

President of Council
CHRISTOPHER HALLUM
Vice President of Council
MICHAEL KLINE
Council Clerk
LAURA O'DONNELL

City of Willoughby Hills

Council
JULIE A. BELICH
JOE JARMUSZKIEWICZ
DANIEL KNECHT
VICKI MILLER
TANYA TAYLOR DRAPER

Regular Council Meeting Minutes of May 25, 2023

The Regular Council Meeting was called to order on Thursday, May 25, 2023 at 7:00 p.m. in Council Chambers. **Council President Hallum** presided.

Call to Order 7:00 p.m. (Audio: 1:13)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 1:27)

ROLL CALL (Audio:1:55)

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

Also Present: Law Director Michael C. Lucas, City Engineer Pietro A. DiFranco, Finance Director Bruce Scott

Absent: Councilman Knecht

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

Discussion on the Motion:

Council President Hallum stated **Councilman Knecht** followed correct protocol.

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

NAYS: None

Vote: 6/0

Motion carries to excuse **Councilman Knecht** from tonight's meeting.

DISPOSITION OF THE JOURNAL (Audio: 3:03)

Motion made by Council Vice President Kline seconded by **Councilman Belich** to adopt the minutes of the May 11, 2023 Regular Council Meeting.

Discussion on the Motion:

None.

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

Motion carries to adopt the meeting minutes of the May 11, 2023 Regular Council Meeting.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 3:47)

05/09/2023 Email from Jen.Boger@ethics.ohio.gov Re: Ohio Ethics Commission 2022 Financial Disclosure Statement General Filing Deadline is Monday
05/09/2023 Email from Finance Director Re: SOM RENTAL HOUSE
05/08/2023 Email from Katherine D. Lloyd Re: Master Plan, etc
05/08/2023 Email from Karen Mehollin RE: ComDoc Copier Proposal
05/08/2023 Email from Karen Mehollin Re: INSA Walk-Through
05/08/2023 Email from Chris Hallum Fwd: Parking Code Comparison - Willoughby Hills
05/06/2023 Email from Joe Jarmus Re: Working Committee of Council Meeting; Monday, May 8
05/05/2023 Email from Keister, Myranda N. Re: LDA Report to the Community
05/05/2023 Email from Mayor Gardner Re: White Road Resurfacing - Coop w/Mayfield Village
05/05/2023 Email from Tanya Taylor Draper Re: D2 Meetings
05/05/2023 Email from Pietro DiFranco RE: White Road Resurfacing - Coop w/Mayfield Village
05/05/2023 Email from Robert J. Gandee RE Willoughby Hills/Red Cross Smoke Detector Install Day
05/05/2023 Email from Michael C. Lucas RE: New Legislation | ORD 2023-029
05/04/2023 Email from Gloria Majeski Re: Willoughby Hills Records Request
05/04/2023 Email from pc-abr RE Approved PCABR Minutes for 4/20/23
05/03/2023 Email from Gloria Majeski Re: Sign in sheets at District meetings
05/03/2023 Email from Gloria Majeski Re: Abitibi Paper Recycle bins
05/03/2023 Email from Mark Grubiss RE: Website - Take 2
05/03/2023 Email from Stephanie Kellner Re: Adopted Legislation - Willoughby Hills | April
05/03/2023 Email from Katherine D. Lloyd Fw: Architectural Design Guidelines / Masonry Aboveground
05/03/2023 Email from Mayor Gardner Re: Award Recommendation, Proposal, Evaluation - Rogers Rd Slope Repair - Schirmer
05/03/2023 Email from Stephanie Kellner Re: Adopted Legislation - Willoughby Hills | April
05/03/2023 Email from Karen Mehollin Re: Updated City Roster
05/03/2023 Email from Robert J. Gandee RE: District Meetings | District 1; May 3
05/03/2023 Email from Mike Kline Re: District Meeting 1
05/03/2023 Email from Michael C. Lucas Fwd: Revised Marijuana Ordinance
05/02/2023 Email from Building Dept. RE: New Service Vehicle
05/02/2023 Email from Carol Johnson business taxes
05/02/2023 Email from Mark Grubiss RE: Signs for District Meetings
05/02/2023 Email from Stephanie Kellner Re: Adopted Legislation - Willoughby Hills | April
05/02/2023 Email from Joe Jarmus Re: District Meetings | District 1; May 3
05/02/2023 Email from Dean Hankins 2023 Christmas Holiday Lighting
05/01/2023 Email from Mike Kline Re: District Meetings | District 1; May 3
05/01/2023 Email from pc-abr Packets for 5/4/23 PCABR Meeting
05/01/2023 Email from pc-abr Approved PCABR Minutes for 4/6/23
05/01/2023 Email from Laura O'Donnell District Meeting PPT Draft
05/01/2023 Email from Stephanie Kellner Re: Adopted Legislation - Willoughby Hills | April
05/01/2023 Email from Karen Mehollin Evolve - Server Reboot
05/01/2023 Email from Karen Mehollin Website
04/29/2023 Email from Angel Tormis Re: PUBLIC RECORDS REQUEST
04/28/2023 Email from NOACA Sign up for the Go CAR(bon) Free Challenge!
04/27/2023 Email from Karen Mehollin Deer Management Call
04/27/2023 Email from Vicki Miller Re: District Meetings | District 1; May 3

