

City of Willoughby Hills

Regular Council Meeting Minutes of March 28, 2024

The Regular Council Meeting was called to order on Thursday, March 28, 2024 at 7:00 p.m. in Council Chambers. **Council President Kline** presided.

Call to Order 7:00 p.m. (0:07)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 0:17)

ROLL CALL (Audio: 0:044)

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

Also Present: Mayor Christopher Hallum, Assistant Law Director Stephanie Landgraf, City Engineer Pete DiFranco, and Finance Director Bruce Scott

Absent: Councilwoman Belich

Motion made by Councilman Knecht, seconded by Councilwoman Miller to excuse Councilwoman Belich from tonight's meeting.

Discussion on the Motion:

Council President Kline stated Councilwoman Belich followed correct protocol.

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

NAYS: None

Vote: 6/0

Motion passes to excuse Council Councilwoman Belich from tonight's meeting.

Appointment of Council Clerk Pro Tem:

Motion made by Councilwoman Miller, seconded by Councilman Knecht to appoint Laura O'Donnell as Council Clerk Pro Tem for tonight's meeting.

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

NAYS: None

Vote: 6/0

Motion passes to appoint Laura O'Donnell as Council Clerk Pro Tem for tonight's meeting.

DISPOSITION OF THE JOURNAL (Audio: 3:17)

Motion made by Council Vice President Taylor Draper seconded by Councilwoman Sivo to approve the minutes of the March 14, 2024 Regular Meeting of Council.

Discussion on the Motion:

None.

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

NAYS: None

Vote: 6/0

Motion passes to approve the minutes of the March 14, 2024 Regular Meeting of Council.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 4:11)

- 03/26/2024 Email from Fink, Sandra RE: Street Lighting Assessment
- 03/26/2024 Email from Stephanie E. Landgraf RE: Working Committee changes to legislation
- 03/25/2024 Email from Willoughby Hills Fire Chief RE: Liquor Control Permit | Sheetz
- 03/25/2024 Email from Karen Mehollin FW: Building Code Enforcement Agreement
- 03/25/2024 Email from Stephanie E. Landgraf RE: Ordinance 2024-016
- 03/25/2024 Email from Ray Somich RE: Copy of Ordinances/resolutions
- 03/24/2024 Email from Mike Kline Re: Council Clerk Applicant
- 03/22/2024 Email from Ray Somich Copy of Ordinances/resolutions
- 03/22/2024 Email from Maureen Bach Part-Time Council Clerk
- 03/22/2024 Email from Karen Mehollin Fw: Mayor Report - 3-15-24
- 03/22/2024 Email from Novak, Alisa FW: PCB Class Action – Uncashed check reminder
- 03/21/2024 Email from Karen Mehollin Clerk resume
- Thu 03/21 Email from Pietro DiFranco Willoughby Hills City Engineer Report 240321
- Thu 03/21 Email from Novak, Alisa Annual Sewer Rate Adjustments
- Wed 03/20 Email from Thomas Lobe Re: Ordinance for next meeting
- Tue 03/19 Email from Laurie.Scarmuzzi@dot.ohio.gov RE: PID 112659 LAK US 006 00.44; Willoughby Hills; Final Legislation - Executed
- Tue 03/19 Email from Naegele, Matthew RE: Liquor Control Permit | Sheetz
- Tue 03/19 Email from Jennifer Varro Re: Today
- Mon 03/18 Email from pc-abr FW: PCABR Meeting 3/21/24 THURSDAY -- 7:00 PM
- Mon 03/18 Email from Mayor Hallum FW: FY25 Rep. Joyce Request Portal - Open
- Mon 03/18 Email from Mark Grubiss FW: Emailing: Scanned-image09-14-2023-141859.pdf
- Mon 03/18 Email from Titchenell, Marne via Ocwc [OCWC] Deer Workshop for Municipalities and Parks
- Mon 03/18 Email from David Merkowitz via Formstack America 250 Ohio Grant Application URL
- 03/15/2024 Email from newsletter City Electronic Newsletter - Friday, March 15, 2024
- 03/15/2024 Email from Michael C. Lucas Ordinance No. 2024
- 03/15/2024 Email from Mark Grubiss new equipment for service
- 03/15/2024 Email from Naegele, Matthew Request Ord Surplus Car
- 03/14/2024 Email from Michael C. Lucas Willoughby Hills AFSCME Collective Bargaining Agreement Draft
- 03/14/2024 Email from Mayor Hallum RE: Lake County Visitors Bureau Eclipse Grant

PUBLIC PORTION #1 (Audio: 4:27)

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

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

No one spoke.

