

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

**DATE:** May 19, 2020  
**PLACE:** City Hall  
**TIME:** 7:30 p.m.

This meeting was conducted as a virtual public meeting due to the coronavirus pandemic.

The eighth 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 Koudela, Vanni, Malta, Phares, Patton, Antosh and Bisbee.  
**Also Present:** Mayor Regovich, Law Director Landgraf, Finance Director Benedict, Acting Fire Chief Zak, Police Chief Turner, Service Director Pauley, Chief Housing and Zoning Inspector Brennan, Recreation Director Kless, City Engineer Lannon, Economic Development Manager Drake, and Council Clerk Wovrosh.

**Approval of Minutes**

Motion by Mr. Malta, seconded by Ms. Antosh to approve the minutes of the Regular Meeting of Council of April 21, 2020.

Discussion: None.

Vote: All ayes. Motion carried.

**Appointments, Special Resolutions & Proclamations**

None.

**Administrative Appeals**

Administrative Appeal Order No. 2020-4 Great Lakes Crushing, Ltd.	An Order granting a variance and exception to construct an accessory building on a lot with no habitable house in the application of Section 1171.02(h) 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. 2020-4.

Discussion: Rick Burroughs of Great Lakes Crushing explained that the company is building a dry storage facility for their vehicles in the winter.

Vote: All ayes. Motion carried.

Administrative Appeal Order No. 2020-5 Great Lakes Crushing, Ltd.	An Order granting a variance and exception of 7580 sq. ft. to construct a 7750 sq. ft. accessory building in the application of Section 1171.02(c) of the Codified Ordinances in Board of Zoning Appeals
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Motion by Mr. Malta, seconded by Mr. Phares to approve Administrative Appeal Order No. 2020-5.

Discussion: None.

Vote: All ayes. Motion carried.

Administrative Appeal  
Order No. 2020-6  
Great Lakes Crushing, Ltd.

An Order granting a variance and exception of 10' to construct a 20' high accessory building in the application of Section 1171.02(c) of the Codified Ordinances in Board of Zoning Appeals

Motion by Ms. Antosh, seconded by Mr. Malta to approve Administrative Appeal Order No. 2020-6.  
Discussion: None.  
Vote: All ayes. Motion carried.

Administrative Appeal  
Order No. 2020-7  
Corral

An Order granting a variance and exception of 136 sq. ft. to construct a 16' x 16' pergola in the application of Section 1171.02(c) of the Codified Ordinances in Board of Zoning Appeals

Motion by Ms. Antosh, seconded by Mr. Phares to approve Administrative Appeal Order No. 2020-7.  
Discussion: None.  
Vote: All ayes. Motion carried.

### **Reports and Communications from the Mayor/Safety Director**

Mayor Regovich reported:

- City Hall is still locked down and employees are working in shifts. We are looking at our options with pools and recreation. The County is reporting 3-5 new cases a day; Willowick has had one in the last 1½ weeks. We will be watching the numbers as people go out more with the reopening of the State.
- All our usual Memorial Day services have been cancelled. All are encouraged to remember those who have served or are currently serving our country.

### **Council Discussion of the Mayor's Report**

None.

### **General Communications & Reports – Directors & Officials**

**Service Director Rob Pauley:** Written report submitted. The 2019 Lateral Repair Program is being closed out. The E. 329<sup>th</sup> St. Sewer Rehab project is expected to be completed in late June if the weather permits. Work on the Manry Exercise Trail is ongoing. The Maplewood Drive Waterline Replacement Project is expected to be completed in mid-June. The Lake County Solid Waste Management District has rescheduled many of the Special Collection Events. The Hazardous Household Waste Collection will be June 6 from 9:00 a.m.-3:00 p.m. at the Fairgrounds. The scrap tire collection has been cancelled for this year. A purchase order for the Street Striping Program is on the agenda for Council's consideration.

**Recreation Director Julie Kless:** No written report. They have been discussing the guidelines provided by the State to see when and how we can move forward. She has been in constant meetings with the State and recreation directors from the area. She will be emailing Council about how the guidelines will impact our facilities and programs moving forward along with some alternative programming and events. She asked that they contact her with any questions or concerns they may have after review.

**City Engineer Tim Lannon:** No written report. Mr. Lannon provided an update on the funding for the Road Program. We had a bubble project with the State OPWC which was a \$250,000 request for a \$750,000 project. This is in limbo because nothing is happening at the State. They indicated that as long as we start construction after July 1, we will remain eligible for funds retroactively. We can proceed as originally planned and keep our eligibility should funding become available later.

