

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 October 27, 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, October 27, 2022 at 7:00 p.m. in Council Chambers. Council President Hallum presided.

Call to Order 7:00 p.m. (Audio: 0:00 – 0:10)

Cell Phone Reminder to Turn off Devices

Pledge of Allegiance (Audio: 0:15 – 0:28)

Presentation of \$2500 Check and Plaque in recognition of Green Ribbon Grant Award made by NOPEC's Aaron Marcovy and Courtney Freyhauf.

Presentation by Joanne Majeski, Trustee for The Gulick Family Charitable Remainder Unitrust, for the W.H.I.S.P.E.R. Program.

ROLL CALL (Audio: 10:15 – 10:38)

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

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

DISPOSITION OF THE JOURNAL (Audio: 10:40 – 11:57)

Motion made by Council Vice President Kline seconded by **Councilwoman Miller** to adopt the minutes of the October 13, 2022 Regular Council Meeting.

Discussion on the Motion:

None.

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

NAYS: None

Vote: 7/0

Motion carries to adopt the meeting minutes of the October 13, 2022 Regular Council Meeting.

Motion made by Council Vice President Kline seconded by **Councilwoman Belich** to adopt the minutes of the October 20, 2022 Special Council Meeting.

Discussion on the Motion:

None.

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

NAYS: None

Vote: 7/0

Motion carries to adopt the meeting minutes of the October 20, 2022 Special Council Meeting.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 12:00 – 12:14)

- 10/11/22 email from Pietro DiFranco, re: Liquor Permit – 27400 Chardon Apt. 1035 – Kianna Darling.
- 10/11/22 email from Frank Brichacek, re: Mayors Court Bank Account Signers Resolution Attachment.
- 10/12/22 email from Mayor Gardner, re: Changes to Saturday due to the Schedule – City Hall Drive Replacement & Front Porch Upgrades.
- 10/12/22 email from Frank Brichacek, re: Opioid Settlement Payment Update (Willoughby Hills).
- 10/13/22 email from Mayor Gardner, re: ENDT REQ – CITY OF WILLOUGHBY HILLS – ADD new Police Vehicles.
- 10/13/22 email from Michael Lucas, re: Ordinance 2022-059 Liab Ins.
- 10/13/22 email from Bryan Gruden, re: FOX 8 NEWS REQUEST.
- 10/13/22 email from Frank Brichacek, re: Ordinance 2022-059 Liab Ins.
- 10/13/22 email from Mayor Gardner, re: NAC meeting report 10-13-22.
- 10/13/22 email from Gloria Majeski, re: 9/25 email to Council Clerk.
- 10/13/22 email from Tanya Taylor Draper, re: Public Portion email (PC-ABR).
- 10/13/22 email from Kara Sutyak, re: WJW INQUIRY.
- 10/17/22 email from Matthew Naegele, re: For Your Record.
- 10/17/22 email from John Bertosa, re: Willoughby Hills Council – Special Meeting Notification.
- 10/17/22 email from Frank Brichacek, re: Network Availability.
- 10/17/22 email from Frank Brichacek, re: PD Cars Appropriation Ordinance Attachment.
- 10/18/22 email from Frank Brichacek, re: Ordinance 2022-060.
- 10/18/22 email from Frank Brichacek, re: ORD 2022-060 PD NEW VEHICLE PURCHASE revised.
- 10/18/22 email from Michael Lucas, re: Second Revisions to Ordinance No. 2022-060.
- 10/18/22 email from Michael Lucas, re: Revised Ordinance No. 2022-061.
- 10/18/22 email from Michael Lucas, re: Revised Ordinance No. 2022-065.
- 10/18/22 email from Gloria Majeski, re: Request for Item to be added to next Council Agenda.
- 10/19/22 email from Gloria Majeski, re: Second Presentation at Next Council Meeting – Please add to agenda.
- 10/20/22 email from Robert Gandee, re: Request for disposal of fire department asserts.
- 10/20/22 email from Robert Gandee, re: Request for purchase of new fire chiefs vehicle.
- 10/21/22 email from WH Finance Dept., re: Ordinance Nos. 2022-060 and 2022-061.
- 10/21/22 email from Stephanie Nero, re: Legislation.
- 10/21/22 email from Michael Lucas, re: Deer Hunting Legislation.
- 10/21/22 email from Frank Brichacek, re: Vacation Notice.
- 10/21/22 email from Frank Brichacek, re: Sale of Property Procedures.
- 10/21/22 email from Robert Gandee, re: Request for Purchase of New Fire Chief’s Vehicle.
- 10/21/22 email from Gloria Majeski, re: Legislation.
- 10/21/22 email from Robert Gandee, re: Request for Purchase of New Fire Chief’s Vehicle.
- 10/22/22 email from Michael Lucas, re: Revised Agenda.
- 10/22/22 email from Michael Lucas, re: Development Notification Ordinance.
- 10/22/22 email from Michael Lucas, re: MCL Revised Ordinance No. 2022-063.
- 10/22/22 email from Michael Lucas, re: MCL Revised Ordinance No. 2022-064.

