



City of Mentor-on-the-Lake

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**MINUTES
REGULAR MEETING OF COUNCIL
CITY OF MENTOR-ON-THE-LAKE
OCTOBER 8th, 2024
7:00 p.m.**

The Regular Meeting of Council for the city of Mentor-on-the-Lake was called to order on October 8th, 2024, at 7:00 pm by Council President Rob Johnson.

CALL TO ORDER: PLEDGE OF ALLEGIANCE

ROLL CALL:

Aye	Ward 4:	DESIREA THOMPSON, Vice President
Aye	At Large:	MICHELLE MOORE
Aye	Ward 2:	SKIP GRAY
Aye	At Large:	KEVIN BITTNER
Aye	Ward 1:	JEANNIE WONG
Aye	At Large:	JIM LUNDER
Aye	Ward 3:	ROB JOHNSON, President

READING OF MINUTES:

Regular Meeting of Council- September 24th, 2024

MOTION MADE BY MR. LUNDER, Seconded by Mrs. Moore, for approval of minutes. **ROLL CALL:**
Ayes: Council Members Thompson, Moore, Gray, Lunder, Johnson. Abstain: Bittner, Wong.
MOTION CARRIED: 5/0/2

CORRESPONDENCE:

Mrs. Moore announced that the Lake Elementary Trunk or Treat had to relocate back to the school this year instead of at City Hall.

7:02 P.M EXECUTIVE SESSION OF COUNCIL:

MOTION MADE BY MRS. THOMPSON, Seconded by Ms. Wong, for Council to move into Executive Session to discuss a personnel matter. **ROLL CALL:** Ayes: Council Members Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson.
MOTION CARRIED: 7/0

7:21 P.M. COUNCIL RECONVENED. **ROLL CALL:** Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. **All present.**

ADMINISTRATIVE AND DEPARTMENT HEAD REPORTS:

Mayor and Safety Director – Mr. Eva

Mayor Eva read the Fire Department report for the month of September; the report will be attached to the minutes. The safety forces open house was held this past Sunday, October 6th.

Administrative Director – Ms. Martin

Ms. Martin read her report; it will be included in the meeting minutes.

Law Director – Mr. Lyons

Mr. Lyons suggested that Council and Administration wait until November before making a decision on the RQ. Mr. Lyons said that he is also working on finalizing what was requested from the Ordinance Committee and will have it ready for the next meeting.

QUESTIONS TO ADMINISTRATION AND DEPARTMENT HEADS:

Ms. Wong asked if there was an update for the plans for the Lake Overlook Beach project or what the next steps might be. Mayor Eva said that they did not have an official meeting but they have a list of contractors to get their ideas and the ideas from the public and to see what the engineers think of the ideas. Ms. Wong brought up the meeting from Planning and Zoning the previous evening and the response about the short-term rental legislation. Ms. Wong asked what type of work administration is wanting the committee to do and what support they will receive. Ms. Martin said it would help that if there is an idea with a collaboration, it would be ideal if they reached out at onset of said idea to save time in writing the legislation. Council and administration then had a discussion on the short-term rentals and what a ban on the rentals would look like. Ms. Wong then brought up the open bar for the Centennial celebration and the ticket price being \$75 and asked how they came to the decision on price. Mayor Eva said that the stemless glasses were donated and they got sponsored to hold the event at the Yacht Club but did not have financial sponsor and Ms. Martin said that the ticket prices are in line with the type of event that is being held. Ms. Wong and President Johnson voiced their concerns with the ticket price and it not being a good target for the residents of Mentor on the Lake.

Mr. Johnson asked where they all were with the issue of the cats. Ms. Martin said that she found five different locations around Lake County and she plans on having them all together to talk about the TNR.

BOARD/COMMITTEE/COMMISSION REPORTS:

Parks and Recreation Committee / September 26th, 2024 / Ms. Wong

Ms. Wong read the Parks and Recreation Committee report; the meeting notes are attached to the minutes.

Ordinance Committee / October 1st, 2024 / Ms. Wong

Ms. Wong read the Ordinance Committee report; the meeting notes are attached to the minutes.

Committee of the Whole / October 2nd, 2024 / Mr. Johnson

Mr. Johnson read the Committee of the Whole report; the meeting notes are attached to the minutes.

Service Committee / October 3rd, 2024 / Mrs. Moore

Mrs. Moore read the Service Committee report; the meeting notes are attached to the minutes.

Zoning Committee / October 3rd, 2024 / Mrs. Moore

Mrs. Moore read the Zoning Committee report; the meeting notes are attached to the minutes.

