why this ordinance needs to be passed. This largely adopts the language of the final resolution by ODOT itself in terms of the initial conditions. They have all been met and now we are proceeding forward to have the project finalized on all parameters.
- **Council President Kline:** Is this ordinance time sensitive?
- **Law Director Lucas:** It is. We would like to have this passed as an emergency ordinance.

RESOLUTION 2025-017 - FIRST READING

A RESOLUTION AUTHORIZING THE CITY OF WILLOUGHBY HILLS TO ACCEPT THE AMOUNTS AND RATES FOR THE YEAR 2026 AS DETERMINED BY THE BUDGET COMMISSION OF LAKE COUNTY, OHIO AND AUTHORIZING THE NECESSARY TAX LEVIES AND THE CERTIFICATION THEREOF TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY.

- **Council President Kline:** This was brought about by the passage of the road levy.
- **Finance Director Scott:** This is just approving the rates that the county has given us. We have approved everything except for the road levy.

RESOLUTION 2025-018 - FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO DISTRIBUTE REQUESTS FOR QUALIFICATIONS (RFQ) TO ANY PERSON OR FIRM EXPRESSING AN INTEREST IN PROVIDING ENGINEERING WORK RELATED TO THE WALKWAY INSTALLATION PROJECT ALONG STATE RT. 91, (LAK SR 091 00.00 MULTI MODAL) IN ACCORDANCE WITH FEDERAL REGULATIONS AND STATE LAW, AND DECLARING AN EMERGENCY.

- **Law Director Lucas:** This is a product of discussions between the mayor himself and the City Engineer. There are certain specialized areas of engineering for this overall project. We wanted to get the best qualifications and oversee these issues while also being conscious of the cost. We wanted to provide a comparison for both the qualifications and the costs that would be submitted in pursuit of that. This is something that the mayor and the City Engineer have discussed in the staff meetings. I would recommend that this passes as an emergency so we can get started on this.
- **Mayor Hallum:** This says “walkway” but shouldn’t it say “multi-use path?” The project name itself says, “multi-modal.”
- **Law Director Lucas:** I believe that is the way they wrote it.

Discussion of motion to formally designate the Council Clerk as the City Council's official representative and custodian of records for the purpose of administering all requests made under the Ohio Public Records Act and ensuring compliance with all applicable Sunshine Laws.

- **Law Director Lucas:** This is a designation that should be made annually. It does not require legislative action, but it is appropriate to include this within the minutes.
- **Mayor Hallum:** Law Director, it is okay to have this now, but would it make sense to also have this on the agenda for the Organizational Meeting of Council?
- **Law Director Lucas:** That is a good idea.
- **Council President Kline:** So, this is something we would want to include in the organizational meeting?
- **Mayor Hallum:** I would say we should keep this on the agenda for this year and then also include this on the agenda for the January Organizational Meeting of Council.

Discussion of motion authorizing the Clerk of Council to confirm with the Ohio Department of Commerce, Division of Liquor Control, that no objection and need for hearing is requested by the City regarding Ohio Springs Inc. Sheetz 810 28601 Chardon Road Willoughby Hills Ohio 44092 under transaction number OCT NEW 06521509-105.

- **Councilwoman Miller:** Is this something that is changing with Sheetz or is this an annual thing that needs to be done?
- **Council Clerk Nicholas Aiello:** To me, this looked like a renewal. It says “NEW” near the transaction number. I believe this is a renewal of their license.

Discussion of motion authorizing the Clerk of Council to confirm with the Ohio Department of Commerce, Division of Liquor Control, that no objection and need for hearing is requested by the City regarding the license transfer from Willoughby Wine & Spirits Inc. 27700 Chardon Road Willoughby Hills OH 44092 to Jai Bhole Spirits LLC The Vault Wine & Spirits 27700 Chardon Road Willoughby Hills OH 44092 under transaction number OCT TRFO 10010435-1.

- **Councilman Jarmuszkiewicz:** Is this a sale or a transfer of ownership within their company?

