

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 November 10, 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, November 10, 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: 0:12 – 0:26)

ROLL CALL (Audio: 0:30 – 1:45)

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

Absent: Councilman Dan Knecht and Mayor Andy Gardner.

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

Discussion on the Motion:

None.

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: 1:49 – 2:30)

Motion made by Council Vice President Kline seconded by Councilwoman Miller to adopt the minutes of the October 27, 2022 Regular Council Meeting.

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 the meeting minutes of the October 27, 2022 Regular Council Meeting.

COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 2:32 – 2:50)

10/26/22 email Vicki Miller, re: Thursday Agenda Minutes.
10/27/22 email from Gloria Majeski, re: Veterans document.
10/31/22 email from Julie Belich, re: Deer Management Information.
10/31/22 email from Rec Commission, re: WH Recreation Commission Meeting – Wed. 11/2/22 – at 7:00 pm.
11/1/22 email from Michael Lucas, re: See revised Resolution.
11/1/22 email from Building Dept., re: Resignation of Denise Edwards.
11/1/22 email from Building Dept., re: 2022-2023 Snow Plow Registration.
11/1/22 email from Frank Brichacek, re: Rec Commission Reports as of 10/31/22.
11/2/22 email from Iamanonymous Citizen, re: Public Information Request #4.
11/2/22 email from Michael Lucas, re: Public Information Request #4 - updated.
11/3/22 email from Stephanie Kellner, re: Adopted Legislation for October 2022 (Will. Hills).
11/4/22 email from Pietro DiFranco, re: Bowen Proposal – Zoning Administration (Jan-June 2023).
11/4/22 email from Chris Hallum, re: Notifications Ordinance.
11/4/22 email from Vicki Miller, re: WHISPER Raking projects.
11/7/22 email from Mayor Gardner, re: Revised Agenda for Monday Meeting.
11/7/22 email from Mayor Gardner, re: Lake County Hazardous Mitigation Plan Resolution.
11/7/22 email from Mayor Gardner, re: Resolutions 2022-27-30.
11/8/22 email from Chris Hallum, re: I’ve shared a file with you on OneDrive.
11/8/22 email from Pietro DiFranco, re: Bowen Proposal – Zoning Administration (Jan-June 2023).
11/8/22 email from Pietro DiFranco, re: Bowen Contract for Thursday.

PUBLIC PORTION #1 (Audio: 3:00 – 10:43)

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

Public Portion #1 opened at 7:03pm.

Jenna Bing, 36951 Beech Hills Dr., Willoughby Hills, OH, spoke of her concerns with W.H.I.S.P.E.R. and wondered why projects haven’t been posted to the website looking for volunteers. She also asked if the W.H.I.S.P.E.R. committee was going to meet anytime soon to decide where donation money can be used. She also asked why current job openings haven’t been posted.

Nancy Erikson, 29137 Chardon Rd., Willoughby Hills, OH, introduced herself as a member of the Recreation Commission and wanted to touch base as the person leading the committee for next summer’s CornFest Rock n’ Roll Day.

Public Portion #1 closed at 7:07pm.

Questions/comments following Public Portion #1 (Audio: 6:38 – 10:43):

Finance Director Brichacek stated that the Building Clerk position was posted in-house the day after she sent her resignation, which is required as per Union agreements, but should appear in the newspaper this Sunday. The Finance Director position has been advertised for 2-1/2 weeks on multiple websites

and publications. The Communications Coordinator position has also been posted. Resumes have been received for Mayor's review and for interviews to be scheduled.

Councilwoman Miller stated that W.H.I.S.P.E.R. records have been received this past week and are being reviewed. The Committee did meet in 2022 and the donations will be put to good use in a variety of ways.

Councilwoman Taylor Draper asked for the patience from the residents while City Hall transitions a bit since Gloria Majeski has retired.

Councilwoman Belich reiterated that it can be difficult transitioning for any company or corporation when a long-time employees retires. She also thanked Ms. Erikson for introducing herself tonight and for all she and the Recreation Commission do for the City.

MAYOR'S REPORT (Audio: 10:44 – 11:14)

Mayor Gardner was not present but **Council President Hallum** reported the following on his behalf:

- Reminder that the Veteran's Day Ceremony will take place tomorrow across the street at 11:00am followed by a luncheon at the Willoughby Hills VFW.

Questions/comments following Mayor's Report:

None.

LAW DIRECTOR'S REPORT (Audio: 11:15 – 13:35)

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

Questions/comments following Law Director's Report:

Councilman Jarmuszkiewicz asked about the AirBnB status as well as the letters previous sent to those in the City operating short-term rentals.

