

President of Council
CHRISTOPHER HALLUM

Vice President of Council
MICHAEL KLINE

Clerk of Council
KAREN MEHOLLIN

City of Willoughby Hills

COUNCIL:

JULIE A. BELICH

JOE JARMUSZKIEWICZ

DANIEL KNECHT

VICKI MILLER

TANYA TAYLOR DRAPER

Regular Council Meeting

Minutes of June 9, 2022

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, May 26, 2022 at 7:00 p.m. in Council Chambers. Council President Hallum presided.

Call to Order 7:00 p.m. (Audio: 0:00 – 1:23)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 1:24 – 1:40)

Swearing-In of Six New Part-Time Firefighters by Law Director Lucas. (Audio: 1:51 – 9:50)

ROLL CALL (Audio: 9:55 – 10:15)

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

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

Absent: Mayor Andy Gardner.

DISPOSITION OF THE JOURNAL (Audio: 10:26 – 11:05)

Motion made by Council Vice President Kline seconded by **Councilwoman Miller** to adopt the minutes of the May 26, 2022 Regular Council Meeting.

Discussion on the Motion:

None.

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

NAYS: None

ABSTAIN: Belich.

Vote: 6/0/1

Motion carries to adopt the meeting minutes of the May 26, 2022 Regular Council Meeting.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 11:09 – 11:20)

05/27/22 email from Gloria Majeski, re: Ordinance for Evolve Upgrade.

06/01/22 email from Pietro DiFranco, re: Bowen Proposal – Zoning Administration (Jul-Dec 2022)

06/02/22 email from Assistant Finance Director, re: New Hires.
06/02/22 email from Michael Lucas, re: Then and Now Certificate and Ordinance.
06/02/22 email from Frank Brichacek, re: 2023 Proposed Tax Budget.
06/02/22 email from Frank Brichacek, re: 2023 Proposed Tax Budget Public Hearing.
06/02/22 email from Frank Brichacek, re: Then & Now Certification Request – Community Center Ice Machine.
06/03/22 email from Robert Gandee, re: Swearing in for Thursday, June 9, Regular Council Meeting.
06/03/22 email from Pietro DiFranco, re: Willoughby Hills City Engineer Report 220603.
06/03/22 email from Michael Lucas, re: Draft (to be revised).
06/03/22 email from Tanya Taylor Draper, re: Re: Legislation for Next Week’s Meetings (6/6 and 6/9).
06/06/22 email from Michael Lucas, re: Then and Now Ordinance (Fellows).
06/06/22 email from Patrick Walsh, re: INSA Presentation.
06/06/22 email from Joe Jarmuszkiewicz, re: Updated Agenda and additional information for tonight’s meeting.
06/06/22 email from Michael Lucas, re: Beck Invoice.
06/06/22 email from Thomas Haren, re: INSA Presentation.
06/06/22 email from Jenna Bing, re: Scott Kordos complaint on Trailard.
06/07/22 email from Gloria Majeski, re: Deer Management.
06/07/22 email from Pietro DiFranco, re: WHCO 1345 – Building Numbering/Address.
06/07/22 email from Gloria Majeski, re: Scott Kordos complaint on Trailard.
06/08/22 email from Jenna Bing, re: Scott Kordos complaint on Trailard.
06/08/22 email from Gloria Majeski, re: Signed Ordinance 2018-46.

PUBLIC PORTION #1 (Audio: 11:22 – 11:39)

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

Public Portion #1 opened at 7:10pm.

No one spoke.

Public Portion #1 closed at 7:10pm.

Questions/comments following Public Portion #1:

None.

MAYOR’S REPORT (Audio: 11:40 – 13:11)

Council President Hallum reported the following on behalf of **Mayor Gardner**:

- Our sympathies go out to Jim Ours (Community Service Officer) on the passing of his father.
- Reminder that there is enforcement on both Eddy Road and Rogers Road with the paving on Route 6 so please be cognizant of your speed.
- Thank you to the volunteers who planted flowers in front of City Hall and around the sign out front. Looks great!
- This Saturday, June 11th, is Shred Day from 9:00 – 12:00 at City Hall.

Questions/comments following Mayor’s Report:

None.

LAW DIRECTOR’S REPORT (Audio: 13:12 – 15:04)

Law Director Lucas reported that he is still waiting to speak with INSA legal counsel of Frantz-Ward regarding registration amounts, updates to the existing document, Mr. Cihula’s concern of site location and concerns recently raised by BZA Chairman John Klements via letter emailed to all Council members on June 7, 2022.

Law Director Lucas also reported that he has not received any responses to the Air BnB notices sent out.

Questions/comments following Law Director's Report:

None.

