



City of Willowick
CITY COUNCIL REGULAR MEETING

Tuesday, June 03, 2025 at 6:30 PM
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

AGENDA

CALL MEETING TO ORDER

PLEDGE ALLEGIANCE

INVOCATION

ROLL CALL OF COUNCIL

APPROVAL OF MINUTES

1. Motion to approve the Minutes from the Regular Council Meeting of May 20, 2025.

APPOINTMENTS, SPECIAL RESOLUTIONS & PROCLAMATIONS

ADMINISTRATIVE APPEALS

REPORTS & COMMUNICATIONS FROM THE MAYOR/SAFETY DIRECTOR

COUNCIL DISCUSSION OF THE MAYOR'S REPORT

GENERAL COMMUNICATIONS & REPORTS – Directors & Officials

Service Director – Todd Shannon

Recreation Director – Julie Kless

City Engineer – Tim McLaughlin

Finance Director – Cheryl Benedict

Law Director – Mandy Gwartz

Police Chief – Rob Daubenmire

Fire Chief – Bill Malovrh

Chief Housing/Zoning Inspector – Sean Brennan

WARD MATTERS

PUBLIC PARTICIPATION

- a) Public statement (1 minute maximum)*
b) Council response to the public

c) Public clarification (30 seconds to 1 minute for the purpose of restating or rearticulating an original question, concern, suggestion or idea)

REPORTS OF STANDING COMMITTEES

Finance – Bisbee, Mohorcic, Antosh

Safety – Phares, Malta, McFarland

Service, Utilities & Public Lands – Malta, Phares, McFarland

Streets, Sidewalks & Sewers – Mohorcic, Malta, Bisbee

Tax Compliance – Koudela, Antosh, McFarland

Moral Claims – Antosh, Phares, Koudela

Budget – Mohorcic, Koudela, Bisbee

LIAISON REPORTS

Planning – Phares/Alternate Antosh

Board of Zoning Appeals – McFarland/Alternate Koudela

Volunteer Fire Fighters' Dependents Fund Board – Antosh, Phares

Recreation Board – Bisbee/Alternate Phares

Plan Review Board – Antosh

FUND TRANSFERS & BID AUTHORIZATIONS

CONTRACT APPROVALS

INTRODUCTION & CONSIDERATION OF LEGISLATION

2. RESOLUTION NO. 2025 - 29:

A RESOLUTION AMENDING THE UNIFORM TRAVEL POLICY FOR THE EMPLOYEES OF THE CITY OF WILLOWICK, REPEALING RESOLUTION NO. 2017-33 AND DECLARING AN EMERGENCY.

3. RESOLUTION NO. 2025 – 30:

A RESOLUTION TO APPROVE AUTHORIZATIONS (THEN AND NOW CERTIFICATE) TO THE JOHNSON'S FIRE EQUIPMENT COMPANY IN THE AMOUNT OF \$39,999.96 FOR THE CITY OF WILLOWICK, AND DECLARING AN EMERGENCY

MISCELLANEOUS

4. Motion to Vacate the Regularly Scheduled Council Meetings of July 1, 2025 and August 5, 2025.

PUBLIC PARTICIPATION

a) Public statement (1 minute maximum)

b) Council response to the public

c) Public clarification (30 seconds to 1 minute for the purpose of restating or rearticulating an original question, concern, suggestion or idea)

ADJOURNMENT



City of Willowick
CITY COUNCIL REGULAR MEETING

Tuesday, May 20, 2025 at 6:30 PM
 City Council Chambers

ADA NOTICE

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MINUTES

CALL MEETING TO ORDER

PLEDGE ALLEGIANCE

INVOCATION

ROLL CALL OF COUNCIL

APPROVAL OF MINUTES

1. Motion to approve the Minutes from the Regular Council Meeting of April 15, 2025.

MOTION: Mr. Malta motioned to approve the minutes of the Regular Council Meeting of April 15, 2025. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Minutes approved.

APPOINTMENTS, SPECIAL RESOLUTIONS & PROCLAMATIONS

2. A Proclamation recognizing Service Department employees Joe Carroscia, Ryan Carter, Mitch Czaplicki, Tyler Dodd, Rick Ice and Russell Tenerove for their brave actions at the house fire on May 14, 2025.

Mayor Vanni says we have unbelievable people that work for us that always go above and beyond. Last Wednesday, these gentlemen likely saved 3 lives in the fire. He is very proud to be a part of this City. He reads the Proclamation honoring these individuals.

Ms. Koudela thanks everyone.

ADMINISTRATIVE APPEALS

Ms. Koudela says that BZA did not recommend approving these from Rodgers.

3. ADMINISTRATIVE APPEAL ORDER NO. 2025-8 (RODGERS):

AN ORDER GRANTING A VARIANCE AND EXCEPTION TO ENCLOSE THE FRONT
 YARD WITH AN ORNAMENTAL FENCE THAT IS 4" IN HEIGHT IN THE

APPLICATION OF SECTION 1165.07(a) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, NO. Mr. McFarland, yea. Ms. Koudela, NO. Ms. Antosh, yea. Mr. Mohorcic, NO. Ms. Bisbee, NO.

Motion failed. Administrative Appeal denied.

4. ADMINISTRATIVE APPEAL ORDER NO. 2025-9 (RODGERS):

AN ORDER GRANTING A VARIANCE AND EXCEPTION TO ALLOW AN ORNAMENTAL FENCE TO EXTEND 27' FROM THE FRONT LINE OF THE BUILDING IN THE APPLICATION OF SECTION 1165.07(a) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, NO. Mr. McFarland, yea. Ms. Koudela, NO. Ms. Antosh, yea. Mr. Mohorcic, NO. Ms. Bisbee, NO.

Motion failed. Administrative Appeal denied.

5. ADMINISTRATIVE APPEAL ORDER NO. 2025-10 (RODGERS):

AN ORDER GRANTING A VARIANCE AND EXCEPTION TO ALLOW AN ORNAMENTAL FENCE TO BE PLACED 39' IN LENGTH AND WIDTH IN THE FRONT LAWN AREA IN THE APPLICATION OF SECTION 1165.07(a) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, NO. Mr. McFarland, yea. Ms. Koudela, NO. Ms. Antosh, yea. Mr. Mohorcic, NO. Ms. Bisbee, NO.