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

MAYOR'S REPORT (Audio: 4:47)

Mayor Hallum wished everyone a happy Spring. He then invited all residents to a Eclipse Viewing Party on April 8 at Roemisch Field next to the Community Center. He also reminded listeners to follow safety precautions when viewing the eclipse. He reported that Republic trash and recycle will be coming early on Monday for pick up.

The Mayor also reported:

- Shred Day is scheduled for Saturday, April 13 at City Hall
- Music Fest will be on August 17; there are sponsorship opportunities, if interested reach out to
- Communications Supervisor, Karen Mehollin for more information
- Marty Gazdak is retiring from the Service Department; his last day will be April 1. The City thanks Marty for his 24 years of service and wished him the best
- The Mayor also commended Dan Clayton on his 30 years of service with the Willoughby Hills Fire Department. He was given a 30 year coin. The Mayor spoke of how fortunate the City is to have so many long-term employees
- Mayor Hallum and Police Chief Naegele attended a forum with Ohio State Senator Jerry Cirino and Attorney General Dave Yost discussing border security; several other municipalities attended. He spoke further (Audio: 7:55)

LAW DIRECTOR'S REPORT (Audio: 8:22)

Assistant Law Director Landgraf mentioned one change to Ordinance 2023-039. She stated an amendment was made to Section D2 and discussed the omission of an emergency clause (Audio: 9:00)

FINANCE DIRECTOR'S REPORT (Audio: 10:47)

No report.

CITY ENGINEER'S REPORT (Audio: 10:57)

City Engineer DiFranco reported:

- Bids were received for the Chardon Road West resurfacing project and came in slightly under budget by about 8%. The contractor is Ronyak Paving they did Phase 1, so Mr. DiFranco was happy to see them return
- The City is taking bids for the street and sewer rehab next week

BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 11:51)

PC-ABR reported by Council Vice President Taylor Draper

Council Vice President Taylor Draper reported:

- Planning Commission Architectural Board of Review met on March 21. During the Architectural Board portion of the meeting a monument sign was approved at 28915 Chardon Road.

- There was no business during the Planning portion

Council Vice President Taylor Draper mentioned the positive improvement to the area where the monument sign was approved for the Animal Rehabilitation Center. She is proud of the Center and all of the improvements they are making to the area.

Beautification Committee reported by Council Vice President Taylor Draper

No report.

Recreation Commission reported by Councilman Jarmuszkiewicz

Councilman Jarmuszkiewicz reported:

- An organizational Pickle Ball meeting is scheduled for Tuesday, April 2.
- Registration for baseball and softball is wrapping up.

Finance Committee Report by Council President Kline

No report.

WHISPER reported by Councilwoman Miller

No report.

Deer Management Committee reported by Councilwoman Belich

No report.

Business Subcommittee – reported by Councilwoman Sivo

No report.

UNFINISHED BUSINESS: (Audio: 14:22)

Council President Kline stated the City was unable to get the AM 250 OH grant in by the deadline. We will continue to pursue any grant openings. The City will continue gathering historical records for an ongoing living monument. He expanded further **(Audio: 15:55)**

LEGISLATION: (Audio 16:55)

ORDINANCE 2023-039 AMENDED – THIRD READING

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, PART 11-PLANNING AND ZONING CODE, TITLE THREE-CODE ADMINISTRATION, CHAPTER 1111 DEVELOPMENT PLAN REVIEW PROCEDURES, SECTION 1111.02 DEVELOPMENT PLAN REVIEW, BY THE ADDITION OF PARAGRAPH (D) REQUIRING TEMPORARY SIGN NOTIFICATION OF DEVELOPMENT UPON THE COMMENCEMENT OF ANY RESIDENTIAL DEVELOPMENT PLAN REVIEW PROCESS UNDER CHAPTER 1111.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilman Jarmuszkiewicz** to waive the 48 Hour Notification Rule on Ordinance 2023-039 Amended.

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

NAYS: None

Vote: 6/0

Motion carries to waive the 48 Hour Notification Rule on Ordinance 2023-039 Amended.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo** to waive the Three Readings on Ordinance 2023-039 Amended.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated that passing the Ordinance quickly will allow the Police Department to expedite the purchase of the new vehicles and have them ready for next year.

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

Motion carries to waive the Three Readings on Ordinance 2023-039 Amended.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to adopt Ordinance 2023-039 Amended.

