

# City of Willoughby Hills

## Agenda

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### Organizational Meeting of Council January 5, 2026 | 7:00 p.m.

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#### Organizational Meeting of Council Called to Order

#### *Pledge of Allegiance*

#### Roll Call of Council

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

#### Invited Guests

Mayor Christopher Hallum

#### ORGANIZATION OF COUNCIL

#### City Charter, Section 3.22

Nomination of President of Council  
Nomination of Vice President of Council

#### City Charter, Section 3.25

Motion to appoint Clerk of Council

#### COMMITTEES OF COUNCIL

#### Administrative Code, Section 121.01(c)(1)

Finance  
Rules & Legislation

#### Discussion of other Committees:

Beautification

#### Discussion of Subcommittees:

Business  
Deer Management

#### COUNCIL REPRESENTATIVES

Member of the Planning & Zoning Commission and Architectural Board of Review as provided by Administrative Code, Chapter 147.

Alternate member of the Planning & Zoning Commission and Architectural Board of Review.

Member of the Recreation Commission.

Alternate member of the Recreation Commission.

Council Representative for the Willoughby Hills Seniors.

Council Representative for W.H.I.S.P.E.R.

Discussion and approval of:

**THE POLICIES OF COUNCIL**

*As adopted at the Organizational Meeting of Council January 8, 2024.*

- Policy 1.** Roll Call of Council will be rotating alphabetically each Council Meeting. (1/2/80)
- Policy 2.** All Council meetings shall be recorded by audio recording device and will be held in perpetuity and shall be part of the official records and minutes. Written minutes of Council shall be shortened whenever possible. (Revised 1/1/02); (Revised 1/3/08); (Revised 1/8/18); (Revised 1/23/20); (Revised 1/3/22)
- Policy 3.** Council shall **not expend** City funds for any charitable or philanthropic purpose. (4/11/96); (Revised 1/3/08)
- Policy 4.** A “reasonable opportunity to hear the public” set forth in Chapter 107.08(a) shall be a one-time period of three (3) minutes per person, per Public Portion. (1/1/02); (Revised 1/6/20); (Revised 1/3/22)
- Policy 5.** If any member of Council in attendance at a Council Meeting or Committee Meeting fails to obey and/or abide by the Chair’s ruling when one is ruled out of order more than twice at any given meeting, that disruptive behavior shall be grounds for expulsion from the meeting for the remainder of the meeting. The Chair shall advise the member of the violation of this rule and the potential consequences after the second violation. A vote of Council without debate for the expulsion shall be in order after the third violation is declared by the Chair. (3/3/97, Deleted 1/1/00, Reinstated 1/1/02); (Revised 1/4/10)
- Policy 6.** To adopt the Council Seating Arrangement identified “**CITY OF WILLOUGHBY HILLS COUNCIL SEATING ARRANGEMENT, revised: January 3, 2022**” to serve as the seating arrangement for Regular and Special Meetings of Council and Working Committee of Council. (1/1/02); (Revised 1/4/10); (Revised 1/8/18); (Revised 1/6/20); (Revised 1/3/22) (Revised 1/8/24)
- Policy 7.** The Law Director shall serve as Council’s advisor as to the procedural rules for the conducting of Council Meetings and any other necessary procedures. (1/1/02)
- Policy 8.** Texting and all other forms of electronic communication by or between Council members and/or Administration during meetings is banned. (1/23/20); (Revised 1/3/22)