04/27/2023 Email from Willoughby Hills Finance Dept. RE: District Meetings | Purchase Order
04/27/2023 Email from chris.allen@construction.com 2023 Street Resurfacing
04/27/2023 Email from Willoughby Hills Recreation Dept. RE: Set up for Council District meetings
04/26/2023 Email from Mike Kline District 1 Meeting
04/26/2023 Email from Michael C. Lucas Fwd: Request for Executive Session
04/26/2023 Email from Michael Sivo Re: Cleveland Veterinary Rehabilitation
04/26/2023 Email from Tanya Taylor Draper Re: District Meetings | District 1; May 3
04/26/2023 Email from David Dao RE: Expedition landed, PO CT002805

PUBLIC PORTION #1 (Audio 4:04)

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

Public Portion #1 opened at 7:03 p.m.

Public Portion #1 closed at 7:03 p.m.

Questions/comments following Public Portion #1:

None.

MAYOR'S REPORT (Audio: 4:54)

Mayor Gardner reported:

- The Fire Department and volunteers from the Red Cross conducted operation Sound the Alarm and installed fire alarms in 41 home in the city last Friday. If there are any residents still in need, contact the Fire Department (440) 942-7207 (non-emergency line).
- The new fire blanket has arrived, and the Fire Department is working with the Police Department on training.
- The city had a successful Electronics Recycling Day at City Hall. There were approximately 80 cars that came through with items. He thanked Communications Supervisor, Karen Mehollin and other volunteers for their help. We will look into scheduling another event in the Fall.
- The Memorial Ceremony is at 11:00 AM on Monday at the Veteran's Memorial at the Community Center. He thanked the VFW Post for helping coordinate.
- The Willoughby Hills Mind Challenge team defeated several local teams to advance into regionals.
- Pleasant Valley road resurfacing is complete. Road rejuvenation on Legend Lane has been completed. We are working on the city's portion of Progress Parkway. River Road Slope Repair was completed. Other upcoming projects: Chardon Road resurfacing and the Rogers Road Slope Repair. The Service Department is also doing road patchwork repair.
- ODOT is committing \$650,000 to safety upgrades (a barrier) on I-90 between Bishop Road and I-271.

Questions/comments following Law Director's Report:

Councilwoman Belich asked if the Mayor could expand on "safety upgrades"?

Mayor Gardner stated ODOT has a safety fund that can be accessed for swifter responses. They are not asking for any contribution from the city. They will be installing a barrier of some kind to prevent head on collisions.

Council President Hallum stated the Fire Department has battery-only fire alarms, not the wired variety, but informed that both should be replaced after 10 years.