- **Law Director Lucas:** I believe this is a transfer from one entity to another. It is changing the title to a completely different entity. It could be that they set up another entity or on the alternative, there was actually a sale but it is definitely a transfer from one entity to another.
- **Council Vice President Taylor Draper:** I thought the name was already “The Vault.” Are they changing the name of the business to “The Vault?”
- **Mayor Hallum:** The LLC that runs The Vault was originally just called “Wine and Spirits Inc.” That is how they have the license even though they named the business “The Vault.” Now the new company or entity that is going to have this included “The Vault” in the name of the entity.
- **Law Director Lucas:** The entity, a lot of times – because it is an LLC, they file doing business as this with the Secretary of State. They don’t want to include “LLC” in the name of the business.

Discussion of ordinance determining sanctioning hours.

- **Mayor Hallum:** We spoke about this briefly around the beginning of the year. We have these sanctioning groups that are able to utilize the Community Center at no cost to them. We have always said that we expect these groups to volunteer, but that has not really been happening that much. Some do and some don’t. I wanted to throw in a number of hours to start, perhaps five hours a year. I asked for this to be a discussion because if you all wanted this to be a higher or lower number, that would be fine with me. I just wanted to get the ball rolling on this because the new year is coming. As these groups are coming in, I want it to be clear to them what the minimum expectation of volunteer time is for them to volunteer for the City if we are going to give them the value of using that building across the street. They should return this by providing some volunteer hours and help out with some community events here.
- **Councilwoman Miller:** I know that this is something the Recreation Commission has been thinking about. Are they going to recommend this to us? Or are we going to start from scratch on this?
- **Mayor Hallum:** We did ask them to consider this. Nothing came out of it. I really don’t want to wait on this anymore, so I am asking that you all consider this. Many of you have done recreation and have been involved with it. Ultimately, the hope is for the Recreation Commission to uphold what you all decide. I wanted to get this in front of you all because I know that you will act on it and get something done. If you or the Recreation Commission feels that the number of hours should be more or less, that is fine. I just really want to get something on the books for January before these groups start coming in again. As you all know, we are always looking for volunteers and they are always the same people. I feel as if we are going to give them the value of using our facilities, then they should give us the value of time helping out at some of our community events.
- **Council Vice President Taylor Draper:** How many groups do we have right now that are sanctioned?
- **Mayor Hallum:** I cannot give you that number right now, but I believe ten or twelve.

- **Council Vice President Taylor Draper:** With all the events that we have during the year, I personally think five hours is not enough. We are always looking for volunteers, and the ones that come get burnt out. I think that they need to volunteer more hours than just five.
- **Mayor Hallum:** I would not be upset about that at all. I just wanted to get the discussion going. We do expect that they will help out. I am okay with whatever you come up with. I just want to get the ball rolling.
- **Councilwoman Miller:** Would it be possible to request from the Recreation Commission Clerk to know what the sanctioned groups are and to have the sanctioning forms passed on to us so we can have an idea of what types of groups they are and how many people usually attend?
- **Mayor Hallum:** The Recreation Clerk can provide that.
- **Council Vice President Taylor Draper:** This is something that happens at the beginning of every year, correct? If so, we would need to have this relatively soon.
- **Mayor Hallum:** I was hoping we can get something in place for either the first or second meeting in January.
- **Councilman Jarmuszkiewicz:** There were some discussions regarding considering the size of an organization and how many people were involved in the organization. If a group uses the Community Center monthly, I am not sure if we have a limit on how much they can use it. It should be something based on that. If someone is using it a lot, they should provide more hours of service. I think if someone uses the Community Center once a year, five hours should be sufficient.
- **Law Director Lucas:** There is an administrative difficulty on both sides of the fence on this. The entity itself may well be intentioned to use the Community Center three to four times a year and then all the sudden its twelve. We should have some uniformity because of that. On the other side of the fence, a lot of times, these particular groups cease to exist. A lot of groups such as the Lion's Club, the Knights of Columbus, etc. have had activity level go down. I think we would want to have something in place right now such as a uniform application where we have a bit of history to look at how many times during the year each group has used the room. I don't disagree Joe, but I think track record for the year would be helpful.
- **Mayor Hallum:** The Recreation Coordinator does have a volunteer sheet that she keeps every time we have events for people to sign in with their organization name on there. What if we make it where we can have X amount of hours for each use of a room? An hour for a room costs \$100.00. We could say for every hundred dollars of use time, it is five hours of volunteer time.
- **Law Director Lucas:** I think that would be good. It is not fact sensitive to the entity itself. That is a really good idea.
- **Councilwoman Miller:** There is a lot of discussion that can go into this because there can be an entity that can come in every month or so with five people and then another one that comes in for an hour every month with a hundred people. Perhaps we should start simple with the uniformity. Another thing that we will need is the record of what rooms are being used and when they are being used so we can know how many times and how many hours each group has