Motion failed. Administrative Appeal denied.

6. ADMINISTRATIVE APPEAL ORDER NO. 2025-11 (RODGERS):

AN ORDER GRANTING A VARIANCE AND EXCEPTION TO ALLOW AN ORNAMENTAL FENCE TO BE 2' FROM THE PUBLIC SIDEWALK IN THE APPLICATION OF SECTION 1165.07(d) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. Phares second.

ROLL CALL: Mr. Phares, NO. Mr. Malta, NO. Mr. McFarland, NO. Ms. Koudela, NO. Ms. Antosh, NO. Mr. Mohorcic, NO. Ms. Bisbee, NO.

Motion failed. Administrative Appeal denied.

7. ADMINISTRATIVE APPEAL ORDER NO. 2025-12 (SKRJANC):

AN ORDER GRANTING A VARIANCE AND EXCEPTION OF 102 SQ. FT. FOR AN OVERSIZED PAVILION IN THE APPLICATION OF SECTION 1171.02(c) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS 4

The applicant is here for Skrjanc. No neighbors are present. BZA recommended approval.

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Administrative Appeal approved.

8. ADMINISTRATIVE APPEAL ORDER NO. 2025-13 (SKRJANC):

AN ORDER GRANTING A VARIANCE AND EXCEPTION OF 4' HEIGHT FOR A PAVILION IN THE APPLICATION OF SECTION 1171.02(c) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Administrative Appeal approved.

9. ADMINISTRATIVE APPEAL ORDER NO. 2025-14 (SKRJANC):

AN ORDER GRANTING A VARIANCE AND EXCEPTION TO ALLOW A PAVILION TO BE CONSTRUCTED 3' FROM THE HOUSE IN THE APPLICATION OF SECTION 1171.02(e) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Administrative Appeal approved.

10. ADMINISTRATIVE APPEAL ORDER NO. 2025-15 (LIFETIME VALUE):

AN ORDER GRANTING A VARIANCE AND EXCEPTION TO ALLOW THE TOP METAL SECTION OF THE BUILDING TO BE PAINTED USING THE COLOR NATIONAL ANTHEM BLUE IN THE APPLICATION OF SECTION 1145.11(b)(1)(B) OF THE CODIFIED ORDINANCES IN BOARD OF ZONING APPEALS

The applicants for Lifetime Value are also here tonight.

They said last week they brought swatches in for the one they picked and some other options regarding changing the color for the top part of the building. They feel this will enhance the building and attract more customers. Blue has a calming and soothing effect. This is helpful in a daycare environment. They want to make it as easy as possible for these kids and improve the psychological effect. They show Council the color that they are hoping for.

Mr. Malta says on behalf of Council and the City, welcome to the City. He thanks them for being in that building and providing a needed service.

Mr. Mohorcic echoes the comments from Mr. Malta. He is not supportive of the bright blue though. The reason being, this goes back to his time in Planning Commission. They want a uniform look along the retail corridor. Sometimes things slip through the cracks. He feels that Pie Café doesn't jive with what they're trying to do, same with Service Department but he loves them both. He feels they are trying to create a product that is neutral and earthy. Maybe earth tones and a blue sign. He understands they want that big pop for customers, but residents might not agree. He feels they are doing a great job. This is part of a long term vision for revitalizing that area. This is the first time having this being challenged.

Mr. McFarland understands the uniformity across the business industry. He feels there is an advantage to this color for this particular business. He thinks this is a neutral blue that will not cause a distraction. This building has needed painted for as long as he can remember and he is happy someone is willing to put the work in.

Mr. Mohorcic says the best retail locations in our area follow uniformity. We are a great retail community. We have a medium income of \$60,000. He feels that not sticking to our standards, then why are they there at all? This was a community driven policy.

Ms. Bisbee welcomes them to Willowick. Owning a family owned daycare for years, she understands the colors. However, again we have a standardization for a reason. She feels this blue might be too bright or out of the norm for a building of that magnitude on Vine Street. Maybe something more muted?

Mr. McFarland says the reason the other Cities Mr. Mohorcic described are able to do such, are because they make exceptions based on business brands. He feels this is something we need to allow.

Mr. Mohorcic says he doesn't think they made that exception.

Mr. Phares said like Mr. Mohorcic said, this is our first challenge to the building design codes and he feels we should stick to it. We should support what we passed on the Ordinances.

Ms. Bisbee appreciates them bringing other colors. She thinks maybe they are willing to work with the City. Maybe we can work together that will work for both parties.

Mr. Mohorcic agreed.

MOTION: Ms. Antosh motioned to approve the Administrative Appeal. Mr. Malta second.

ROLL CALL: Mr. Phares, NO. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, NO. Ms. Antosh, yea. Mr. Mohorcic, NO. Ms. Bisbee, NO.

Motion failed. Administrative Appeal denied.

Mr. Bennet asks if they need to go through this whole process to submit another color?

Mr. Brennan says if they want to submit something per the ordinance he will be happy to look at it.

REPORTS & COMMUNICATIONS FROM THE MAYOR/SAFETY DIRECTOR

Mayor Vanni says back in the fall his nephew, an Eagle Scout, gave him a call regarding flag depository boxes. He calls him up to speak.

Julian comes to show his flag collection box for the community to bring flags that have been tattered or worn down.

It will be in the lobby of City Hall.

Mayor Vanni thanks the Eagle Scouts for doing this. He is glad they thought of us.

Mr. Malta says thank you for coming here tonight also. He has the first flag to deposit in the box.

Mr. McFarland says as an Eagle Scout himself, he is always happy to see another member go through the journey. He was always wondering why we didn't have one of these in the City.

Mr. Phares asks where we are going to put it?

Mayor Vanni says down in the lobby.

Mayor Vanni also says Nick Janek is here tonight for our liason for Lake County Health District.

He brings an update from 4-21 pertaining to the measles update. Cases as of then, 800. As of 5-20, 1,024. Gives you a scale of progression. 96% had an unvaccinated or unknown status. 3 deaths in 2025. There are far greater numbers in other areas. Ohio cases in 2025, 30. No confirmed or suspected in Lake or Geauga. 14 cases in Ashtabula and Knox. One in Allen and Holmes. School exclusion for measles in Ohio. Students are out for 21 days if unvaccinated to protect other students when a case pops up.