FINANCE DIRECTOR'S REPORT (Audio: 15:05 – 15:47)

Finance Director Brichacek stated that the Tax Budget is being introduced tonight. This is the first step in the 2023 budget process. It is to be passed no later than July 15, 2022.

Questions/comments following Finance Director's Report:

None.

CITY ENGINEER'S REPORT (Audio: 15:50 – 20:45)

City Engineer DiFranco reported that the ad was placed for bids for the City Hall Parking Lot project and are due in about three weeks. There was a meeting with CEI regarding the removal of the parking lot poles as well as the later installation of perimeter lighting. Next week the Maypine Park Development will be on the Planning Committee agenda for preliminary phase approval which would then be brought to Council to amend recently adopted Resolution 2022-016.

Questions/comments following City Engineer's Report (Audio: 16:58 – 20:45)

Councilwoman Belich asked about the bumps being addressed with full depth repairs during the Chardon Road project. City Engineer DiFranco responded that money was included for those repairs and the surface has been milled and full-depth will follow. ODOT has final determination of what kind of repair is to be done and where after surface course is milled.

Councilman Jarmuszkiewicz asked if traffic patterns will be monitored for future repairs. City Engineer DiFranco stated that, no, traffic patterns are not currently being monitored.

Councilwoman Miller stated that she had an email conversation with Police Chief Naegele about speeding on Rogers Road. He said that a speed limit sign has been placed and they will be stepping up patrol in the area.

COMMITTEE REPORTS (Audio: 20:50 – 32:04)

PC-ABR – reported by Councilwoman Taylor Draper (Audio: 20:50 – 23:44)

Councilwoman Taylor Draper reported that there was a meeting held on June 2, 2022. During the ABR portion, there was approval for a home addition at 2901 Hunters Woods Lane. The city of Willoughby Hills came before the Commission in efforts to approve two free standing LED signs. One will replace the current sign in front of City Hall while the other will replace the current sign at the Community Center.

Councilwoman Taylor Draper went on to describe, with pictures, the possible sign options. The Board thought that there should be a bit more “flare” to them and offered up suggestions.

There was no business for the Planning Commission.

Councilwoman Taylor Draper reported on recent zoning issues. There have been three stop orders.

Councilwoman Taylor Draper reminded residents to make sure a permit is or is not needed before beginning any project. Also, to follow up with a previous report, Aldi and CVS are now in compliance and BP is about 99% cleaned up. There is a good chance that the court hearing on June 14th may not happen because things are progressing nicely.

Councilwoman Taylor Draper reminded everyone that the Master Plan meeting will be held June 16, 2022 at 6:00 pm followed by the PC-ABR meeting at 7:00 pm, both in Council Chambers.

Beautification Committee – reported by Councilwoman Taylor Draper (Audio: 23:48 – 28:05)

Councilwoman Taylor Draper reported that the Committee and several volunteers met at City Hall Saturday morning to plant flowers. They worked for two hours and spent just over \$1,000 on annuals, perennials, and supplies. They are hoping to put together a calendar to keep track of watering the flowers but a long term goal would be to install a sprinkler system. **Councilwoman Taylor Draper** went on to thank all of the volunteers, the Mark Grubiss and the rest of the Service Department, and Dick and Anthony at Gale’s Garden Center for helping to make this happen. If anyone would like to volunteer help care for the flowers, please contact City Hall and we’ll be in touch. She also thanked those who have adopted the flower boxes around the City and have taken the initiative to plant flowers on their own. They look great!

Recreation Commission Report by Councilman Jarmuszkiewicz (Audio: 28:20 – 30:30)

Councilman Jarmuszkiewicz reported that the pickleball courts are being used. He stated that they are still trying to establish leagues and such but there is a sign posted at the courts that if you’re interested in lessons (open & private), please contact the recreation department. **Councilman Jarmuszkiewicz** stated that he’s hoping for a soft opening this summer to introduce the courts and the sport.

Councilman Jarmuszkiewicz reminded residents that Shred Day is Saturday from 9:00-noon at City Hall.

Volunteers are needed to the August 13, 2022 Rock & Roll Day. It’s an all-day event and several volunteers will be needed. There is a sign-up genius on the City website as well as the City Facebook page.

Councilman Jarmuszkiewicz finished his report by stating that baseball and softball season is still going strong.

Finance Committee Report by Council Vice President Kline:

No report.

Business Subcommittee – reported by Council Vice President Kline (Audio: 30:43 – 32:04)

Council Vice President Kline reported that the Business Subcommittee is finalizing a survey to the local businesses and hopes to have it emailed out to everyone soon.

Questions/comments following Committee Reports:

None.