used in a room per year.

- **Mayor Hallum:** Councilman Jarmuszkiewicz, if Council has not come up with anything, and sanctioning bodies are coming in and asking to be put on the schedule, my suggestion is that you all would just delay them until something is passed that way whatever is passed will be applied to whoever gets sanctioned. Don't sanction anyone until this body defines what is required from a volunteer perspective.
- **Council Vice President Taylor Draper:** Does this have to be in the form of an ordinance?
- **Mayor Hallum:** It does. At some point, we made a change to the section that this was in in the Codified Ordinances and this whole section is gone. Right now, there is no discussion of sanctioning. It got deleted at some point. We would be adding that section back in plus whatever modification you all agree on.
- **Council President Kline:** We do have a draft ordinance that has been started dealing with sanctioning. We can take the comments that have been made this evening and include them in this legislation if there is a consensus there. We can have this before Council at the first January meeting either to have it modified or move it forward.

Discussion of motion to accept a \$10,000 donation from an anonymous doner to be used by the Police Department for the support of the K-9 program.

- **Council President Kline:** The Police Department is going forward with finding a new K-9 for the program and a donor has come forward wishing to donate \$10,000.00 to this program. This is not a cheap program. A motion will be requested Thursday for this donation.
- **Mayor Hallum:** The cost of a K-9 is \$10,000.00 they have donated the funds so that we can purchase a K-9.

Discussion of motion to forego the December 25th Regular Council Meeting.

- No comments were made.
- **Councilman Jarmuszkiewicz:** I am not sure if we should discuss this here or at another meeting, but there was a conversation with the Police Chief regarding the Chardon Road and Bishop Road intersection and things we can do to it. One of the suggestions was a speed sign to show people what their speeds signs are going into that merge. Another idea was adding additional signage, which is something Mark would have to be involved with. We should probably look into a traffic study to see what the actual usage is and what goes on in that area. If you put these up, people will be on their best behavior. I am not sure if this is something we should discuss here or during Old Business.
- **Council President Kline:** Since some of us were present for that meeting, I can say the City is moving forward, but some of the action can't really be done because of the winter setting. The initial plan is to get more signage up and make people aware that the lanes are merging sooner than they are actually merging. One of the suggestions was to put striping on the road to show the lanes merging. That can't be done until the weather is permitting. There are also plans for a permanent electronic speed sign in the area. This would be the first step towards making changes there.

PUBLIC PORTION: (Audio 45:40)

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

- Public Portion opened at 6:49 p.m.

No one for Public Portion.

- Public Portion closed at 6:49 p.m.

LEGISLATION: (Audio 46:15)

- **Finance Director Scott:** I realize that I have the wrong information. My memo says “620” which doesn’t exist. It should say “610” which is the Sewer Fund. I will have to make that adjustment.

NEW BUSINESS: (Audio 46:50)

- **Law Director Lucas:** This is a significant amount of legislation and the Clerk of Council did hard work in getting this in under the time parameters. He should be recognized for doing that.
- **Council President Kline:** I think he did an admiral job. A lot of legislation was coming through. Whenever I checked in, he was staying on top of it.

ADJOURNMENT: (Audio 48:00)

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

Roll Call: AYES: Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller

NAYS: None

Vote: 7/0

The meeting was adjourned the meeting at 6:51 p.m.

APPROVED: Jan 22, 2026
Date


Michael Kline
President of Council

ATTEST: Nicholas Aiello
Nicholas Aiello
Clerk of Council