10/24/22 email from Michael Tobin, re: Civil Service Commission.
10/24/22 email from Michael Lucas, re: Amended Ordinance No. 2022-055.
10/24/22 email from Frank Cihula, re: Res. 2022-025.
10/24/22 email from PC-ABR, re: Civil Service Commission.
10/25/22 email from Mayor Gardner, re: Resolution request.
10/25/22 email from Geoffrey Westerfield, re: Deer cull.

PUBLIC PORTION #1 (Audio: 12:15 – 12:37)

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

Public Portion #1 opened at 7:12pm.

No one spoke.

Public Portion #1 closed at 7:12pm.

Questions/comments following Public Portion #1:

None.

MAYOR'S REPORT (Audio: 12:40 – 19:16)

Mayor Gardner reported the following:

- Thank you to Council for adopting the Police Department reappropriation and vehicle legislation last week.
- Variety of Fall events such as Touch-a-Truck, Quilt Guild Reception, Trivia Night, Craft Show, 5K Classic, Halloween Party, Nature Walk, District Meetings, and Police Department Seminar. Very proud of the growing programs and especially the diverse nature of the programs.
- Upcoming events:
 - Photo Contest: Submissions due by Saturday 11/5 from 10am-12pm.
 - Food Drive and 2 Toy Drives (1 with WinterFest, 1 that the Police Department will be doing with the Cleveland Clinic)
 - Letters to Santa
 - Holiday Light Parade and lighting contest
 - Breakfast with Santa
- Christmas Card Lane renewal applications went out this week.
- Trick or Treating Safety tips have been posted on social media and will be in the newsletter tomorrow; Trick or Treating is Monday from 6-8:00 pm in the City.
- Hydrant Flushing by Lake County Utilities. There is a schedule in the newsletter and on social media.
- Police Department food drive that was mentioned will take place from 10:00am-2:00pm on Saturday, November 19th at Marc's and proceeds will be given to St. Noel for distribution.
- Leaf pickup: There is no need to call; please be patient as it takes two weeks per side of the City (East/West); there is no set schedule. Slow down and be cautious.

Questions/comments following Mayor's Report:

Councilwoman Taylor Draper commented that she helped at the Halloween Party and noticed that the kids in attendance had a blast. Nice compliments were received both from residents and non-residents.

LAW DIRECTOR'S REPORT (Audio: 19:20 – 19:30)

Law Director Lucas stated that he had no report but was open for questions.

Questions/comments following Law Director's Report:

None.

FINANCE DIRECTOR'S REPORT (Audio: 19:33 – 19:57)

Finance Director Brichacek reported that the Police Department has placed the order for the three new Explorers and that the Jeep is purchased and currently being equipped.

Questions/comments following Finance Director's Report:

None.

CITY ENGINEER'S REPORT (Audio: 19:59 – 20:35)

City Engineer DiFranco reported that the second half of the City Hall driveway is finished and the steps to City Hall will be poured tomorrow. The Salt Barn should be erected in a week or two.

Questions/comments following City Engineer's Report:

None.

