

**CITY OF WILLOWICK
LAKE COUNTY, OHIO
MINUTES AND PROCEEDINGS OF REGULAR MEETING OF COUNCIL**

DATE: March 18, 2020
PLACE: City Hall
TIME: 7:30 p.m.

The sixth meeting of Council was called to order by Council President Patton at 7:30 p.m., followed by the Pledge of Allegiance to the Flag and Invocation.

Present: Council members Antosh, Bisbee, Koudela, Vanni, Phares and Patton. Mr. Malta was absent.

Also Present: Mayor Regovich, Finance Director Benedict, Acting Fire Chief Zak, and Council Clerk Wovrosh. Directors and Chiefs were requested to not attend the meeting unless necessary in order to limit exposure during the coronavirus pandemic.

Prior to the start of the meeting Mr. Patton addressed the reason the Council meeting is being held. In light of the directives from the Governor and the Health Department, we have consulted with the Law Director and determined that we are required by the Sunshine Laws to have a public meeting. This meeting is considered a public meeting. The budget must be passed at this meeting in order to keep the city operating. He noted that there is a motion on the agenda to vacate the April 7 meeting. Mr. Patton also reported that Mr. Malta is absent due to the flu.

Approval of Minutes

Motion by Mr. Vanni, seconded by Ms. Bisbee to approve the minutes of the Regular Meeting of Council of March 3, 2020.

Discussion: None.

Vote: All ayes. Motion carried.

Appointments, Special Resolutions & Proclamations

Special Resolution (Mayor)	A Special Resolution recognizing Mitch Rudolph for his support of the City of Willowick
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Motion by Mr. Vanni, seconded by Ms. Antosh to approve the Special Resolution for Mr. Rudolph.

Discussion: None.

Vote: All ayes. Motion carried.

Administrative Appeals

Administrative Appeal Order No. 2020-2 Henn #2	An Order granting a variance and exception of 1' height to install an 11' high accessory building in the application of Section 1172.02(c) of the Codified Ordinances in Board of Zoning Appeals
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Motion by Mr. Vanni, seconded by Ms. Bisbee to approve Administrative Appeal Order No. 2020-2.

Discussion: Mr. Mitchell Henn attended the meeting on behalf of his son who was ill. He provided a photo regarding the building. No neighbors were present but had indicated that they do not oppose the request.

Vote: All ayes. Motion carried.

Administrative Appeal
Order No. 2020-3
Henn #3

An Order granting a variance and exception of 576 sq. ft. to construct a 16' x 36' accessory building in the application of Section 1172.02(c) of the Codified Ordinances in Board of Zoning Appeals

Motion by Mr. Vanni, seconded by Ms. Bisbee to approve Administrative Appeal Order No. 2020-3.
Discussion: Mr. Henn noted that his son is in a wheelchair and needs more space to do woodworking.
Vote: All ayes. Motion carried.

Administrative Appeal
Order No. 2020-4
Henn #4

An Order denying a variance and exception to allow a second accessory building 16 x 36 as depicted in the plans on a property in the application of Section 1172.02(g) of the Codified Ordinances in Board of Zoning Appeals

Administrative Appeal Order No. 2020-4 was withdrawn by the applicant.

Reports and Communications from the Mayor/Safety Director

Mayor Regovich reported that in light of the coronavirus situation, we are in constant communication with the County, Mayor and City Managers Association, and the Lake County Health Department. We have taken steps at the city to lock down all buildings that do not need to be open and cancelled activities. The buildings were cleaned and sanitized for the election which was then postponed. Everyone is still working in their respective buildings, but the public cannot access them. He explained that City Hall would be closed to the public the next day and explained how Council could access their mailboxes without coming into City Hall. It is complicated by the fact that this week is pickup of applications for a Police Department entrance exam and next week is the drop-offs. We are working with the Civil Service Commission to find an acceptable procedure to accommodate the process without having direct contact with applicants. People will still be able to access the Police Department lobby using the normal phone, and there is glass separating the individuals from the dispatchers in the contained area. The walk-up window at the Building Department needs to be addressed.