Law Director Lucas responded that nothing has been decided as of yet but there is the possibility of a resolution during the Lame Duck Session. As far as the letters previously sent, there have been no responses and the rentals continue to operate.

FINANCE DIRECTOR'S REPORT (Audio: 13:42 – 14:52)

Finance Director Brichacek reported that he spoke with the City's Bond Counsel and was advised that current bonds similar to ours are selling at a range of 6-7%; ours was 2.4%.

Questions/comments following Finance Director's Report:

Council Vice President Kline asked about the status of the 2023 Budget. **Finance Director Brichacek** stated that he is currently working on it and will get it to Council either before November 21st or early December.

CITY ENGINEER'S REPORT (Audio: 14:54 – 16:54)

City Engineer DiFranco reported that City Hall's front drive and steps are complete. Road Superintendent Grubiss will be installing a hand rail as well as staining the new steps to match the others. The salt storage facility is erect and covered; waiting for the back piece of canvas to go up in order for it to be complete.

Questions/comments following City Engineer's Report:

Councilman Jarmuszkiewicz asked when the lights for the front parking lot will be installed and when salt will arrive. **City Engineer DiFranco** stated that there have been supply issues, but CEI is planning to put an order in next week for light poles. **Finance Director Brichacek** stated that, according to a conversation with Road Superintendent Grubiss, salt most likely won't arrive until after the first of the year.

Councilwoman Belich commented that the front steps and porch area of City Hall looks beautiful. She asked that the City Engineer mention the contractor who performed the work. **City Engineer DiFranco** stated that the work was done by a local Willoughby Hills company, TC Construction.

COMMITTEE REPORTS (Audio: 16:55 – 25:04)

PC-ABR – reported by Councilwoman Taylor Draper (Audio: 16:55 – 17:14):

Councilwoman Taylor Draper reported the following:

- There was no meeting for PC-ABR and therefore no report, but open to questions.

Questions/comments following the PC-ABR Report:

None.

W.H.I.S.P.E.R. – reported by Councilwoman Miller (Audio: 17:17 – 18:17):

Councilwoman Miller reported the following:

- With the nice weather, there was a raking project on Chardon Road that was done on Sunday; eight volunteers.
- Applications are currently being reviewed for future projects.

Questions/comments following the W.H.I.S.P.E.R. Report:

Council President Hallum suggested to **Councilwoman Miller** contacting Gilmore Academy as an option for getting more volunteers. **Councilwoman Miller** noted the suggestion.

Beautification Committee – reported by Councilwoman Taylor Draper (Audio: 18:20 – 18:43):

Councilwoman Taylor Draper reported the following:

- The committee is starting to plan to holiday decorations for the front entrance so contact her, **Councilwoman Belich**, or **Councilwoman Miller** if interested in helping out.

Questions/comments following the Beautification Committee Report:

None.

Recreation Commission reported by Councilman Jarmuszkiewicz (Audio: 18:44 – 20:26):

Councilman Jarmuszkiewicz reported the following:

- Veterans Day Ceremony tomorrow at 11:00am and followed by a lunch at the VFW.
- Photo Contest Reception tomorrow is from 7:00-9:00pm at the Community Center.
- Pickleball Subcommittee meeting will be held on Tuesday, November 22nd, at 6:00pm.
- Upcoming:
 - Winterfest is on December 4th.
 - Christmas Card Lane
 - Breakfast with Santa will be held on December 10th. Reservations must be made in advance; applications are online or at the Community Center.

Questions/comments following the Recreation Commission Report:

Councilwoman Belich asked when the holiday parade will take place. **Council President Hallum** responded it would be the week of December 12th.

Deer Management Committee - reported by Councilwoman Belich (Audio: 20:32 – 24:58):

Councilwoman Belich reported the following:

- First meeting was held on November 1st where the items listed below were discussed:
- Hunting kept to Willoughby Hills residents only
- Permit requirements; need valid Ohio hunting license
- Minimum acreage requirements
 - Set back on lot
 - Tree stand
- Notification of neighbors
- What to do after culling deer
- Follow ODNR rules / keep it simple.
- Second meeting will be scheduled with hopes that Police Chief Naegele will attend and offer input.

Questions/comments following the Deer Management Committee Report

Council President Hallum asked if a second meeting date has been set yet. **Councilwoman Belich** stated not yet but was waiting to hear back from the Police Chief to see if Monday, November 14th, would work.

Finance Committee Report by Council Vice President Kline:

No report.

Business Subcommittee – reported by Council Vice President Kline:

No report.

UNFINISHED BUSINESS (Audio: 25:06 – 25:12)

No Unfinished Business.

LEGISLATION (Audio: 25:15 – 36:58)

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 2022-066 – 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 OF JANUARY 1, 2023 THROUGH JUNE 30, 2023 AND DECLARING AN EMERGENCY.