UNFINISHED BUSINESS (Audio: 32:06 – 36:20)

Councilwoman Taylor Draper asked if notifications to residents about upcoming major projects can be discussed. She asked where that “line” can be drawn for notifications. She thought that maybe a sign could be put up in the area of construction announcing the project and directing them somewhere where they can find more information. **Councilwoman Taylor Draper** asked Law Director Lucas if the City could request a sign from the company/developer. **Law Director Lucas** responded that, yes, the company/developer could definitely promote the area with signage as it is free marketing.

Councilwoman Miller asked if a sign could be put up to promote the upcoming Planning Commission meeting where the Maypine Development will be on the agenda and up for discussion.

Council President Hallum suggested the usage of the Council’s District Meeting signs to promote projects.

LEGISLATION (Audio: 36:24 – 42:41)

ORDINANCE 2022-033 –THIRD READING

AN ORDINANCE FIXING THE COMPENSATION FOR THE POSITION OF FULL-TIME ROAD SUPERINTENDENT; REPEALING CONFLICTING LEGISLATION, AND DECLARING AN EMERGENCY.

Motion was made by Councilwoman Miller, seconded by Councilman Knecht to adopt Ordinance 2022-033.

Discussion on the Motion:

Council Vice President Kline commented that Mark Grubiss is invaluable to the City.

Councilwoman Belich stated that, with this Ordinance, Mr. Grubiss will be more in-line with comparable positions in the area.

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

NAYS: None

Vote: 7/0

Motion Carries to adopt Ordinance 2022-033.

ORDINANCE 2022-034 – SECOND 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.

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

ORDINANCE 2022-035 – FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A NEW AGREEMENT WITH EVOLVE IP, LLC TO UPGRADE AND CONTINUE THE CITY’S IT SUPPORT SERVICES AND DECLARING AN EMERGENCY.

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

ORDINANCE 2022-036 – FIRST READING

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ACCEPT THE PROPOSAL AS SUBMITTED BY RICHARD L. BOWEN & ASSOCIATES, INC. PROVIDING ZONING ADMINISTRATION SERVICES FOR THE CITY OF WILLOUGHBY HILLS, FOR THE PERIOD JULY 1, 2022 THROUGH DECEMBER 31, 2022 AND DECLARING AN EMERGENCY.

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

ORDINANCE 2022-037 – FIRST READING

AN ORDINANCE TO AUTHORIZE THE EXECUTION OF A THEN AND NOW CERTIFICATE BY THE FINANCE DIRECTOR TO MAKE PAYMENT ON AN INVOICE FROM BAKER, DUBLIKAR, BECK, WILEY & MATTHEWS FOR LEGAL SERVICES.

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

RESOLUTION 2022-019 – FIRST READING

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 AND DECLARING AN EMERGENCY.

Motion was made by Councilwoman Taylor Draper, seconded by Councilman Jarmuszkiewicz to waive the three reading rule on Resolution 2022-019.

Discussion on the Motion:

Councilwoman Taylor Draper stated that the previous ice machine was old and broken and that a new machine is definitely needed.

Roll Call: **AYES:** Kline, Knecht, Miller, Taylor Draper, Belich, Hallum, and Jarmuszkiewicz.
NAYS: None
Vote: 7/0

Motion Carries to waive the Three Reading Rule on Resolution 2022-019.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Belich** to adopt Resolution 2022-019.

Discussion on the Motion:

No discussion.

Roll Call: **AYES:** Kline, Knecht, Miller, Taylor Draper, Belich, Hallum, and Jarmuszkiewicz.
NAYS: None
Vote: 7/0

Motion Carries to adopt Resolution 2022-019.

RESOLUTION 2022-020 – FIRST READING

A RESOLUTION ADOPTING A TAX BUDGET FOR THE FISCAL YEAR 2023 FOR THE CITY OF WILLOUGHBY HILLS.

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

Finance Director Brichacek stated that there will be two copies available at City Hall as well as on the City's website for residents to review.

NEW BUSINESS (Audio: 42:43 – 42:50)

No New Business.

PUBLIC PORTION #2 (Audio: 42:52 – 43:05)

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

Public Portion #2 opened at 7:41pm.

No one spoke.

Public Portion #2 closed at 7:41pm.

Questions/comments following Public Portion #2:

None.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY (Audio: 43:07 – 44:25)

Council President Hallum noted that one of our residents had a "Free Kona Ice" event going on today to help spread awareness of Batten's Disease. It's being held at Gale's Garden Center until 8:00pm.

Councilman Jarmuszkiewicz reported that Foster's Ice Cream has been sold and has been revamped. There is a re-opening date set for June 20th.

ADJOURNMENT (Audio: 44:30 – 44:50)

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

Discussion on the Motion:


None.

Motion Carries to adjourn the Regular Council meeting of June 9, 2022.

The meeting was adjourned at 7:43pm.

APPROVED: June 23, 2022
Date


Christopher Hallum
President of Council

ATTEST: 
Karen Mehollin
Clerk of Council