There is concern should someone from the Police or Fire Departments tests positive for COVID-19 since everyone that they have come in contact with should be quarantined for two weeks. The chiefs associations have been very helpful regarding this. There was a second confirmed case in Lake County that day. We received updates every day, and the Governor has been giving updates daily as well. We remain fluid and change policy as needed. We are following the guidelines from CDC, and are working to get thermometers for each department to take employees' temperatures when they arrive. Businesses such as restaurants, hair salons, tattoo parlors, etc. have been closed with more probably to come. We are unsure how camp and summer programs will be affected, but we are working to prepare for it. He asked Directors and Chiefs not to attend the meeting if they did not need to and to submit a report if possible. Cancelling the committee meeting prior to Council meeting was another way of limiting contact.

Council Discussion of the Mayor's Report

Mr. Vanni confirmed that both the Recreation Department and the Senior Center are closed and that there is no decision yet about the summer camp. He also asked regarding the backup plan for the Police and Fire Departments. Mayor Regovich said that the Mayors and City Managers group will reassess the situation on March 31 when they will have more information. Regarding first responders, we are working to put contingency plans in place. The chiefs in the county for both Police and Fire seem to work well together and have a lot of knowledge and experience. The county has been proactively getting information out to us. The county Mayors and City Managers have a conference call each Tuesday and Thursday.

General Communications & Reports – Directors & Officials

Service Director Rob Pauley: Not in attendance. Written report submitted.

Recreation Director Julie Kless: Not in attendance. No written report.

City Engineer Tim Lannon: Not in attendance. No written report.

Finance Director Cheryl Benedict: No written report.

Law Director Landgraf: Not in attendance. No written report.

Acting Fire Chief Ron Zak: Written report submitted electronically. He was open for any questions regarding the operation in the department and recommendations for the community at large.

Chief Housing and Zoning Inspector Sean Brennan: Not in attendance. No written report.

Economic Development Manager Monica Drake: Not in attendance. No written report.

Ward Matters

Ms. Antosh reported that the second City Wide Garage Sale is scheduled to be held June 25-28 and can hopefully be held then. This is planned by residents.

Public Participation

Bryon White of 30550 Willow Lane inquired how budget hearings take place during this meeting. He requested a copy of the final approved budget. Mr. Patton explained that the Budget Hearing is the meeting that is held in February. The budget is then reduced to an ordinance which is passed by Council to appropriate funds to finance the city. He can make a record request since it is a public document. The ordinance which is Ordinance 2020-16 was introduced on February 18 and is on the third reading tonight and when it will be voted on.

Mr. White inquired how residents will be informed of any changes to city government if the City Council meeting is cancelled on April 7. He thanked the city for now using Facebook. Mr. Patton noted that the city is using Facebook for posting information. If something needs immediate attention, a meeting will be called to address it. It will be properly announced in the paper, on the website and on Facebook.

Mr. White also noted that he had mentioned in the past that he lives on a cul-de-sac and people park so close to E. 305 that it could potentially cause an accident for those trying to pull out of the street. He asked if a sign could be put up if there is a regulation about the distance, or if he must call the Police each time it happens. Mayor Regovich can look into this and suggested that he call the Police Department's non-emergency line to report it if it is a potentially hazardous situation.

Mr. White also said that someone hit a telephone pole on his street and cracked it. CEI put up a new pole but did not remove the old pole. Mayor Regovich will contact First Energy to find out the status of the removal of the pole.

Dee Logan of 327 Blissfield had information she provided to her Councilperson regarding the chemicals in weed killer. She inquired how much the city pays each year for the application of weed killer. She recommended discontinuing the application of weed killer and use the money to help others during the current situation. She also suggested the idea of forming neighborhood groups that would check on one another and help in any way that we could. Mr. Patton recommended that once things have returned to normal, she provide all the information she gathered to Mr. Malta as the committee chairman for their meeting. At that time she and others who hold the same view can bring their concerns to the committee for discussion. Ms. Logan said that over 200 people who were in the park last summer signed a petition regarding the use of weed killer. She asked that the city disband the use of the weed killer during this

time even before the committee has the opportunity to meet. Mr. Patton noted this could be discussed with the Service Director.

Reports of Standing Committees

Finance: No report.

Safety: No report. Mr. Phares reported that they are working on items that were discussed at the last committee meeting.