Mayor Vanni returns to his report. The election on May 6 went very well for the City of Willowick. OPWC passed which is great. We have two projects on the docket this year. Tim is going to submit two projects for next year also. Issue 3 also passed. The Fire Chief position will be removed from Civil Service. This will allow us to retain our current Fire Chief. He is doing a great job and the department is as stable as has been in a while. He believes we have to do some legislation for the Charter. He will get with Mandy about that.

The new engine is also here, it's super nice. The Fire Department guys won the whole softball tournament in Las Vegas. Good week for Fire Department.

We talked about CDBG. We applied for the grant for the bathroom for Fire Department. He spoke with someone there. There is a lot of competition this year. They decided to do the ADA ramps next year with the parking lot. Storefront renovations will also be put off a year. They did some preliminary work but want to take their time with this. Have gotten a good response so far. Chances of us getting three this year are pretty slim. Fire Department had to prioritize.

News on sewers, Representative Troy came to the last meeting. He looked into the EPA program but it is basically through infrastructure. Not a direct rebate to the residents. They do use this though to help bring down cost of sewer projects. Yesterday he met with Senator Husted's office. They talked about the sewers and EPA. Euclid is still looking but might have to build that utilization tank that will cost more than \$100 million. Hopefully it shed some light on some opportunities.

He had a great afternoon at the Great Lakes Mall for Senior of the Year Awards for Council on Aging. It was packed. The News Herald is doing an article on her and the Senior Center. It was nice being a part of that.

Weather was good for opening day. He thanks Service and Recreation for doing such a great job. Will do it again in a couple weeks with the little kids. Happy Memorial Day and see everyone at the parade!

COUNCIL DISCUSSION OF THE MAYOR'S REPORT

Mr. Malta says really nice touch honoring the Service staff for their work during the fire. Do you have a phone number for the family at the house? He would like to call them or stop there to see what they might need.

Mayor Vanni says he thinks every fire department does this, but they do a great job of getting Red Cross out there as soon as possible.

GENERAL COMMUNICATIONS & REPORTS – Directors & Officials

Service Director – Todd Shannon

Todd Shannon submitted his report earlier today. He jokes he will submit his request to repaint the building. Pools are getting filled. If you're at Manry, the playground to the right has the new jellybean mulch, check it out. Working on road repairs throughout the City.

Mr. Malta thanks Todd for the fact that he answered the phone on a Sunday. He called him because there was a pregnant dead deer in the backyard of a home. The family was unsure what to do. Todd gave Mr. Malta the instructions to drag it to the tree lawn so Service could handle it the next morning.

Recreation Director – Julie Kless

Julie Kless says they had opening day baseball, she thanks the league and rec staff for all their work and support. Also, we are working on all their summer stuff. They completed hiring the lifeguards and camp counselors. Also, there is an item on the agenda to amend compensation for staffing due to changes in minimum wage. She thanks Mandy and Alyssa for all their work on this item.

Ms. Bisbee thanks Julie and the team that were there Saturday. It was a great day. She thanks the Mayor for coming out as well.

City Engineer – Tim McLaughlin

Tim McLaughlin says there are two motions for them tonight. They do these every two years, maybe every year. The change order is no cost, just a formality to extend the contract for completion date. It is expected to come in under budget. As Mayor Vanni said, we have OWPC agreements coming out in July. One project for next year's application is Bayridge concrete slabs and ADA. The priority project is Laramar culverts. It has been an issue for years. They are applying for about half funding on both projects. One other thing for CDBG is that they applied for the total cost of the project on that one.

Finance Director – Cheryl Benedict

Cheryl Benedict has no formal report, but there are several items on the agenda this evening and she is happy to answer questions about any of them. Arguably the most important ones are for the Levy Renewals.

Ms. Koudela clarifies that these are renewals.

Mr. Mohorcic says those are like 1980s money, no increase based off property values.

Mayor Vanni says one is 1985 and one is 1995.

Cheryl says they are not based on millage.

Mayor Vanni wants to schedule some town halls to ensure everyone knows these are renewals and how important these are to what we do. Like Cheryl said, we are collecting basically old money, nothing is going up.

Law Director – Mandy Gwartz

Mandy Gwartz has no formal report, but open for questions.

Police Chief – Rob Daubenmire

Police Department Lt. Lawrence is open for questions.

Fire Chief – Bill Malovrh

Chief Malovrh emailed his report. He jokes the Mayor stole his thunder.

Ms. Antosh asks if they know the fire cause?

He says undetermined.

Ms. Koudela asks how the engine is?

He says it is good should see it out soon.

Chief Housing/Zoning Inspector – Sean Brennan

Sean Brennan submitted his report, open for questions.

WARD MATTERS

Mr. Malta says the Food Drive numbers are way down this year. He thanks Julie for advertising on the board. He put it in his column to see if anyone has any ideas for how to increase that. He also thanks Mr. McFarland for collecting the food too.

PUBLIC PARTICIPATION

a) Public statement (1 minute maximum)

b) Council response to the public

c) Public clarification (30 seconds to 1 minute for the purpose of restating or rearticulating an original question, concern, suggestion or idea)

Mike Bowen, 472 E 319, says thank you to Mr. Shannon for the privilege, honor, and duty of raising the American Flag at Lakefront Park at sunset on May 15th. They had a few folks watching. He reads what he read at that ceremony.

Jean Bowen, 472 E 319, asks what the color the daycare is talking about?

Ms. Koudela says National Anthem Blue and that there is a Universal Design Standard that indicates it needs to be a neutral color, so a shade of brown or grey.

Jean says it wouldn't bother her at all. She was wondering what the issue was.

Ms. Koudela thanks them for their comments.

REPORTS OF STANDING COMMITTEES

Finance – Bisbee, Mohorcic, Antosh

Ms. Bisbee says there will be a Finance Meeting June 3 at 5:45 p.m.

Safety – Phares, Malta, McFarland

Mr. Phares requests a Safety Committee Meeting June 17 at 5:30 p.m. to talk about limiting vape shops, nuisance abatement, and on street parking.