**Finance Director Cheryl Benedict:** No written report. They have finished working with the GAAP converters for the financial statements. The auditors have been on site and working remotely as well. We are on schedule with everything. She and the Mayor discussed different scenarios for opening the

pools vs. not opening the pools in terms of revenue and expenses. The income tax received in April was up compared to the prior year, but those were collections through March. She will be watching to see what happens over the next couple of months and keep Council informed.

**Law Director Stephanie Landgraf:** No written report. She is working closely with the Recreation Director to set up a plan for safe opening and/or delay of opening for certain city facilities in accordance with the Governor's orders.

**Police Chief Brian Turner:** Written report for April submitted electronically. There is a motion on the agenda to declare two old Police Department vehicles as surplus to be used for trade-in on the two new vehicles.

**Acting Fire Chief Ron Zak:** Written report submitted electronically. The department has been practicing social distancing and have been maintaining a healthy workforce. They are still maintaining Station 2 at the Senior Center. He thanked Council for the approval of the budget. The new Lucas device has been put into service.

**Chief Housing and Zoning Inspector Sean Brennan:** No written report. Ordinance 2020-20 which is on the agenda amends Chapter 1365 regarding the licensing of single family residential units and issuing a license without an interior inspection.

**Economic Development Manager Monica Drake:** No written report. The City and Shoregate have worked out the commercial Community Reinvestment Area promotional draft agreement which has been sent to the Willoughby-Eastlake School Board. They have 14 days to review; it will then come before Council for approval. Various businesses have received the Paycheck Protection Program. First Federal of Lakewood is accepting applications from anyone, even those who are not a customer. The Economic Injury Disaster Loan Program (EIDL) is tapped out and is now only accepting applications for agricultural businesses. Lake County has received extra money through the Community Development Block Grant Program (CDBG). They will be doing a loan program for up to \$20,000 for small businesses of 25 employees or less with low or moderate income. They are also doing a microbusiness grant program up to \$5,000 for companies with five employees or less. They anticipate the portal will open in early June. We are in conversation about a CDBG storefront program and how to approach it responsibly in light of the city's finances. If this goes forward, there will be a resolution that will come before Council.

### Ward Matters

Mr. Malta asked Mr. Pauley to check with Lake County Dept. of Utilities to see when they are scheduled to fix the area in front of 28406 Gilchrist. It is currently just gravel where they had done repair work.

### Public Participation

None.

### Reports of Standing Committees

**Finance:** No report.

**Safety:** No report.

**Service, Utilities & Public Lands:** No report. Mr. Malta said that the previously scheduled committee meeting is still on hold due to coronavirus.

**Streets, Sidewalks & Sewers:** No report.

**Tax Compliance:** No report.

**Moral Claims:** No report.

**Budget:** No report. Mr. Vanni stated that they are tentatively looking at a joint Budget/Finance meeting in June. He is working with Ms. Benedict to schedule this.

**Liaison Reports**

Planning Commission: No report.

Board of Zoning Appeals: No report.

Volunteer Firefighters Dependents Fund Board: No report.

Recreation Board: No report.

Plan Review Board: No report.

Hearts & Hammers: Mr. Malta reported there are ongoing projects. Any interested in volunteering should contact him or Ms. Antosh.

**Fund Transfers and Bid Authorizations**

None.

**Contract Approvals**

None.

**Introduction & Consideration of Legislation**

Ordinance No. 2020-20  
(Law Director)

An Ordinance amending Chapter 1365 of the Codified Ordinances of the City of Willowick, Ohio, titled “Licensing of Single-Family Residential Rental Units”; specifically, amending Section 1365.06 titled “Issuance of License without an Interior Investigation,” and declaring an emergency.

**Referred to Planning Commission 4-21-20**

Motion by Mr. Malta, seconded by Mr. Phares to return Ordinance 2020-20 to the table.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Malta, seconded by Mr. Vanni to waive the three readings of Ordinance No. 2020-20.

Discussion: Ms. Koudela observed that the minutes of the Planning Commission indicated that they could not give an affirmative recommendation because there were not five “yes” votes for the ordinance. She asked if it was known why one person voted “no” and one abstained. Mr. Brennan explained that there had been some discussion regarding the interior inspections. He assured them that if there was a complaint from the tenants, there would be an interior inspection and a correction notice written if there was something not up to par.

