

President of Council
CHRISTOPHER HALLUM

Vice President of Council
MICHAEL KLINE

Clerk of Council

City of Willoughby Hills

Council

JULIE A. BELICH

JOE JARMUSZKIEWICZ

DANIEL KNECHT

VICKI MILLER

TANYA TAYLOR DRAPER

Regular Council Meeting

Minutes of March 9, 2023

Policy No. 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.

The Regular Council Meeting was called to order on Thursday, March 9, 2023 at 7:00 p.m. in Council Chambers. **Council President Hallum** presided.

Call to Order 7:02 p.m. (Audio: 0:00 – 0:09)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 0:19 – 0:33)

SWEARING IN OF NEW FULL-TIME POLICE OFFICER RICHARD MUIR. (Audio: 0:34 – 4:04)

Motion made by Councilman Jarmuszkiewicz, seconded by **Councilwoman Miller** to appoint Karen Mehollin as Council Clerk Pro Tem.

Discussion on the Motion:

None.

Roll Call: AYES: Miller, Taylor Draper, Hallum, Jarmuszkiewicz, Kline and Knecht

NAYS: None

Vote: 6/0

Motion carries to appoint Karen Mehollin as Council Clerk Pro Tem for tonight's meeting.

ROLL CALL (Audio: 5:00 – 5:17)

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

Also Present: Law Director Michael C. Lucas, City Engineer Pietro A. DiFranco, Finance Director Frank J. Brichacek, Jr., and Fire Chief Rob Gandee

Absent: Councilwoman Julie Belich

Motion made by Councilwoman Miller, seconded by **Councilwoman Taylor Draper** to excuse **Councilwoman Belich** from tonight's meeting.

Discussion on the Motion:

None.

Roll Call: AYES: Miller, Taylor Draper, Hallum, Jarmuszkiewicz, Kline and Knecht
NAYS: None
Vote: 6/0

Motion carries to excuse **Councilwoman Belich** from tonight's meeting.

DISPOSITION OF THE JOURNAL (Audio: 6:06 – 6:47)

Motion made by Council Vice President Kline seconded by **Councilman Knecht** to adopt the minutes of the February 23, 2023 Regular Council Meeting.

Discussion on the Motion:

None.

Roll Call: AYES: Miller, Taylor Draper, Hallum, Jarmuszkiewicz, Kline and Knecht
NAYS: None
Vote: 6/0

Motion carries to adopt the meeting minutes of the February 23, 2023 Regular Council Meeting.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 6:48 – 7:02)

2/27/23 email from Joe Jarmuszciewicz, re: Fw: Airbnb
3/1/23 email from Joseph R. Klammer, re: City Council Emails
3/1/23 email from Karen Mehollin, re: 2023 City of Willoughby Hills Phone List & Roster
3/2/23 email from Justin Brown/SERB, re: SERB 2022 Wage Settlement Report - Now Available.
3/2/23 email from Stephanie Kellner, re: Adopted Legislation – February
3/2/23 email from Gloria Majeski, re: Proposed Ordinance to Reallocate Gym Fund Monies to Benefit WH Seniors
3/3/23 email from Tanya Taylor Draper, re: Agenda | Working Committee
3/5/23 email from Brian Massie/Lobbyists for Citizens, re: Public Records Request.
3/6/23 email from Pietro DiFranco, re: PID 112659 LAK-6-0.44; Willoughby Hills; Preliminary Legislation and LPA Agreement

PUBLIC PORTION #1 (Audio 7:09 – 17:54)

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

Public Portion #1 opened at 7:09pm

Jenna Bing, 36951 Beech Hills Drive, Willoughby Hills, 44094 stated over the course of the last few days she was able to get clarification based on our law, the January 2023 CPI is 5.94%, so raises would be similar as Police and Fire. Last year it was 8.81%, and was more of a 2% raise for others. Resident feels there is a problem with this law. Resident states over two years, it would translate to a 14.75% salary increase as opposed to 8% for Police, Fire and Service. Resident stated in other cities (Eastlake), Council votes down their raises, and feels it would look bad for Council to accept raises based on part-time status and public service. Stated salaries need to be looked at, and was unaware of new Council Clerk. Ms. Bing stated in 2021, when Karen Mehollin was hired, she was making \$18/hour. She was unaware if a raise was given to \$20/hour after six months – the salary range was set from \$20-\$26 in 2020. The current salary is listed as \$24, and thinks there could be a raise on top of that in six months. Feels the salary is a lot and the ordinance is not written well (does not discuss vacation, etc.) Wanted to point out at \$24/hour a full time position would equate to \$50,000 a year.