Service, Utilities & Public Lands – Malta, Phares, McFarland

Streets, Sidewalks & Sewers – Mohorcic, Bisbee, Malta

Tax Compliance – Koudela, Antosh, McFarland

Moral Claims – Antosh, Phares, Koudela

Ms. Antosh says there was a Moral Claims meeting tonight prior to the meeting. There were three claims. None of the people are here.

Council votes on the following items from the Moral Claims Meeting.

MOTION: Ms. Antosh motions to approve the sewer credit for \$324 for Liane Medina from the Moral Claims meeting. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. The claim has been approved.

MOTION: Ms. Antosh motions to approve the credit for \$3,829 Cynthia Jesenovec for the water line break from the Moral Claims meeting. Ms. Bisbee second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. The claim has been approved.

MOTION: Ms. Antosh motions to approve the credit for \$548.66 for Shennevean Oliver for the tire from the Moral Claims meeting. Ms. Bisbee second.

ROLL CALL: Mr. Phares, NO. Mr. Malta, NO. Mr. McFarland, NO. Ms. Koudela, NO. Ms. Antosh, NO. Mr. Mohorcic, NO. Ms. Bisbee, NO.

Motion failed. The claim has been denied.

Budget – Mohorcic, Koudela, Bisbee

LIAISON REPORTS

Planning – Phares/Alternate Antosh

Mr. Phares says Planning met on May 12 and recommended approval for the item on the agenda later.

Board of Zoning Appeals – McFarland/Alternate Koudela

Volunteer Fire Fighters' Dependents Fund Board – Antosh, Phares

Recreation Board – Bisbee/Alternate Phares

Plan Review Board – Antosh

FUND TRANSFERS & BID AUTHORIZATIONS

CONTRACT APPROVALS

INTRODUCTION & CONSIDERATION OF LEGISLATION

11. ORDINANCE NO. 2025- 19

AN ORDINANCE ENACTING CHAPTER 786 OF THE CODIFIED ORDINANCES TITLED "MARIJUANA DISPENSARIES."

Item was on First Reading 4/1/25, Second Reading 4/15, Item is on Third Reading.

Mr. McFarland asks that Council table this and make the changes he suggested last meeting.

Ms. Koudela says there was a lengthy discussion at the last meeting regarding the two ordinances.

MOTION: Mr. Mohorcic motions to approve. Ms. Bisbee second.

ROLL CALL: Mr. Phares, NO. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, NO. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

12. ORDINANCE NO. 2025- 20

AN ORDINANCE AMENDING CHAPTER 1145 OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOWICK, OHIO, TITLED “RETAIL DISTRICT;” SPECIFICALLY, AMENDING SECTION 1145.03, TITLED “USES.”

Item was on First Reading 4/1/25, Second Reading 4/15, Item is on Third Reading.

Mr. McFarland says the overwhelming thing that happened during the discussion last year was the “wait and see approach”. What is a timeline for that? What does it mean to you?

Ms. Koudela says it won’t be in the Ordinance but does anyone have any comments?

Mr. Mohorcic says as long as necessary.

Mr. Phares says watch and see how it goes? Who knows.

MOTION: Mr. Malta motions to approve. Ms. Bisbee second.

ROLL CALL: Mr. Phares, NO. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, NO. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

13. ORDINANCE NO. 2025- 22:

AN ORDINANCE AUTHORIZING THE MAYOR OF WILLOWICK, OHIO TO ENTER INTO AN AGREEMENT WITH MEDICAL MUTUAL INSURANCE TO PROVIDE A COMPREHENSIVE HEALTHCARE INSURANCE PLAN FOR CERTAIN EMPLOYEES OF THE CITY; AND DECLARING AN EMERGENCY.

MOTION: Mr. Malta motions to suspend the rule requiring three readings. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Mr. McFarland motions to approve. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

14. ORDINANCE NO. 2025- 23:

AN ORDINANCE AMENDING SECTION 141.09 OF THE CODIFIED ORDINANCES OF

THE CITY OF WILLOWICK, "FULL-TIME CAPTAIN" AND DECLARING AN EMERGENCY.

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Mr. McFarland motions to approve. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

15. RESOLUTION NO. 2025 - 24:

A RESOLUTION DECLARING IT NECESSARY TO RENEW AN EXISTING ONE MILL TAX LEVY FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING AND OTHERWISE IMPROVING SANITARY AND STORM SEWER LATERALS AND REQUESTING THE COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE CITY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT RENEWAL LEVY, AND DECLARING AN EMERGENCY.

MOTION: Mr. Malta motions to suspend the rule requiring three readings. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Ms. Bisbee motions to approve. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

16. RESOLUTION NO. 2025 - 25:

A RESOLUTION DECLARING IT NECESSARY TO RENEW AN EXISTING ONE AND FIVE TENTHS MILL TAX LEVY FOR THE PURPOSE OF PROVIDING FUNDS TO PURCHASE EQUIPMENT AND CAPITAL IMPROVEMENTS FOR THE SAFETY FORCES OF THE CITY AND REQUESTING THE COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE CITY AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY THAT RENEWAL LEVY AND DECLARING AN EMERGENCY.

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Mr. Phares motions to approve. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

17. RESOLUTION NO. 2025 – 26:

A RESOLUTION TO APPROVE AUTHORIZATIONS (THEN AND NOW CERTIFICATE) TO LAKE COUNTY ENGINEER'S OFFICE IN THE AMOUNT OF \$11,862.52 FOR THE CITY OF WILLOWICK, AND DECLARING AN EMERGENCY

Mr. Phares asks what this covers? Lights?

Mr. Shannon says freeway maintenance in general.

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Ms. Antosh motions to approve. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

18. RESOLUTION NO. 2025 – 27:

A RESOLUTION TO APPROVE AUTHORIZATIONS (THEN AND NOW CERTIFICATE) TO THE OHIO PUBLIC WORKS COMMISSION IN THE AMOUNT OF \$36,223.48 FOR THE CITY OF WILLOWICK, AND DECLARING AN EMERGENCY

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Mr. Malta motions to approve. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

19. RESOLUTION NO. 2025 - 28:

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR OF THE CITY TO TEMPORARILY ADVANCE FUNDS FROM THE GENERAL FUND (101) TO THE NORTHEAST OHIO PUBLIC ENERGY COUNCIL ("NOPEC") ENERGIZED COMMUNITY GRANT FUND (227), AND DECLARING AN EMERGENCY.