Discussion on the Motion:

Council Vice President Taylor Draper stated the Ordinance was a result of the public's wish to be informed of projects going on in their neighborhoods. She feels it may not be perfect, but she hopes it will be a good start. She encourages all to become more involved.

Mayor Hallum acknowledged all of **Council Vice President Taylor Draper's** hard work and dedication to making the Ordinance happen. He applauded her for her perseverance, and thanked her for not giving up.

President Kline echoed the Mayor's comments and added a quote from Winston Churchill: "I have nothing to offer but blood, toil, tears and sweat." He commended **Council Vice President Taylor Draper's** hard work and effort.

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

Motion carries to adopt Ordinance 2023-039 Amended.

ORDINANCE 2024-012 – FIRST READING

AN ORDINANCE TO DECLARE ONE (1) CITY VEHICLE AS SURPLUS PROPERTY AND GRANTING AUTHORIZATION TO SELL SAID SURPLUS VEHICLE ON THE OPEN MARKET UPON SUCH TERMS AND AT SUCH PRICES AS ARE DEEMED MOST ADVANTAGEOUS TO THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Sivo** to waive the Three Readings on Ordinance 2024-012.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated that passing the Ordinance quickly will allow the Police Department to expedite the sale of the surplus.

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

Motion carries to waive the Three Readings on Ordinance 2024-012.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller** to adopt Ordinance 2023-039 Amended.

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

Motion carries to adopt Ordinance 2024-012.

ORDINANCE 2024-013 – FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS TO SECURE THE PURCHASE OF A NEW CATERPILLAR SKID STEER LOADER THROUGH SOURCEWELL, A COOPERATIVE PURCHASING COMPANY, AND DECLARING AN EMERGENCY.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to waive the Three Readings on Ordinance 2024-013.

Discussion on the Motion:

Council Vice President Taylor Draper stated Road Superintendent Grubiss explained in the Working Committee the age and state of the old skid steer and the improvement impact.

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

Motion carries to waive the Three Readings on Ordinance 2024-013.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to adopt Ordinance 2024-013.

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

Motion carries to adopt Ordinance 2024-013.

ORDINANCE 2024-014 – FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS TO SECURE THE PURCHASE OF A NEW CATERPILLAR MINI HYDRAULIC EXCAVATOR THROUGH SOURCEWELL, A COOPERATIVE PURCHASING COMPANY, AND DECLARING AN EMERGENCY.

Motion made by **Councilwoman Miller**, seconded by **Councilman Knecht** to waive the Three Readings on Ordinance 2024-014.

Discussion on the Motion:

Councilwoman Miller stated it would be worthwhile to move forward with the quotes for best pricing.

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

Motion carries to waive the Three Readings on Ordinance 2024-014.

Motion made by **Councilwoman Miller**, seconded by **Councilman Knecht** to adopt Ordinance 2024-014.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated the equipment is in the budget and the pricing is lower than budgeted.

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

Motion carries to adopt Ordinance 2024-014.

ORDINANCE 2024-015 – FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS TO SECURE THE PURCHASE OF A NEW 2024 MACK TRUCK CAB AND CHASSIS THROUGH SOURCEWELL, A COOPERATIVE PURCHASING COMPANY, AND DECLARING AN EMERGENCY.

Motion made by **Councilman Knecht**, seconded by **Councilwoman Sivo** to waive the Three Readings on Ordinance 2024-015.

Discussion on the Motion:

Councilman Knecht stated it would replace an old freightliner unit that has badly rusted. Many repairs have already been made to the unit, and it would be worthwhile to upgrade. It is currently an advantageous market with a future forecast of an increase in prices.

Council Vice President Taylor Draper added there are also multiple uses for the truck (plow, asphalt, etc.) which add to the overall expenditure.

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

Motion carries to waive the Three Readings on Ordinance 2024-015.

Motion made by **Councilman Knecht**, seconded by **Councilwoman Sivo** to adopt Ordinance 2024-015.

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

Motion carries to adopt Ordinance 2024-015.

ORDINANCE 2024-016 – FIRST READING

AN ORDINANCE AMENDING PART NINE – STREETS, UTILITIES & PUBLIC SERVICES, TITLE FIVE – OTHER PUBLIC SERVICES, CHAPTER 941 – USE OF PUBLIC PROPERTY OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, REPEALING CONFLICTING LEGISLATION, AND DECLARING AN EMERGENCY.