Service, Utilities & Public Lands: No report. The meeting that was scheduled prior to this evening's Council meeting will need to be rescheduled since all board and commission meetings have been cancelled at this time.

Streets, Sidewalks & Sewers: No report. Mr. Vanni will schedule a meeting as soon as possible after things have returned to normal.

Tax Compliance: No report.

Moral Claims: No report.

Budget: No report.

Liaison Reports

Planning Commission: Mr. Phares reported that at the March 9 meeting, Monica Drake explained the CRA. The question was raised regarding if the valuation of property by the County through the CRA program stays fixed during the 10-15 year period or if it is affected by adjustments in the market during county valuations. Mr. Phares followed up on this and learned that the percentage of the abatement stays the same for the whole period though the value may fluctuate,. There was also discussion about appointments to the CRA Housing Council and the CRA Tax Incentive Review Council. He was contacted by a resident who suggested using a tool such as Survey Monkey to find out what residents would like to see in terms of development in the city. There was also discussion that some owners on E. 314 and E. 315 are ready to sell, but the opportunity for purchase by a developer may be closing. If purchased by private owners, they may not be available again for 20-30 years. Mr. Heckman and Law Director Landgraf are working on the Architectural Review Board guidelines Mr. Landgraf is reviewing how to implement them for the city, and Dave Radachy at the Lake County Planning Department is reviewing them for content.

Board of Zoning Appeals: No report.

Volunteer Firefighters Dependents Fund Board: No report.

Recreation Board: Ms. Bisbee reported that the meeting was cancelled but she has spoken with all the league presidents. Registration is online only.

Plan Review Board: No report.

Hearts & Hammers: They are available to help those who are in need. Members can contact Mr. Malta, Ms. Antosh or the Mayor if they know of anyone who needs help.

Fund Transfers and Bid Authorizations

None.

Mr. Patton noted that the Contract Approvals needed to be taken out of order per the instructions of the Law Director and will be considered later in the meeting.

Introduction & Consideration of Legislation

Ordinance No. 2020-16
(Finance Director)

An Ordinance to make appropriations for current expenses and other expenditures of the City of Willowick, State of Ohio, during the calendar year ending December 31, 2020, and declaring an emergency.

1st Reading – February 18, 2020

2nd Reading – March 3, 2020

Motion by Ms. Antosh, seconded by Mr. Vanni to adopt Ordinance No. 2020-16.

Discussion: Mr. Patton noted that this is the budget.

Vote: All ayes. Motion carried.

Contract Approvals

Motion by Mr. Vanni, seconded by Ms. Antosh to waive the three-day rule for a motion authorizing the Mayor to enter into a lease agreement/contract with Enterprise Fleet Management for nine (9) vehicles at a total annual cost of \$53,823.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Vanni, seconded by Ms. Antosh to waive the three readings of a motion authorizing the Mayor to enter into a lease agreement/contract with Enterprise Fleet Management for nine (9) vehicles at a total annual cost of \$53,823.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Vanni, seconded by Ms. Antosh to authorize the Mayor to enter into a lease agreement/contract with Enterprise Fleet Management for nine (9) vehicles at a total annual cost of \$53,823.

Discussion: None.

Vote: All ayes. Motion carried.

Introduction & Consideration of Legislation (continued)

Ordinance No. 2020-18
(Finance Director)

An Ordinance amending Ordinance 2020-16 to provide for additional appropriations from the Street Construction, Maintenance & Repair Fund (202); and Earned Benefits Fund (240) for current expenses and other expenditures of the City of Willowick, State of Ohio, during the calendar year ending December 31, 2020, and declaring an emergency.

Motion by Mr. Vanni, seconded by Ms. Bisbee to waive the three readings of Ordinance No. 2020-18.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Vanni, seconded by Ms. Antosh to adopt Ordinance No. 2020-18.

Discussion: None.

Vote: All ayes. Motion carried.

Resolution No. 2020-12
(Law Director)

A Resolution authorizing the Mayor of the City of Willowick to enter into a contract with Huntington Public Capital Corporation, or a related subsidiary, in the principal amount not to exceed ninety four thousand four hundred fifty nine dollars and sixty cents (\$94,459.60), and at an interest rate not to exceed 2.15%, for the purpose of financing the purchase of two (2) 2020 4x4 Chevrolet Tahoe Police Pursuit Vehicles with complete upfit package, and declaring an emergency.