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Ms. Antosh motions to approve. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

20. ORDINANCE NO. 2025-24:

AN ORDINANCE AMENDING ORDINANCE 2025-13 TO PROVIDE FOR ADDITIONAL APPROPRIATIONS FROM THE GENERAL FUND (101); STREET CONSTRUCTION MAINTENANCE & REPAIR FUND (202); POLICE & FIRE CAPITAL IMPROVEMENT LEVY FUND (207); SEWER LATERAL REPAIR FUND (211); FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF WILLOWICK, STATE OF OHIO, DURING THE CALENDAR YEAR ENDING DECEMBER 31, 2025, AND DECLARING AN EMERGENCY.

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Ms. Antosh motions to approve. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

21. ORDINANCE NO. 2025- 25 (Amended):

AN ORDINANCE AMENDING ORDINANCE 2025-3 AND PROVIDING FOR THE COMPENSATION OF SEASONAL AND PART-TIME EMPLOYEES OF THE CITY OF WILLOWICK RECREATION DEPARTMENT FOR YEAR 2025, AND DECLARING AN EMERGENCY.

MOTION: Ms. Antosh motions to suspend the rule requiring three readings. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Mr. McFarland motions to approve. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion passed. Legislation approved.

MISCELLANEOUS

22. Motion authorizing an expenditure to Arbia Bitner in the amount of \$30,800.00 for the release of escrowed insurance proceeds related to the fire at 262 East 324th Street.

MOTION: Mr. McFarland motioned to approve the Motion. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

23. Motion to Declare a Kubota Skid Steer Loader with City Tag No. 2187, Serial No. KBCZ131CKL3C52957 as Surplus, Unneeded, Unfit for Public Use and Authorizing its Trade-in.

MOTION: Mr. Malta motioned to approve the Motion. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

24. Motion authorizing Verdantas to prepare specifications, details, plans and bid documents, advertise and obtain bids, and perform construction administration and observation services for the 2025 Lateral Program a fee of \$ 32,100 in accordance with the Agreement for engineering services.

MOTION: Mr. Malta motioned to approve the Motion. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

25. Motion authorizing Change Order #1 to United Survey for the extension of contract completion date for the E. 305th Sewer Improvements Project.

MOTION: Ms. Antosh motioned to approve the Motion. Ms. Bisbee second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

26. Motion authorizing the Mayor to enter into an agreement with Active Networking in the amount of \$20,125.00 for a block of 175 hours of IT maintenance and support.

MOTION: Ms. Antosh motioned to approve the Motion. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

27. Motion approving the new business of Telecom Acquisition Corp / Classic Store - Located at 32702 Vine Street.

MOTION: Ms. Antosh motioned to approve the Motion. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

28. Motion declaring the items listed in "Exhibit A" as Surplus, Obsolete, Unneeded and Unfit for Public Use and Authorizing their Disposal.

MOTION: Ms. Antosh motioned to approve the Motion. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

29. Motion authorizing the city's re-enrollment in the Ohio Bureau of Workers' Compensation Group-Retrospective-Rating Program through the Ohio Association of Public Treasurer's for the policy year beginning January 1, 2026.

MOTION: Mr. McFarland motioned to approve the Motion. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

30. Motion authorizing the temporary retroactive appointment of Gretchen Kless as the City Senior Center Coordinator for a term from April 23, 2025 and to May 1, 2025. The temporary appointment is not to exceed forty (40) hours per week. The City shall pay Gretchen Kless while she is temporary Senior Center Coordinator at a rate of \$22.00 an hour.

MOTION: Ms. Antosh motioned to approve the Motion. Mr. Malta second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

31. Motion Authorizing the Mayor and Keith Lawrence to complete and authorize pre-award applications and conditions for a grant from the Ohio Office of Criminal Justice Services regarding video products and professional services of Flock Security.

MOTION: Mr. Malta motioned to waive the 3 day rule. Ms. Antosh second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

MOTION: Ms. Antosh motioned to approve the Motion. Mr. McFarland second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Motion approved.

PUBLIC PARTICIPATION

a) Public statement (1 minute maximum)

b) Council response to the public

c) Public clarification (30 seconds to 1 minute for the purpose of restating or rearticulating an original question, concern, suggestion or idea)

Arbia Bitner thanks Council for approving Motion #22. It means a lot to be able to close this chapter.

Mr. Malta asks if the Mayor knows when Arbys will reopen?

Mr. Brennan says no not at this time but he will let him know.

Mr. Malta says he wants in the minutes that he thanks the Eastlake Football team and their coach and families. They signed up for a project. They were ultimately unneeded but he appreciates it. He hopes they will be back helping in the fall.

ADJOURNMENT

Ms. Koudela calls for a Motion to Adjourn the Meeting.

MOTION: Ms. Antosh motioned to Adjourn the Meeting. Mr. Phares second.

ROLL CALL: Mr. Phares, yea. Mr. Malta, yea. Mr. McFarland, yea. Ms. Koudela, yea. Ms. Antosh, yea. Mr. Mohorcic, yea. Ms. Bisbee, yea.

Motion carried. Meeting Adjourned at approximately 7:46 p.m.

Clerk of Council

Council President

Date

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

A. General Requirements

1. This policy is intended to provide employees who are duly authorized to travel on behalf of the City with adequate levels of transportation, lodging, meals and other services necessary to conduct the City's business. The City intends that employees travel in reasonable comfort when away from home on business. However, accommodations, meals, transportation and services used should be in keeping with those to which the individual is accustomed in normal circumstances and should never be lavish or extravagant. City employees who are traveling at the City's expense, and/or for City business, are expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
2. Each employee shall be responsible for his/her own travel expenses.
3. Receipts must be presented for all reimbursement requests.
4. Expense paperwork should be submitted to the Finance Department on the Travel Expense Report. Include a copy of the approved Travel Authorization Request Form with your receipts attached to the reimbursement form.
5. All requests for reimbursement **MUST** be received by the Finance Department within sixty (60) days of travel. Any requests more than 60 days old will not be reimbursed.
6. City employees will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.
7. The Internal Revenue Service imposes specific requirements for business expenses. Therefore, travel expenses must be adequately documented and accounted for. In the absence of proper accounting and documentation, IRS regulations require that expense reimbursements be considered taxable wages.
8. This policy, while comprehensive, does not address every issue, exception or contingency that may arise in the course of an employee's travel. While the City recognizes the need for flexibility in administering travel guidelines, few exceptions will be allowed. Requests for reimbursement or payment of expenditures which appear to be in conflict with the intent of these guidelines will be submitted to the Director and Mayor or their designee for review, who may use their sound judgment provided they do not contradict any specific provision herein.