Public Portion #1 closed at 7:12pm

Questions/comments following Public Portion #1:

There were no comments.

MAYOR'S REPORT (Audio: 10:54 – 16:11)

Mayor Gardner stated he received a very kind letter from the Fire Chief and City of Willoughby regarding the fire on February 17 of the apartment building that was under construction on 38501 Mentor Avenue across from Andrews Osborne Academy and FAA. The fire was extremely severe, causing great damage very quickly. Over 1 million gallons of water were needed to extinguish the fire. Mayor read the letter from Fire Chief Unger to Chief Gandee. The participating cities had a follow up meeting on Tuesday, February 21. The Mayor showed appreciation for our neighboring cities and the mutual aid they provide.

The Mayor also thanked all for a great Pancake Breakfast. He stated there are openings on the Civil Service Commission and mentioned he received an application from Dave Liggett. We are also looking for members for the Housing Council and information will be in the newsletter. The Mayor also mentioned the speed signs will be going back up around the city as weather permits, and with the snow melt, we will also be keeping an eye on litter and reminding businesses to keep their properties clear.

LAW DIRECTOR'S REPORT (Audio: 16:17 – 16:55)

Law Director Lucas stated he will be contacting each of the members of Council next week.

Questions/comments following Law Director's Report (Audio: 16:57 – 17:01)

None.

FINANCE DIRECTOR'S REPORT (Audio: 17:03)

No report. **Finance Director Brichacek** was not present.

CITY ENGINEER'S REPORT (Audio: 17:11 – 18:44)

City Engineer DiFranco reported they are currently out to bid for the annual street and sewer rehab projects. They are using their new online bidding platform, Bid Express, and it is going well. They also received the agreement from ODOT with phase two for the Chardon Road (U.S. 6) resurfacing, which will be included on the agenda at the next meeting. They received the survey for the Rogers Road slope repair, which they will be working on design for and hopefully be out to bid soon.

Questions/comments following City Engineer's Report:

Councilwoman Miller asked about the slope on River Road south of Chardon still slated for May?

City Engineer DiFranco responded yes, and that he just received a pre-construction invite from ODOT for next week.

Councilman Jarmuszkiewicz asked when the approximate start date of the resurfacing of Chardon Road (U.S. 6) will begin?

City Engineer DiFranco responded that it is currently planned for next year – usually around May. The design was this year, and construction will be next year in May.

BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 18:48 – 22:07)

PC-ABR reported by Councilwoman Taylor Draper (Audio 18:51 – 19:28)

Councilwoman Taylor Draper reported:

- Planning & Zoning Commission Architectural Board of Review met on March 2 with no business for the Planning portion of the meeting. During the Architectural portion, a sign was approved for the INSA dispensary at 27751 Chardon Road.

Recreation Commission reported by Councilman Jarmuszkiewicz (Audio 19:30 – 19:47)

Councilman Jarmuszkiewicz reported:

- The Pancake Breakfast was a successful event with many happy attendees, and a great turnout of volunteers. It was nice to see everyone come out.
- March 18 is the Spring Craft Show from 9am to 3 pm
- Pickleball meeting will be set up in the next couple of weeks. Councilman Jarmuszkiewicz would like the Mayor to attend.

Questions/comments following the Recreation Commission Report:

None.