Motion by Mr. Vanni, seconded by Ms. Bisbee to waive the three readings of Resolution No. 2020-12.
Discussion: None.
Vote: All ayes. Motion carried.

Motion by Ms. Antosh, seconded by Ms. Bisbee to approve Resolution No. 2020-12.
Discussion: Finance Director Benedict reported that the finance rate had dropped significantly since they originally checked the rates in December, so the total financing cost will be cheaper.
Vote: All ayes. Motion carried.

Resolution No. 2020-13
(Finance Director)

A Resolution to approve authorizations (Then and Now Certificate) to CT Consultants in the amount of \$16,604.82, for the City of Willowick, and declaring an emergency.

Motion by Mr. Vanni, seconded by Ms. Antosh to waive the three readings of Resolution No. 2020-13.
Discussion: None.
Vote: All ayes. Motion carried.

Motion by Mr. Vanni, seconded by Ms. Antosh to approve Resolution No. 2020-13.
Discussion: None.
Vote: All ayes. Motion carried.

Miscellaneous

Motion by Mr. Vanni, seconded by Ms. Antosh authorizing a purchase order to Concord Road Equipment Manufacturing for a four-ton trailer mounted asphalt maintenance unit in the amount of \$27,577.38.
Discussion: None.
Vote: All ayes. Motion carried.

Motion by Ms. Antosh, seconded by Mr. Vanni authorizing Council to vacate the Council meeting of April 7, 2020.
Discussion: Mr. Patton referenced an email from Law Director Landgraf which referenced Section 3.12 of the City Charter which allows Council to take this action. Mr. Patton stated that the reason for vacating the meeting is as a result of the state of emergency and public health care crisis declared by the Governor of the State of Ohio.
Vote: All ayes. Motion carried.

Public Participation

Dee Logan of 327 Blissfield thought that the City of Willoughby temporarily suspended using weed killer without going through committee. She asked how much the city of Willowick paid for weed killer for city properties. Mr. Phares will assist with this. Mayor Regovich clarified that the park is done by Lake Metroparks and not by the city.

Bryon White of 30550 Willow Lane noted that a copy of Ordinance 2020-16 was not included in the packet. He noted that ordinances can be reviewed online and inquired if this ordinance will be online. Mr. Patton indicated that we can provide a copy of Ordinance 2020-16 to Mr. White. It will also be posted online with the other ordinances.

Mr. White inquired what Ordinance 2020-13 listed as the Willowick 2020 Road Program is. Ms. Benedict clarified that the Willowick 2020 Road Program on the agenda was a resolution. She explained that it is a Then and Now Certificate. This contract was approved for \$25,000 or \$30,000 at the end of 2019. However, a purchase order was not issued at that time due to the temporary budget. When an invoice greater than \$3,000 is received and a purchase order is not in place, Ohio Revised Code requires that we issue a Then and Now Certificate which certifies that the funds were available at the time and are available now as well. This charge is for the engineering costs related to the 2020 Road Program. CT Consultants prepared the bid specs, does the process of bidding the project, inspections for the project which is for multiple roads that are involved.

Mr. White asked if there are any updates on the Lakeshore Development project. Mayor Regovich said that they are trying to complete some aspects, but it is difficult to schedule a conference call with the planning firm due to people not being in their offices due to the current situation. There will be another public meeting once all the information is in place.

Phil Detering of 469 Bayridge asked if parking is permitted in an apron overnight if it is long enough to accommodate the car. It can be confusing to determine if someone is just parked or if someone is waiting to back out. Mayor Regovich will also check on this.

Adjournment

Motion by Ms. Antosh, seconded by Mr. Vanni to adjourn.

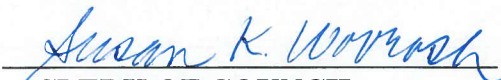
Discussion: None.

Vote: All ayes. Motion carried.

The meeting adjourned at 8:27 p.m.



PRESIDENT OF COUNCIL

ATTEST: 
CLERK OF COUNCIL