B. Authorization

1. Prior approval of the Director and Mayor must be granted in order for employees to travel at City expense.
2. The employee's Director and Mayor or their designee must approve the Travel Authorization Request Form before the submission of the reimbursement form to the Finance Department.
3. Travel requests should be submitted a minimum of seven (7) days prior to the date of travel. Failure to submit a request timely may result in the request being denied.
4. An individual may not approve his/her own travel.
5. Directors or their designees are required to review expenditures and withhold payment if there is reason to believe that the expenditure is inappropriate or extravagant.

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

C. Transportation: Method

The use of vehicle, air, train, or bus transportation shall be selected on the basis of the most reasonable and appropriate method, taking into account distance, time, and total costs.

The Director and Mayor or their designee shall, within the provisions of this policy, determine the appropriate method or methods of transportation to be utilized by a City employee for travel.

D. Transportation: Vehicle

1. City-owned vehicles shall be used in place of private vehicles whenever practical.
2. City employees are encouraged to carpool with other city or government employees to the same function.
3. **City-owned vehicle**
 - a) Employees having access to City vehicles must possess and show proof of a valid State of Ohio driver's license.
 - b) Is authorized only for City employees and for other parties who are properly designated by the City, or the Director and Mayor or their designee, and endorsed onto insurance coverage through the City of Willowick.
 - c) Reimbursement is authorized for incurred service expenses necessary to the efficient and safe operation of a City-owned vehicle.
 - d) The names of all persons traveling in the same City-owned automobile and names of their respective City departments shall be listed on the Travel Expense Report.
4. **Privately-owned vehicle**
 - a) Employees operating their own private vehicle while on City business must possess a valid State of Ohio driver's license.
 - b) Employees operating their own private vehicle while on City business must be insured, personally and for the vehicle, under a policy of liability insurance complying with the requirements of section 4509.51 of the ORC.
 - c) Reimbursement of mileage expenses incurred on City business is established at the Internal Revenue Service's business standard mileage rate.
 - d) Rates established in Collective Bargaining Agreements shall be followed in lieu of rates established by the Internal Revenue Service.
 - e) Reimbursement shall be made for actual miles driven.
 - f) All such travel shall be supported by a Travel Expense Report showing the trip date, purpose, MapQuest or some similar fashioned report showing roundtrip total mileage from the departure point and point of final destination will be utilized to determine mileage.
 - g) Reimbursement shall be made to only one of two or more City employees traveling in the same privately owned automobile and the names of their respective City departments shall be listed on the Travel Expense Report.
 - h) During business hours, mileage reimbursement for travel within Lake County is calculated for miles between the employee's headquarters and the destination, unless the mileage is less from an employee's home.
 - i) Outside of business hours, mileage will be calculated from the employee's home.
 - j) The costs and expenses to operate a privately owned vehicle, but not limited to gasoline, damages, necessary service, or repairs are the sole responsibility of the City employee, as those costs are included in the per mile cost reimbursement.

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

5. City and Privately-Owned Vehicles

- a) In the event the City approves the use of a City-owned or private vehicle, reimbursement shall not exceed the airfare rate, plus transportation at the destination.
- b) Charges for parking and other reasonable travel expenses directly related to authorized travel are reimbursable with receipts.
- c) The City is not responsible for any costs incurred as a result of an employee's illegal actions, including vehicular violations, even if the employee is conducting City business.

E. Transportation: Air and Other

1. Air:

- a) In any instance where airfare plus transportation at the destination is less expensive than using a private or City-owned vehicle, then the air flight by common carrier shall be used.
- b) To maximize discount fare possibilities, air travel arrangements should be reserved as far in advance of the travel date as possible.
- c) Air travel will be reimbursed at actual cost but not in excess of coach airline fare. Travel insurance is not reimbursable. Reimbursement is authorized at the lowest available rate.
- d) City employees are authorized to travel within or out-of state by common air carrier at the lowest rate **only** if flying is more economical than other modes of travel.

2. **Airport Transfers:** The airport to downtown limousine / bus service should be the preferred method of transportation to a hotel or meeting site. Taxis and private limousines should be used only when they represent a more reasonable alternative or are essential due to time constraints.

3. **Taxis:** Taxis may be used if public transportation is unavailable or inadequate for local travel. Trips should be of minimal length, and each trip separately identified on the Travel Expense Report.

4. Car Rental:

- a) Reimbursement is authorized if car rental is more economical than any other mode of transportation.
- b) Reimbursement is authorized for car rental at a designation after arrival if it can be shown that for an employee (or group of employees) that the aggregate cost for local ground transportation (e.g. taxi to and from airport) or a combination of air flight car rental is less expensive than alternative options.

5. Travel by other alternative methods, such as bus or train, is authorized if it is more economical than other modes of travel when all related costs are taken into consideration.

F. Conference or Seminar Registration

1. Conferences or seminar registration fees may be reimbursed to the City employee, or conference registration fees may be paid directly by the City in advance of the conference.
2. If the conference or seminar registration fee includes any meals, the City employee shall not be reimbursed for those same meals.
3. All requests for registration should be supported by invoice or notice.

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

4. Employees may be personally liable for unused registration fees that are not reimbursed by the sponsoring organization.