LAW DIRECTOR'S REPORT (Audio: 12:07)

Law Director Lucas stated some items needed to be flushed out today within Ordinance 2023-023 Amended; specifically in the Collective Bargaining Agreement, however, Mr. Lucas would like Council to pass the legislation this evening.

Questions/comments following Law Director's Report:

Councilwoman Miller stated she was unable to review the edits.

Law Director Lucas summarized the changes.

Councilwoman Taylor Draper stated she would like more time to review.

Council Vice President Kline stated he was able to review the contract and spoke to administration about the edits.

Council President Hallum stated for the record that the update was received at 2:00 p.m.

Law Director Lucas also stated for the record that the internet and phone lines to City Hall were down for a substantial part of the morning.

Councilwoman Miller stated she understood the difficulties. She received her email at 4:07 p.m.

FINANCE DIRECTOR'S REPORT (Audio: 22:22)

Finance Director Scott gave a brief summary relating to Resolution 2023-008 and the City Tax Budget for 2024. He stated there will be a Public Hearing before the next Regular Council Meeting, and copies are available at the Finance window at City Hall.

Questions/comments following Law Director's Report:

None.

CITY ENGINEER'S REPORT (Audio: 23:17)

City Engineer DiFranco stated he is working with the Police Department on replacing the current parking structure.

Questions/comments following City Engineer's Report:

Councilwoman Taylor asked if there were any updates on the City Hall parking lot lighting?

City Engineer DiFranco said he had no update. Mark Grubiss was out on vacation, and he would be purchasing and installing the lighting.

BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 24:00)

PC-ABR reported by Councilwoman Taylor Draper

Councilwoman Taylor Draper reported:

- Planning & Zoning Commission Architectural Board of Review did not meet last Thursday. Therefore, there was no new business. Ms. Taylor Draper did want to remind residents that the Master Plan is available on the City website, and to please take a moment to review.
- The councilwoman received a question regarding the new Sheetz on Bishop Road and electric car hook ups. She spoke with a Sheetz representative who stated they would be interested in working with another company to bring a charging station to their location. She asked Mr. DiFranco is there were any special restrictions

City Engineer DiFranco stated there were no special zoning restrictions.

Mayor Gardner stated there may be a fire code and to check with the Fire Department.

Questions/comments:

Council President Hallum stated he hoped the hook ups would become available, and that it would be positive for the businesses in that area.

Mayor Gardner stated the June 1 meeting will have a full agenda. The owners of the Frank Lloyd Wright home are coming for approval of a new structure.

Recreation Commission reported by Councilman Jarmuszkiewicz

Councilman Jarmuszkiewicz reported:

- Softball/Baseball has begun.
- The Rec Commission will be scheduling a Pickleball subcommittee meeting in early-mid June.
- August 19 is Music Fest this year. There will be three main bands, and we are working to get some smaller acts as well. There will be a Kids Zone, food trucks and a car show. Council and the Recreation Commission are continuing to contact city businesses with sponsorship opportunities. If you have any interest in sponsoring, volunteering or applying for a spot in the car show, please reach out to the Mayor's office. Stay tuned to updates by signing up for the city's e-newsletter or visiting the city website.

Questions/comments following the Recreation Commission Report:

None.

Finance Committee Report by Council Vice President Kline

No report.

Questions/comments following the Finance Committee Report:

None.

Beautification Committee reported by Councilwoman Taylor Draper

Councilwoman Taylor Draper invited residents to come up at nighttime to view the lights and decorations set up at City Hall.

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: 30:13)

No Unfinished Business to report.

LEGISLATION (30:27)

ORDINANCE 2023-023 AMENDED – THIRD READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS AND THE TEAMSTERS LOCAL 436, AND DECLARING AN EMERGENCY.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller** to adopt Ordinance 2023-023 Amended.

Discussion on the Motion:

Councilwoman Belich, stated she would like more time to review the contract. **Councilwoman Taylor Draper** agreed.

Councilwoman Miller, felt there should be a new draft sent out to Council for review.

Mayor Gardner was unaware of the additional changes and understands the need for additional review time.