COMMITTEE REPORTS (Audio: 20:40 – 23:10)

PC-ABR – reported by Councilwoman Taylor Draper (Audio: 20:40 – 22:10)

Councilwoman Taylor Draper reported the following:

- PC-ABR met on October 20th.
- Planning Commission:
 - No business.
- Architectural Board of Review:
 - Approved - Accessory building (barn) at 2203 River Road for storage.
 - Zoning Inspector attended and reported that there have been 117 inspections performed since he was hired on in the Spring 2022.
- Master Plan:
 - Waiting for final revisions from David Radachy then it will be brought to Council.

Questions/comments following the PC-ABR Report:

None.

Recreation Commission Report by Councilman Jarmuszkiewicz (Audio: 22:15 – 23:10)

Councilman Jarmuszkiewicz reported the following:

- Halloween Party was a success and well-attended with about 380 people – 200 kids (60-65% residents)
- Flag Football season ends Saturday.
- Pickleball season ends November 1; courts will be shut down.
 - Subcommittee Meeting planned to take place after to discuss and brainstorm ideas to make next season more successful.

Questions/comments following the Recreation Commission Report:

None.

Beautification Committee – reported by Councilwoman Taylor Draper:

No report.

Finance Committee Report by Council Vice President Kline:

No report.

Business Subcommittee – reported by Council Vice President Kline:

No report.

Questions/comments following Committee Reports:

None.

UNFINISHED BUSINESS (Audio: 23:20 – 26:13)

Motion was made by **Council Vice President Kline**, seconded by **Councilwoman Taylor Draper**, to create a Deer Management Committee.

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

Motion carries to create a Deer Management Committee.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilman Knecht**, to nominate **Councilwoman Belich** as Chairperson of the Deer Management Committee.

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

Motion carries to nominate **Councilwoman Belich** as the Chairperson of the Deer Management Committee.

Councilwoman Belich appointed **Councilman Jarmuszkiewicz** and **Councilwoman Miller** to be on the Deer Management Committee as well. **Councilman Jarmuszkiewicz** and **Councilwoman Miller** stated that they would accept the appointment to be on the Committee. Meeting to be scheduled at a later date.

LEGISLATION (Audio: 26:15 – 37:43)

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.

ORDINANCE 2022-055 – THIRD READING

AN ORDINANCE ESTABLISHING THE POSITION OF CITY COMMUNICATIONS SUPERVISOR, FIXING THE SALARY FOR SAID POSITION AND DECLARING AN EMERGENCY.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller** to adopt Ordinance 2022-055.

Discussion on the Motion:

Councilman Jarmuszkiewicz commented the City does need someone in that position and the Mayor needs the authority to fill it as he sees fit for the City.

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

Motion carries to adopt Ordinance 2022-055.

ORDINANCE 2022-057 – SECOND READING

AN ORDINANCE AMENDING CHAPTER 1373 OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, OHIO, TITLED “REGISTRATION OF CONTRACTORS”; SPECIFICALLY, SECTION 1373.01, SECTION 1373.03, SECTION 1373.06, AND SECTION 1373.99, REPEALING ANY CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Belich** to waive the Three Reading Rule on Ordinance 2022-057.

Discussion on the Motion:

Councilwoman Taylor Draper stated that the objective of this is to ensure licensed and bonded contractors into the City to protect residents. It needs to be in place before the snow falls.

Council President Hallum stated that it’s been a requirement to register since May but the Road Superintendent wanted a few additional items to help track contractors should there be any issues created.

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

Motion carries to waive the Three Reading Rule on Ordinance 2022-057.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Belich** to adopt Ordinance 2022-057.

Discussion on the Motion:

Councilwoman Belich asked to verify that there is no exclusivity with snow plowing contractors when registering.

Council President Hallum stated that this is to make sure contractors are bonded and insured should any damage occur to personal and/or City property.

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

Motion carries to adopt Ordinance 2022-057.