Finance Committee Report by Council Vice President Kline (Audio 20:48 – 22:00)

Council Vice President Kline reported:

- The Finance Committee held a budget meeting on February 28 with Fire and Service Departments. They had productive discussions of plans for the year, including major purchases and the like. Another meeting will be held on March 15 to discuss the Police and Administration Departments' budgets. If departments or public have any questions pertaining to detailed analysis, please request ahead of time, so they may be available for the meeting.

Questions/comments following the Finance Committee Report:

None.

Beautification Committee reported by Councilwoman Taylor Draper

No report.

WHISPER reported by Councilwoman Miller

No report.

Questions/comments following WHISPER report:

None.

Deer Management Committee reported by Councilwoman Belich

No report.

Questions/comments following the Deer Management Committee Report:

None.

Business Subcommittee – reported by Council Vice President Kline

No report.

UNFINISHED BUSINESS (Audio: 22:11 – 22:14)

No Unfinished Business to report.

LEGISLATION (22:15 – 30:25)

ORDINANCE 2022-034 AMENDED – THIRD READING

AN ORDINANCE AMENDING PART SEVEN - BUSINESS REGULATION CODE OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, OHIO WITH THE ESTABLISHMENT OF CHAPTER 759 CAPTIONED “MEDICAL MARIJUANA LICENSURE”.

Council President Hallum stated that this would remain on Third Reading. They met with INSA and came to agreements, and will make some changes to finalize the ordinance per their recommendations.

ORDINANCE 2023-005 – THIRD READING

AN ORDINANCE ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES PROVIDED BY AND FOR THE WILLOUGHBY HILLS FIRE DEPARTMENT AND DECLARING AN EMERGENCY.

Council President Hallum stated that this would remain on Third Reading. **Law Director Lucas** stated there is a provision in the codified ordinances that overlaps with the language pertaining to rates. He would like to synchronize with the Finance Director about additional language.

ORDINANCE 2023-006 – THIRD READING

AN ORDINANCE AUTHORIZING THE EXPENDITURE OF ENGINEERING FEES ASSOCIATED WITH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) PROJECT NO. 112659 TITLED LAK US 006 00.44 PROVIDING FOR RESURFACING OF CHARDON ROAD (U.S. 6) FROM APPROXIMATELY BISHOP ROAD TO S.O.M. CENTER ROAD (SR-91) IN THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller** to adopt Ordinance 2023-006.

Roll Call: AYES: Miller, Taylor Draper, Hallum, Jarmuszkiewicz, Kline and Knecht
NAYS: None
Vote: 6/0

Motion carries to adopt Ordinance 2023-006.

ORDINANCE 2023-008 – SECOND READING

AN ORDINANCE ADOPTING PERMANENT APPROPRIATIONS NECESSARY TO MAINTAIN CITY SERVICES FOR THE FISCAL PERIOD BEGINNING JANUARY 1ST THROUGH DECEMBER 31ST OF 2023; REPEALING ALL LEGISLATION INCONSISTENT HERewith.

Council President Hallum stated that this would remain on Second Reading.

ORDINANCE 2023-009 - SECOND READING

AN ORDINANCE FIXING THE SALARY AND COMPENSATION PACKAGE FOR THE POSITION OF PART-TIME CLERK OF COUNCIL; REPEALING CONFLICTING LEGISLATION; AND DECLARING AN EMERGENCY.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht** to waive the Three Readings on Ordinance 2023-009.

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

Motion carries to waive the Three Readings on Ordinance 2023-009.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht** to adopt Ordinance 2023-009.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated this is for a part time Council Clerk position and also expressed special thanks to Karen Mehollin and wished her well in her new position.

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

Motion carries to adopt Ordinance 2023-009.

ORDINANCE 2023-010 – SECOND READING

AN ORDINANCE CONFIRMING THE MAYOR’S APPOINTMENT AND FIXING THE COMPENSATION OF BRUCE SCOTT FOR THE POSITION OF FULL-TIME FINANCE DIRECTOR EFFECTIVE MARCH 13, 2023, REPEALING CONFLICTING LEGISLATION; AND DECLARING AN EMERGENCY.

Motion made by **Councilwoman Miller**, seconded by **Councilwoman Taylor Draper** to waive the Three Readings on Ordinance 2023-009.