G. Lodging

1. Employees shall use the “government rate” or lowest single-room rate available within a hotel, unless sharing the room with another City employee, in which case it shall be the lowest applicable room rate available.
2. Employees shall take advantage of tax exemptions whenever possible.
3. Lodging shall be reimbursed at a rate per calendar day at actual cost when such cost is reasonable as determined by Director and Mayor or their designee.
4. Lodging at the conference site or lodging at a hotel identified in the conference registration materials as one of the conference hotels may be reimbursed at actual cost, provided such cost is reasonable as determined by the Director and Mayor or their designee.
5. Lodging shall not be reimbursed if the distance is less than:
 - a) 45 miles from both the employee’s headquarters and home.
 - b) 30 miles from both the employee’s headquarters and home for a periodic or annual conference or convention (applies to conferences or conventions for professional association).
 - c) Exceptions may be made by the Director and Mayor for good cause to the 30 miles from both the employee’s headquarters and home for a conference or convention.
6. If sharing a room, the Director or their designee shall designate one of the employees as the employee responsible for billing/payment for the employees sharing the room.
7. Receipts should be obtained before leaving the hotel.
8. The City may pre-pay the hotel directly.
9. The employee is responsible for any changes in the room reservations or cancellations. Any “no show” charges will normally be the employee’s direct responsibility.

H. Meals

Meal reimbursement will be:

1. For a Full Day of Travel

- a) The actual cost of meals to a maximum of \$75.00 per day, per person.
- b) A full day of travel is a day that is both preceded and followed by an overnight stay.
- c) A full day of travel does not require an allocation for breakfast, lunch and dinner. Meal reimbursement in that amount may be allocated for meals as the employee chooses.

2. For Less Than a Full Day of Travel

For less than a full day, reimbursement for meals on the day of departure and day of return is limited to:

- a) Actual cost up to a maximum rate of ten (15) dollars if the City employee is on travel status any time after midnight but no later than 8:00 a.m.
- b) Actual cost up to maximum rate of fifteen (25) dollars if the City employee is on travel status any time after 9:00 a.m. but no later than 3:00 p.m.

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

- c) Actual cost up to a maximum rate of twenty-five (35) dollars if the City employee is on travel status any time after 6:00 p.m. but no later than midnight.

Breakfast	Lunch	Dinner	Full Day
\$15.00	\$25.00	\$35.00	\$75.00

- d) On the day of departure or return, if the City employee is on travel status for more than one of the above specified time periods, meal reimbursement is authorized in the amount of the total of the individual amounts specified for those time periods.

1. Reimbursement for meals will **NOT** take place unless the meal(s) is (are) either associated with an overnight stay, and/or the meal is outside Lake County or the City of Willowick (or an approved exception for an annual conference or convention for a professional association).
2. Reimbursement for meals shall not occur for any meal(s) that are included in a conference registration fee or included in single hotel room rate.
3. **Conference Meals**
 - a) Meals that are not included in the registration fee but are an integral part of the conference may be reimbursed at actual cost, provided such cost is reasonable as determined by the Director and Mayor or their designee.
 - b) Meals are considered to be an integral part of the conference when the meals are provided at the conference site as an organized group activity for all conference participants.
 - c) If a conference includes or provides a meal, the City employee shall not be reimbursed for that same meal, and any amount reimbursed to the City employee for meals shall be adjusted.
4. The City recognizes that actual meal costs vary widely throughout the country. Therefore, with the prior approval of the Director and Mayor or their designee, the City may reimburse meal expenses which exceed the per diem allowance, provided a maximum per diem is established in writing prior to travel on an individualized and specific case by case basis.
5. The City depends on its employees to exercise prudence in selecting restaurants. Meals should always commensurate with the City employee's normal eating practices. The City will not reimburse meal costs deemed lavish or otherwise extravagant.
6. Actual receipts are required for reimbursement of all meal expenditures.
7. Gratuities for meals shall not exceed 20%. The amount of the gratuity shall count against the maximum reimbursement amount and the applicable meal rate. Any gratuity in excess of 20% shall not be reimbursed and shall be the sole responsibility of the employee.
8. There will be no reimbursement for alcoholic beverages.

I. Prepayment of Travel Expenses

1. In order to obtain the lowest available rate for air flight by common carrier, an employee, with the approval of the Director and Mayor or their designee, may authorize advance purchase/prepayment of airline tickets.

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

2. If advance purchase or prepayment of airline tickets is authorized, the employee may be reimbursed in advance for said purchase **provided** that the employee is **personally liable** for any charges assessed for unused travel reservations, which are not reimbursed within the time limits specified by the airline.
3. City funds **may** be expended to pay for unused reservations on common carriers **if** the Director and Mayor or their designee is satisfied that failure to cancel within the time limits specified by the airline or to use the reservation was unavoidable (e.g., death or serious illness/injury in family).
4. If City funds are expended to pay for unused reservations on common carriers (or other expenses) and if the Director and Mayor or their designee is satisfied that failure to cancel within the time limits specified by the airline or to use the reservation was unavoidable (e.g., death or serious illness/injury in family), then the City shall receive any and all refunds or credits (e.g., air travel credit).
5. If City funds are expended to pay for unused reservations on common carriers (or other expenses) and **if** the Director and Mayor or their designee is **not** satisfied that failure to cancel within the time limits specified by the airline or to use the reservation was unavoidable (e.g., death or serious illness/injury in family), then the employee shall reimburse the City of any and all expenses. The City may deduct said expenses from the employee's pay if the employee does not make satisfactory arrangements to reimburse the City.

J. Receipts

Reimbursement of travel expenses is based on reasonable and actual expenses supported by original, itemized receipts. **CITY EMPLOYEES MUST SUBSTANTIATE TRAVEL EXPENSES WITH ORIGINAL ITEMIZED RECEIPTS.** The lodging bill may be used as a receipt when charges are included as part of any overnight stay.

1. Itemized receipts are required for:

- a) All service expenses incurred in connection with the operation of City-owned automobiles.
- b) All car rental expenses.
- c) All common carrier expenses, i.e. Bus, boat, ferry, or subway.
- d) All lodging expenses.
- e) All miscellaneous transportation expenses, including taxicab and parking.
- f) Meals.
- g) Conference receipts shall include registration fees, conference meals not included in a registration fee, conference lodging, and all miscellaneous expenses exceeding one dollar.

2. Retention of Report and Required Receipts

The Finance Department shall retain the original "Travel Expense Reports" and the original receipts required by this policy. The Finance Department may specify the manner in which receipts shall be submitted.