Motions withdrawn by **Councilman Jarmuszkiewicz** and **Councilwoman Miller** to adopt Ordinance 2023-023 Amended.

Remains on Third Reading.

ORDINANCE 2023-030 – FIRST 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 JULY 1, 2023 THROUGH DECEMBER 31, 2023 AND DECLARING AN EMERGENCY.

Remains on First Reading.

ORDINANCE 2023-031 – FIRST 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” AND DECLARING AN EMERGENCY.

Remains on First Reading.

ORDINANCE 2023-032 – FIRST READING

AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. 2023-008 TO COMPLY WITH STATE BUDGETARY LAWS REQUIRING MUNICIPALITIES TO MAINTAIN POSITIVE ACCOUNT BALANCES THROUGHOUT THE YEAR BY PROVIDING FOR 2023 OPERATING BUDGET REVISIONS SPECIFICALLY TO PROVIDE ADDITIONAL FUNDING FOR POLICE DEPARTMENT WEAPONS AND WHITE ROAD RESURFACING, AND REPEALING CONFLICTING LEGISLATION.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Taylor Draper** to waive the Three Readings on Ordinance 2023-032.

Discussion on the Motion:

None.

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

Motion carries to waive the Three Readings on Ordinance 2023-032.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Taylor Draper** to adopt Ordinance 2023-032.

Discussion on the Motion:

Councilwoman Taylor Draper stated from her understanding no changes have been made to the budget. This is only a re-appropriation. **Finance Director Scott** confirmed. **Councilman Jarmuszkiewicz** noted the benefits of moving this along expeditiously.

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

Motion carries to adopt Ordinance 2023-032.

RESOLUTION 2023-007

A RESOLUTION TO APPROVE A THEN AND NOW CERTIFICATE AND TO AUTHORIZE THE FINANCE DIRECTOR TO DRAW A WARRANT FOR THE ORDERS OR CONTRACTS ASSOCIATED WITH SUCH CERTIFICATE FOR AMBULANCE REPAIRS AND DECLARING AN EMERGENCY.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller** to waive the Three Readings on Resolution 2023-007.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated this resolution would expedite the payment for services already rendered without the required purchase order.

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

Motion carries to waive the Three Readings on Resolution 2023-007.

Motion made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Taylor Draper** to adopt Resolution 2023-007.

Discussion on the Motion:
None.

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

Motion carries to adopt Resolution 2023-007.

RESOLUTION 2023-008

A RESOLUTION ADOPTING A TAX BUDGET FOR THE FISCAL YEAR 2024 FOR THE CITY OF WILLOUGHBY HILLS.

Remains on First Reading.

NEW BUSINESS: (Audio: 39:33)
None.

PUBLIC PORTION #2 (Audio: 39:37)

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

Public Portion #2 opened at 7:39 p.m.

Mark Belich, 37200 Chardon Road, Willoughby Hills, 44094 Apologized with humor to Former Finance Director Brichacek, for suggesting he did not speak into the microphone during Council Meetings. He stated it is still difficult to hear and understand Finance Director Scott, and that the microphone seems to be an issue.

Public Portion #2 closed at 7:39 p.m.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY
(Audio: 40:27)

Council Vice President Kline thanked the Beautification Committee for the work they did updating City Hall for Memorial Day and Fourth of July.

Councilman Jarmuszkiewicz reminded all to remember and honor the armed forces service members who have given their lives to protect us and allow us our freedoms.

Councilwoman Miller wished everyone a wonderful Memorial Day weekend and hoped residents would attend the ceremony at 11:00 a.m. on Monday, May 29.

Council President Hallum thanked all who were a part of the Spring District Meetings.

Councilwoman Belich reminded all to be aware of cyclists and motorcyclists on the roadway.

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

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

The meeting was adjourned at 7:32 p.m.

APPROVED: June 8, 2023
 Date

 Christopher Hallum
Christopher Hallum
President of Council

ATTEST: Karen Mehollin
Karen Mehollin
Clerk of Council Pro Tem