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

RESOLUTION 2022-026 – FIRST READING

A RESOLUTION ADOPTING THE UPDATED LAKE COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN AS PRESENTED AND WITH ANY FEDERALLY-REQUIRED MODIFICATIONS.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich** to waive the Three Reading Rule on Resolution 2022-026.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated that this updated plan has been put together over the last several years and is over 700 pages of conditions and situations around the area that could take place. There is a small section that pertains to Willoughby Hills.

Councilwoman Belich commented that there is a portion that discusses flooding in the plan that deals with Willoughby Hills and is very comprehensive and addresses what is concerning to our community.

Council President Hallum reiterated that this is an update and not something newly created.

Law Director Lucas stated that, in order to have grant money available, this needs to be updated every five years.

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

NAYS: None

Vote: 6/0

Motion carries to waive the Three Reading Rule on Resolution 2022-026.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich**, to adopt Resolution 2022-026.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 6/0

Motion carries to adopt Resolution 2022-026.

RESOLUTION 2022-027 – FIRST READING

A RESOLUTION EXPRESSING THE APPRECIATION OF CITY COUNCIL FOR THE DEDICATION OF ASSISTANT FIRE CHIEF THOMAS TALCOTT FOR HIS LONG SERVICE AND DEDICATION TO THE WILLOUGHBY HILLS FIRE DEPARTMENT AND THE RESIDENTS OF THE CITY.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich**, to waive the Three Reading Rule on Resolution 2022-027.

Discussion on the Motion:

Councilman Jarmuszkiewicz commented that this and the following Resolutions are to recognize members of our Fire Department who have dedicated themselves to making the Fire Department what it is today.

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

Motion carries to waive the Three Reading Rule on Resolution 2022-027.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller**, to adopt Resolution 2022-027.

Discussion on the Motion:

No discussion.

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

Motion carries to adopt Resolution 2022-027.

RESOLUTION 2022-028 – FIRST READING

A RESOLUTION EXPRESSING THE APPRECIATION OF CITY COUNCIL FOR THE DEDICATION OF CAPTAIN BRIAN HRIC FOR HIS LONG SERVICE AND DEDICATION TO THE WILLOUGHBY HILLS FIRE DEPARTMENT AND THE RESIDENTS OF THE CITY.

Motion was made by **Councilwoman Miller**, seconded by **Councilwoman Belich**, to waive the Three Reading Rule on Resolution 2022-028.

Discussion on the Motion:

Council Vice President Kline stated that these Resolutions are being done at this time as they pertain to this weekend's event for the Fire Department's 75th Anniversary.

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

Motion carries to waive the Three Reading Rule on Resolution 2022-028.

Motion was made by **Councilwoman Miller**, seconded by **Councilwoman Belich**, to adopt Resolution 2022-028.

Discussion on the Motion:

No discussion.

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

Motion carries to adopt Resolution 2022-028.

RESOLUTION 2022-029 – FIRST READING

A RESOLUTION RECOGNIZING THE WILLOUGHBY HILLS FIRE DEPARTMENT FOR 75 YEARS OF SERVICE, INNOVATION AND TRADITION BENEFITTING THE CITY.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller**, to waive the Three Reading Rule on Resolution 2022-029.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated that it's interesting to read the history of the Fire Department and to see how the Department has evolved over the years. **Councilwoman Miller** agreed that, growing up here, it's been exciting seeing it evolve.

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

NAYS: None

Vote: 6/0

Motion carries to waive the Three Reading Rule on Resolution 2022-029.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller**, to adopt Resolution 2022-029.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 6/0

Motion carries to adopt Resolution 2022-029.

RESOLUTION 2022-030 – FIRST READING

A RESOLUTION EXPRESSING THE APPRECIATION OF CITY COUNCIL FOR THE DEDICATION OF FIREFIGHTER TIM MACKEY FOR HIS LONG SERVICE AND DEDICATION TO THE WILLOUGHBY HILLS FIRE DEPARTMENT AND THE RESIDENTS OF THE CITY.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Miller**, to waive the Three Reading Rule on Resolution 2022-030.

Discussion on the Motion:

Councilman Jarmuszkiewicz stated that Firefighter Mackey began as a part-time firefighter then moved to full-time. After a 30 year career with the City, he retired in 2017.

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

NAYS: None

Vote: 6/0

Motion carries to waive the Three Reading Rule on Resolution 2022-030.

Motion was made by **Councilman Jarmuszkiewicz**, seconded by **Councilwoman Belich**, to adopt Resolution 2022-030.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 6/0

Motion carries to adopt Resolution 2022-030.