K. Spousal Accompaniment

The City does **not** reimburse for spousal accompaniment. Under no circumstances will expenses for spousal travel be reimbursed. If a spouse accompanies an employee for personal purposes, the difference in hotel charges (if any) for a double room must be deducted before the expense report is submitted. If meals are charged to one's hotel account, only the employee's meal amount can be charged to the City.

CITY OF WILLOWICK TRAVEL POLICY

Item #2.

L. Frequent Flyer Miles

In accordance with Ethics Commission opinion 91-010:

1. Divisions (D) and (E) of Section 102.03 of the Ohio Revised Code prohibit a state official or employee from accepting, soliciting, or using the authority or influence of his/her position to secure, for personal travel, a discounted or free “frequent flyer” airline ticket or other benefit from an airline if he/she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution or other entity with which he/she serves, or by which he/she is employed.
2. Division (A)(4) of Section 2921.42 and Division (A) of Section 2921.43 of the Ohio Revised Code prohibit a state officer or employee from accepting or using, for personal travel, a discounted or free “frequent flyer” airline ticket or other benefit from an airline if he/she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which he/she is connected.

Obtaining or retaining (securing) for personal travel, a discounted or free “frequent flyer” airline ticket or other benefit from an airline if the official or employee has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel for/by the City is prohibited.

RESOLUTION NO. 2025 - 29**A RESOLUTION AMENDING THE UNIFORM TRAVEL POLICY FOR THE EMPLOYEES OF THE CITY OF WILLOWICK, REPEALING RESOLUTION NO. 2017-33 AND DECLARING AN EMERGENCY.**

WHEREAS, City Council desires a comprehensive set of uniform guidelines and policies governing the transportation, lodging, meals, and other services necessary to conduct the City's business by its employees; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILLOWICK, COUNTY OF LAKE, STATE OF OHIO:

Section 1. That the Council of the City of Willowick hereby adopts the Travel Policy attached hereto as Exhibit "A" and incorporated herein, and shall be applicable to all employees, appointed, and elected City officials.

Section 2. That Resolution 2017-33 is hereby repealed.

Section 3. All formal actions of this Council concerning the passage of this Resolution were adopted in an open meeting, and that all deliberations of this Council, or any of its Committees, which resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Chapter 107 of the Codified Ordinances of the City of Willowick and Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, welfare and dignity of the residents of the City of Willowick, and further to ensure the orderly, uniform and efficient operation of the City's Departments in relation to the Finance Department.

WHEREFORE, this Resolution shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

Adopted by Council _____, 2025

Monica Koudela, Council President

Submitted to the Mayor: _____, 2025

Approved by the Mayor: _____, 2025

Michael Vanni, Mayor

ATTEST: _____
Alyssa Moran, Clerk of Council

JOHNSON'S
FIRE EQUIPMENT COMPANY
20213 State Route 93
Wellston, OH 45692

800-624-1964
Accounts Receivable Ext.103

JOHNSON'S
EMERGENCY VEHICLE SOLUTIONS

6196
Item #3.
Invoice

✓ **MAIL PAYMENT TO:**
Johnson's Fire Equipment Company ✓
20213 SR 93
Wellston, Ohio 45692

Date	Invoice #
5/19/2025 ✓	45980 ✓

Bill To
Willowick Fire Department Chief Malovrh 30435 Lake Shore Blvd Willowick, OH 44095

Ship To
Willowick Fire Department Chief Malovrh 30435 Lake Shore Blvd Willowick, OH 44095

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project	
	Due on receipt	J.S.	4/17/2025	Ground			
Item Code	Quantity	Description			U/M	Price Each	Amount
CVEL82792942...	13	VELOCITY TURNOUT GEAR			SET	3,069.42	39,902.46
GLOVE STRAP	13	VELCRO GLOVE STRAP W/ CLASP			ea	7.50	97.50
<p>MAY 21 2025 - 1062605 10626003 (signature on pg 2)</p> <p>5-23 void void 10626003 [then/now needed] * LH updated</p>							

Please note we have not recently changed our payment procedures. We still accept check and credit card payments. All checks should be mailed to the address on this invoice. We would never email you instructions to wire payment.

2% FINANCE CHARGES WILL BE ADDED TO ALL INVOICES PAID AFTER 30 DAYS.
4% SERVICE CHARGE ADDED TO TOTAL AMOUNT DUE FOR CREDIT CARD PAYMENTS.

Payments/Credits	\$0.00
Total	\$39,999.96
Balance Due	

21,997.98
in 000 00

RESOLUTION NO. 2025 – 30**A RESOLUTION TO APPROVE AUTHORIZATIONS (THEN AND NOW CERTIFICATE) TO THE JOHNSON'S FIRE EQUIPMENT COMPANY IN THE AMOUNT OF \$39,999.96 FOR THE CITY OF WILLOWICK, AND DECLARING AN EMERGENCY**

WHEREAS, Ohio Revised Code 5705.41(D)(1) provides that if prior certification of funds by the Fiscal Officer was not obtained before the contract or order involving the expenditure of money was made, then the Fiscal Officer may instead certify; and

WHEREAS, that there was at the time of the making of such contract or order and at the time of the execution of such certificate, a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund, free from any previous encumbrances; and

WHEREAS, the Fiscal Officer is accordingly certifying that there were appropriations available and funds in the treasury or in the process of collection at the time the contract or order was made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now); and

WHEREAS, the amount of the certificate exceeds \$3,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Willowick, County of Lake, and State of Ohio that:

Section 1. It is hereby certified that both at the time of the making of the attached contract(s) or order(s) and at the date of execution of this certificate, the amount of funds required to pay this contract(s) or order(s) has been appropriated for the purpose of this contract or order, attached hereto, and is in the treasurer or in the process of collection to the credit of the fund free from any previous encumbrances.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 123 of the Codified Ordinances of the City of Willowick.

Section 3. This Resolution constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City of Willowick; and so that the certificate meets the timeliness requirement of the Ohio State Auditor; wherefore, this Resolution shall be in full force and take effect immediately upon its passage by Council and approval by the Mayor.

PASSED: _____, 2025

SUBMITTED to the Mayor for his approval
on _____, 2025

ATTEST:

Clerk of Council

Council President

APPROVED by the Mayor on
_____, 2025

Michael J. Vanni, Mayor