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

Motion carries to waive the Three Readings on Ordinance 2023-010.

Motion made by **Councilwoman Miller**, seconded by **Councilman Knecht** to adopt Ordinance 2023-010.

Discussion on the Motion:

Councilwoman Taylor Draper expressed gratitude toward **Finance Director** Frank Brichacek for everything he has done for the city, as well as working past his scheduled retirement date to help out. She also welcomed Bruce Scott and thanked him for his volunteer work at the Pancake Breakfast.

Councilman Jarmuszkiewicz welcomed Bruce Scott and looks forward to working with him in the future.

Council Vice President Kline stated he was part of the hiring process, and there were several qualified candidates. Bruce stood out and is also a resident of the city, and he feels that says a lot.

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

Motion carries to adopt Ordinance 2023-010.

NEW BUSINESS (Audio: 30:27 – 33:15)

Motion was made by **Councilman Jarmuszkiewicz**, to allow the Mayor to appoint Housing Council Members.

Discussion on the Motion:

Mayor stated he needs to appoint and Council needs to confirm.

Motion was retracted by **Councilman Jarmuszkiewicz**, to allow the Mayor to appoint Housing Council Members.

Mayor proposed appointing himself and **Finance Director Scott** as representatives to the Housing Council.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Taylor Draper** to confirm the Mayor's appointment of himself and **Finance Director Scott** as Housing Council Members.

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

Motion carries to confirm the Mayor's appointment of himself and **Finance Director Scott** as Housing Council Members.

Council President Hallum asked if anyone else would like to volunteer on the Housing Council. **Councilman Jarmuszkiewicz** and **Council Vice President Kline** volunteered.

Motion was made by **Council President Hallum**, seconded by **Councilwoman Taylor Draper** to appoint **Councilman Jarmuszkiewicz** and **Council Vice President Kline** as Housing Council Members.

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

Motion carries to appoint **Councilman Jarmuszkiewicz** and **Council Vice President Kline** as Housing Council Members.

PUBLIC PORTION #2 (Audio: 33:19 – 37:19)

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

Public Portion #2 opened at 7:35pm

Jenna Bing, 36951 Beech Hills, Willoughby Hills, 44094 asked what the Housing Council is? Also, she understands we are spending road money on design, but is that sucking up all of our annual road money? Voiced concern about what is left in the budget, and could someone clarify our road program?

Frank Cihula, Dixon Road, Willoughby Hills, 44094 believes under the law, Council members may not receive a raise under current term in office, and does that still apply to the rate talked about earlier?

Public Portion #2 closed at 7:36 pm

Questions/comments following Public Portion #2

Council President Hallum regarding Housing Council: We have Community Reinvestment Act areas in the city, when that was created by the government it was originally for residential properties. It has expanded to commercial properties, so we created a Housing Council to be in compliance with requirements.

City Engineer DiFranco addressed the roads: in addition to design of Chardon Road this year, we are planning on resurfacing Pleasant Valley west of the bridge to Chardon Road. We also have a five year plan for roads with River Road coming up for resurfacing with the State of Ohio, but we also have several residential roads on the plan for next year and beyond.

Council President Hallum responded to Mr. Cihula saying with regard to raises: yes, if we were to vote on raises it would not apply until after the next election. However, there is an ordinance that was passed back in 2002 (I believe) by that Council that ties the Mayor and Council salaries to the CPI. If the CPI goes up, the raise percentage goes up, if the CPI goes down, so does the raise percentage. It is directly attached to the CPI.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY
(Audio: 37:20 – 37:59)

Councilwoman Taylor Draper recognized International Women's Day and March 7 was Bloody Sunday and the start of the Civil Rights movement.

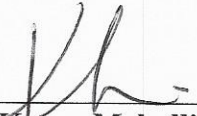
Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller** to adjourn the meeting.

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

The meeting was adjourned at 7:40 p.m.

APPROVED: 3/23/23
Date


Chris Hallum
President of Council

ATTEST: 
Karen Mehollin
Clerk of Council Pro Tem