ORDINANCE 2022-058 – SECOND READING

AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS AND AMERICAN FEDERATION OF STATE, LOCAL, AND MUNICIPAL EMPLOYEES LOCAL 3058-2 AND OHIO COUNCIL 8, AFL-CIO, SPECIFICALLY ARTICLE 14 VACATIONS, TO ALLOW THE OUTSIDE HIRE BY THE CITY TO THE JOB POSITION OF CLERK OF COURTS, ONLY, TO IMMEDIATELY RECEIVE UPON HIRING VACATION LEAVE BASED UPON A LENGTH OF SERVICE SPECIFIED AS AFTER FIVE (5) YEARS AND EQUAL TO 120.0 HOURS OF FULLY PAID VACATION, AND DECLARING AN EMERGENCY.

Motion was made by Council Vice President Kline, seconded by Councilwoman Belich to waive the Three Reading Rule on Ordinance 2022-058.

Discussion on the Motion:

No discussion.

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

Motion carries to waive the Three Reading Rule on Ordinance 2022-058.

Motion was made by Council Vice President Kline, seconded by Councilwoman Belich to adopt Ordinance 2022-058.

Discussion on the Motion:

No discussion.

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

Motion carries to adopt Ordinance 2022-058.

ORDINANCE 2022-063 – FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO SIGN ANY AND ALL NECESSARY DOCUMENTS TO SECURE THE PURCHASE OF A NEW FIRE CHIEF VEHICLE FROM NATIONAL AUTO FLEET GROUP, THROUGH SOURCEWELL, A COOPERATIVE PURCHASING COMPANY, AND DECLARING AN EMERGENCY.

Motion was made by Councilwoman Taylor Draper, seconded by Councilwoman Miller to waive the Three Reading Rule on Ordinance 2022-063.

Discussion on the Motion:

Councilwoman Taylor Draper stated that the Fire Chief's current vehicle has high mileage, corrosion, and transmission issues. The total cost is \$63,000 and is within the budget. This is an integral part of emergency calls and it's time to get our order in.

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

Motion carries to waive the Three Reading Rule on Ordinance 2022-063.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Miller** to adopt Ordinance 2022-063.

Discussion on the Motion:

No discussion.

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

Motion carries to adopt Ordinance 2022-063.

ORDINANCE 2022-064 – FIRST READING

AN ORDINANCE TO DECLARE TWO (2) CITY VEHICLES AS SURPLUS PROPERTY AND GRANTING AUTHORIZATION TO SELL SAID SURPLUS VEHICLES ON THE OPEN MARKET UPON SUCH TERMS AND AT SUCH PRICE AS IS DEEMED MOST ADVANTAGEOUS TO THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht** to waive the Three Reading Rule on Ordinance 2022-064.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated that one vehicle is a 25 year old fire truck pumper that's in dire need of extensive repairs. The other vehicle is a Ford Interceptor that was used by the Police Department and passed down to the Fire Department with has very high mileage.

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

Motion carries to waive the Three Reading Rule on Ordinance 2022-064.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilman Knecht**, to adopt Ordinance 2022-064.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 7/0

Motion carries to adopt Ordinance 2022-064.

NEW BUSINESS (Audio: 37:45 – 37:51)

No New Business.

PUBLIC PORTION #2 (Audio: 38:00 – 38:10)

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

Public Portion #2 opened at 7:38pm.

No one spoke.

Public Portion #2 closed at 7:38pm.

Questions/comments following Public Portion #2:

None.

FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY

(Audio: 38:15 – 40:08)

Councilwoman Miller wanted to remind everyone to please pay attention and drive safely on our city streets.

Councilman Jarmuszkiewicz reminded residents that wet leaves on the street are very slippery - like ice – so be cautious when driving over them.

Council Vice President Kline stated that leaves don't have to be raked halfway across the street. Just keep them close to the street for City pickup (within 8 feet of the street).

Councilwoman Taylor Draper reminded everyone to get out and vote on November 8th!

ADJOURNMENT (Audio: 40:10 – 40:40)

Motion was made by **Councilwoman Miller**, seconded by **Councilwoman Belich**, to adjourn the meeting.

Discussion on the Motion:

None.

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

NAYS: None

Vote: 7/0

Motion carries to adjourn the Regular Council meeting of October 27, 2022.

The meeting was adjourned at 7:40pm.

APPROVED: November 10, 2022
Date



Christopher Hallum
President of Council

ATTEST: 

Karen Mehollin
Clerk of Council