Mr. Brennan clarified that with this amendment, the city would be taking the word of the homeowner that they are complying with the standard. However, if there was a complaint or issue, the Building Department would be able to enforce the standard. He explained that when this was originally in effect, there were more personnel in the department to do inspections. It can always be changed again if we have the manpower to do those inspections. This is just for single family residential units. Multi-family dwellings would stay the same and are a separate ordinance.

Vote: All ayes.

Motion by Mr. Phares, seconded by Mr. Malta to adopt Ordinance No. 2020-20.

Discussion: None.

Vote: Ayes: Koudela, Vanni, Malta, Phares, Patton, Antosh. Nays: Bisbee. Motion carried.

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Ordinance No. 2020-23  
(Law Director)

An Ordinance authorizing the Mayor of the City of Willowick to reaffirm the city's commitment with the Lake County Board of Commissioners to participate in the Urban Entitlement Community Development Block Grant (CDBG) Program and for utilization of funds made available by the Housing and Community Development Act of 1974, as amended, and declaring an emergency.

Motion by Mr. Vanni, seconded by Mr. Phares to waive the three readings of Ordinance No. 2020-23

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Vanni, seconded by Mr. Malta to adopt Ordinance No. 2020-23.

Discussion: None.

Vote: All ayes. Motion carried.

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Ordinance No. 2020-24  
(Law Director)

An Ordinance extending the temporary appointment of Ron Zak as Fire Chief of the City of Willowick Fire Department, establishing the terms of employment, including rate of pay, repealing certain Ordinances, and declaring an emergency.

Motion by Ms. Antosh, seconded by Mr. Phares to waive the three readings of Ordinance No. 2020-24.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Phares, seconded by Ms. Antosh to adopt Ordinance No. 2020-24.

Discussion: None.

Vote: All ayes. Motion carried.

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Resolution No. 2020-19  
(Finance Director)

A Resolution to approve authorizations (Then and Now Certificate) to Communications Service in the amount of \$3,204.15, for the City of Willowick, and declaring an emergency.

Motion by Ms. Bisbee, seconded by Mr. Phares to waive the three readings of Resolution No. 2020-19.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Ms. Bisbee, seconded by Mr. Phares to approve Resolution No. 2020-19.

Discussion: None.

Vote: All ayes. Motion carried.

Ordinance No. 2020-25  
(Law Director)

An Ordinance authorizing an additional hourly stipend of \$6.00 per hour for weekend, non-holiday shift work to the part-time, non-salaried members of the Fire Department of the City of Willowick,

between Memorial Day and Labor Day of 2020, and declaring an emergency.

Motion by Ms. Bisbee, seconded by Mr. Vanni to waive the three-day rule for Ordinance No. 2020-25.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Malta, seconded by Mr. Phares to waive the three readings of Ordinance No. 2020-25.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Phares, seconded by Ms. Antosh to adopt Ordinance No. 2020-25.

Discussion: None.

Vote: All ayes. Motion carried.

### **Miscellaneous**

Motion by Mr. Phares, seconded by Ms. Antosh to authorize a purchase order to JD Striping & Services, Inc. for the 2020 Street Striping Program in the amount of \$35,019.12 which is a budgeted item.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Malta, seconded by Mr. Vanni to declare as surplus a fully-equipped 2013 Ford Explorer VIN/1FM5KAR4DGC40950 and a fully equipped 2014 Ford Explorer VIN/1FM5K8AR9EGB74607, both to be used as trade-in for the purchase of two most recent Police Department vehicles.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Ms. Antosh, seconded by Mr. Phares to designate the Clerk of Council as Council designee for Sunshine training purposes.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Phares, seconded by Mr. Malta to authorize Council to vacate the regular meetings of Council of July 21, 2020 and August 18, 2020.

Discussion: None.

Vote: All ayes. Motion carried.

Motion by Mr. Vanni, seconded by Mr. Phares to authorize the Mayor to execute a Memorandum of Understanding with the AFSCME Local 688 and AFSCME Ohio Council 8 AFL-CIO.

Discussion: None.

Vote: All ayes. Motion carried.

### **Public Participation**

None.

### **Adjournment**

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

Discussion: None.

Vote: All ayes. Motion carried.

The meeting adjourned at 8:18 p.m.



**PRESIDENT OF COUNCIL**

ATTEST: Susan K. Worrach  
**CLERK OF COUNCIL**