**OTHER ORGANIZATIONAL MATTERS**

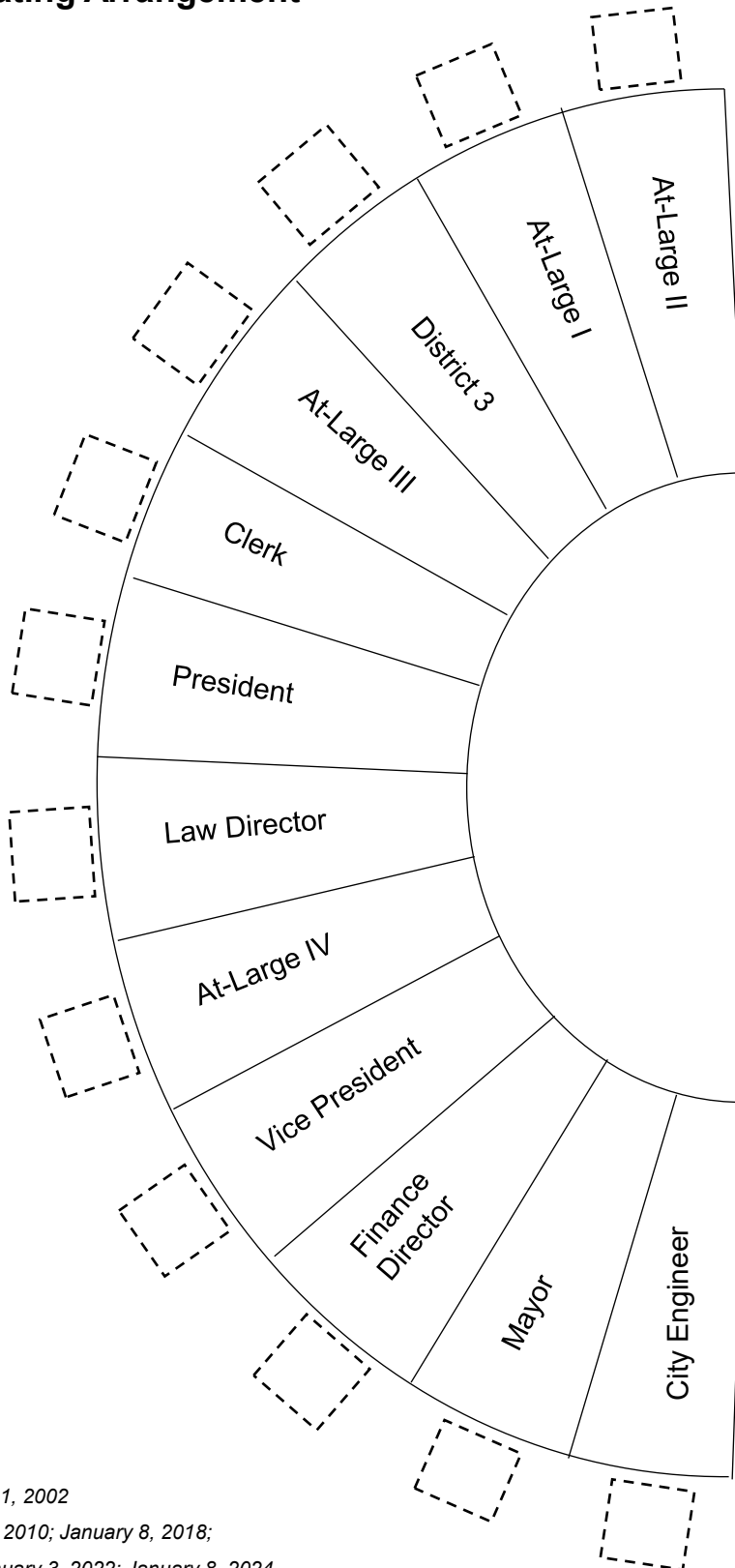
**PUBLIC PORTION**

**PUBLIC PORTION - An opportunity for the public to address Council with any comments, issue or concern**

Section 107.08 – Public Meetings of Municipal Bodies of the Codified Ordinances of the City of Willoughby Hills:  
(a) All meetings of any municipal body are declared to be public meetings open to the public at all times. All meetings shall provide a reasonable opportunity to hear public opinion.

**ADJOURNMENT**

# City of Willoughby Hills Council Seating Arrangement



*Established January 1, 2002*

*Revised: January 4, 2010; January 8, 2018;*

*January 9, 2020; January 3, 2022; January 8, 2024*