NEW BUSINESS (Audio: 37:00 – 39:07)

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Miller**, to accept NOPEC's Green Ribbon Grant Award check in the amount of \$2,500.00.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 6/0

Motion carries to accept NOPEC's Green Ribbon Grant Award check in the amount of \$2,500.00.

Motion was made by **Councilwoman Miller**, seconded by **Councilwoman Belich**, to accept check in the amount of \$3,364.71 on behalf of the Gulik Family Charitable Remainder Unitrust to be used for the W.H.I.S.P.E.R. program.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 6/0

Motion carries to accept check in the amount of \$3,364.71 on behalf of the Gulik Family Charitable Remainder Unitrust to be used for the W.H.I.S.P.E.R. program.

Motion was made by **Councilwoman Taylor Draper**, seconded by **Councilwoman Belich**, to forego November 24, 2022 Regular Council Meeting.

Discussion on the Motion:

No discussion.

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

NAYS: None

Vote: 6/0

Motion carries to forego November 24, 2022 Regular Council Meeting.

PUBLIC PORTION #2 (Audio: 39:09 – 43:20)

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

Public Portion #2 opened at 7:39pm.

Frank Cihula, 35060 Dixon Rd., Willoughby Hills, OH, encouraged Council to have a hand rail installed at the front entrance of City Hall.

Linda Fulton, 2990 Marcum Blvd., Willoughby Hills, OH, also commented that a hand rail needs to be installed at the front entrance to City Hall. Until then, she requested that the Police Department door be unlocked on meeting nights. Ms. Fulton went on to ask why the Community Center isn't being maintained. She stated that she recently attended a Lions Club event and was a poll worker on Election Day when she noticed the following issues: ripped chairs, stains on carpet, flickering lights in kitchen, and it was cold because the air conditioning wouldn't turn off. Why isn't anything being maintained?

Jenna Bing, 36951 Beech Hills Dr., Willoughby Hills, OH, spoke regarding the 2023 Budget and asked who is doing the union negotiations and how far along are they? She asked, "How do you do a budget when you don't have a union contract that says how much you're having to pay in addition for the next three years and what that schedule is?" She wondered why so late starting union negotiations?

Public Portion #2 closed at 7:43pm.

Questions/comments following Public Portion #2 (Audio: 43:27 – 47:56):

Finance Director Brichacek responded that **Mayor Gardner** handles the contract negotiations and has meetings scheduled with all of the unions. As far as the budget goes, it is based on the current contract then adjusted once the new contract is signed. He went on to explain why the cost of changes aren't built into the budget until the contracts are processed.

Council President Hallum responded to Ms. Fulton letting her know that her Community Center concerns will be passed along to the Mayor. He also stated that the Police Department door should be unlocked on meeting nights, but will make sure it's open for future meetings. For Mr. Cihula, **Council President Hallum** let him know that a handrail will be installed. **Finance Director Brichacek** confirmed this as he had recently talked to Road Superintendent Grubiss. Mr. Grubiss has the supplies for the installation but is currently encumbered with leaf season. Once leaf season is finished, the hand rail will be installed.

Councilwoman Miller commented to Ms. Fulton, "if you see something, say something" in regards to the Community Center. Please report any issues to the Community Center staff. She recalled **Mayor Gardner** saying that the carpet would be cleaned after the holiday events. **Council President Hallum** asked Ms. Fulton if she had reported any of the issues to the person working at the Community Center at the time. Ms. Fulton stated that she had mentioned it being too cold to Diana. Diana tried to adjust something but wasn't able to rectify the situation.

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

(Audio: 47:58 – 50:12)

Councilwoman Belich asked if the Mayor has always the person who handles union contract negotiations. **Finance Director Brichacek** responded that, yes, it's always been that way.

Councilwoman Belich also wanted to inform the Community that Kathy Adkins' mother recently passed away. Please keep Kathy and her family in your thoughts and prayers.

City Engineer DiFranco announced that there will be a Public Hearing on Thursday at 7:00pm at the Planning Committee meeting to review a conditional use permit for the proposed Sheetz at Bishop and Chardon Roads.

Council Vice President Kline wished everyone a happy holiday seeing that this will be the only meeting in November.

ADJOURNMENT (Audio: 50:15 – 50:45)

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

Discussion on the Motion:

None.

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

NAYS: None

Vote: 6/0

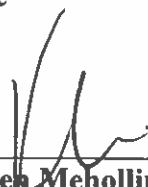
Motion carries to adjourn the Regular Council meeting of November 10, 2022.

The meeting was adjourned at 7:51 pm.

APPROVED: December 8, 2022
Date



Christopher Hallum
President of Council

ATTEST: 

Karen Mehollin
Clerk of Council