Motion made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to waive the Three Readings on Ordinance 2024-016.

Discussion on the Motion:

Councilwoman Miller stated allowing the Mayor to make quick decisions on the rental rates and policies would help the City recoup some of the expenditures going into the operating of the rental facilities.

Mayor Hallum thanked Council for its consideration in passing the Ordinance which would allow for more nimble movement.

Councilman Jarmuszkiewicz stated moving forward would aid in receiving usage reports and better status updates and possibly a better return to the City.

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

Motion carries to waive the Three Readings on Ordinance 2024-016.

Motion made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to adopt Ordinance 2024-016.

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

Motion carries to adopt Ordinance 2024-016.

RESOLUTION 2024-005 – FIRST READING

A RESOLUTION DECLARING THE MONTH OF APRIL AS CHILD ABUSE PREVENTION MONTH IN THE CITY OF WILLOUGHBY HILLS.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to waive the Three Readings on Resolution 2024-005.

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

Motion carries to waive the Three Readings on Resolution 2024-005.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to adopt Resolution 2024-005.

Discussion on the Motion:

Councilwoman Miller stated it's important to educate the public on possible abuse in any community and encourages listeners to say something, if they see something.

Councilman Jarmuszkiewicz hopes that this Ordinance provides awareness and prevents abuse.

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

Motion carries to adopt Resolution 2024-005.

RESOLUTION 2024-006 – FIRST READING

A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF WILLOUGHBY HILLS TO ENTER INTO AN AGREEMENT WITH THE BOARD OF COMMISSIONERS OF LAKE COUNTY, OHIO, THROUGH ITS BUILDING DEPARTMENT, TO PERFORM BUILDING CODE ENFORCEMENT DUTIES FOR THE CITY OF WILLOUGHBY HILLS, AND DECLARING AN EMERGENCY.

Motion made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to waive the Three Readings on Resolution 20424-006.

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

Motion carries to waive the Three Readings on Resolution 2024-006.

Motion made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to adopt Resolution 2024-006.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated he believes this Resolution is a continuation of a service contract due to the lack of a Building Inspector in our City.

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

Motion carries to adopt Resolution 2024-006.

Motion made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to authorize 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 Ohio Springs Inc., DBA Sheets, 28601 Bishop Road, Willoughby Hills, Ohio 44092, Permit Class C New, liquor license application.

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

Motion passes.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht** to accept the Lake County Visitor's Bureau Eclipse Grant money of \$375 with the City to match \$375.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated accepting the grant will help the City purchase items for an eclipse viewing party for its residents.

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

Motion passes.

Motion made by **Councilwoman Miller**, seconded by **Councilwoman Sivo** to declare Music Fest 2024 in Willoughby Hills a public purpose on August 17, 2024.

Discussion on the Motion:

Council Vice President Taylor Draper invited residents to save the date for the Music Fest. Planning has been ongoing since the conclusion of the 2023 event. She feels it is sure to be a good time and hopes residents will be able to attend.

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

Motion passes.

PUBLIC PORTION #2 (Audio: 46:07)

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

Public Portion #2 opened at 7:46 p.m.

No one spoke.

Public Portion #2 closed at 7:46 p.m.

Motion made by **Councilwoman Miller**, seconded by **Councilwoman Sivo** to go into Executive Session for the purpose of discussing pending or imminent litigation and inviting all of **Council, Assistant Law Director Landgraf, and Mayor Hallum.**

Discussion on Motion:

None.

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

Motion carries to go into Executive Session for the purpose of discussing pending or imminent litigation and inviting all of Council, Assistant Law Director Landgraf, and Mayor Hallum.

Executive Session entered: 7:40 p.m.

Meeting reconvened: 8:00 p.m.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to authorize the Mayor to tender a three-day notice vacate if necessary the tenant at 2608 SOM Center Road.

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

Motion passes.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY
(Audio Part 2: 1:17)

Councilwoman Miller wished everyone a blessed Easter and hoped to see residents at the eclipse viewing party on April 8.

Council President Kline commended the Beautification Committee on their Spring décor. He feels they do a wonderful job.

Mayor Hallum also thanked the Beautification Committee for all they do to lift the spirits at City Hall.

ADJOURNMENT (2:37)

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

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

The meeting was adjourned at 8:03 p.m.

APPROVED: APRIL 11, 2024
Date


Michael Kline
President of Council

ATTEST: Laura O'Donnell
Laura O'Donnell
Clerk of Council Pro Tem