Planning and Zoning Committee / October 7th, 2024 / Mr. Lunder

Mr. Lunder read the Planning and Zoning Committee report; the meeting notes are attached to the minutes.

OPEN TO THE PUBLIC TO SPEAK:

Paul Morris 7592 Pinehurst Dr. Mr. Morris wanted to clarify that he thought that the celebration at the Yacht Club was too expensive for the community but he did not think or want to blame Council for the ticket price. Mr. Morris was asking where the information on the meeting minutes and the annual reports on the fire and police departments online and that he would like to see them updated.

LEGISLATION BEFORE COUNCIL:

RESOLUTION NO. 2024-R-32

A RESOLUTION AUTHORIZING AND DIRECTING THE ADMINISTRATIVE DIRECTOR TO SEND OUT A REQUEST FOR PROPOSALS FOR AN UPDATED CITY WEBSITE AND DECLARING AN EMERGENCY

MOTION MADE BY MS. WONG, Seconded by Mr. Bittner, to postpone Resolution NO. 2024-R-32 indefinitely
ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson
Nays: None

MOTION CARRIED: 7/0

RESOLUTION NO. 2024-R-33

A RESOLUTION REQUESTING THE LAKE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES PURSUANT TO OHIO REVISED CODE 321.34 AND DECLARING AN EMERGENCY

MOTION MADE BY MR. BITTNER, Seconded by Mr. Lunder, for Suspension of the Rules. ROLL CALL:
Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson Nays: None

MOTION CARRIED: 7/0

MOTION MADE BY MR. BITTNER, Seconded by Mr. Lunder, for Passage of Resolution NO. 2024-R-33
ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson Nays: None

MOTION CARRIED: 7/0

ORDINANCE NO. 2024-O-18 (SECOND READING) (REFERRED TO ORDINANCE COMMITTEE)

AN ORDINANCE AMENDING ORDINANCE 2024-O-06 IN ORDER TO UPDATE THE RETIRE-REHIRE REGULATIONS FOR CITY EMPLOYEES AND DECLARING AN EMERGENCY

ORDINANCE NO. 2024-O-19 (THIRD READING)

AN ORDINANCE CREATING NEW CHAPTER 895 – LODGING TAX OF THE CODIFIED ORDINANCES

Mr. Johnson asked to table this Ordinance NO. 2024-O-19.

MOTION MADE BY MS. WONG, Seconded by Mrs. Moore, to table Ordinance NO. 2024-O-19
ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson Nays: None
MOTION CARRIED: 7/0

ORDINANCE NO. 2024-O-20 (SECOND READING) (REFERRED TO PLANNING AND ZONING COMMITTEE)

AN ORDINANCE AMENDING THE ZONING CODE BY CREATING NEW CHAPTER 1270 OF THE CODIFIED ORDINANCES FOR THE REGULATION OF SHORT-TERM RENTALS IN THE CITY AND DECLARING AN EMERGENCY

Discussion:

Council discussed what the purpose of banning rentals would be and how they would go about that. Mr. Bittner did not agree to ban and after further discussion Council decided that this Ordinance will go back to the Ordinance Committee.

OLD BUSINESS: (none)

NEW BUSINESS: Memo- Website Expenditure- Revize

MOTION MADE BY MR. LUNDER, Seconded by Ms. Wong, to approve the expenditure
ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson Nays: None
MOTION CARRIED: 7/0

Discussion:

Mr. Johnson said that the zoning software does not have to go through the Council and it can be decided among the Administration since it is an internal software. Ms. Wong asked if administration is looking at zoning software; that if it modifies the opinion on the work that involves short term rentals if they can provide that feedback to the Ordinance Committee. There was a discussion between members of Council and Ms. Martin about what the inspections for the short-term rentals would entail and the amount of work that could be included. President Johnson said that he would like the Administration to make a counter proposal to the Ordinance Committee.

Mayor Eva had a suggestion from what he heard Fairport Harbor does which is the pick a specific day of the month to have their committee meetings. By dedicating a day of the month to the different committee meetings to help make sure that everyone is free for the meetings.

OPEN TO THE PUBLIC TO SPEAK: 8:11 P.M. – 8:14 P.M.

Gary Leonard 7582 Fern Dr. Mr. Leonard spoke of the electric scooters that are going up to possibly 25 MPH, they are hard to see and you cannot hear them. Mr. Leonard was curious if there was an Ordinance or something to regulate the electric scooters/vehicles for safety issues.

ANNOUNCEMENTS AND SETTINGS OF MEETINGS:

Ordinance Committee	Monday, October 21 st , 2024 at 6:30 P.M.
Parks and Recreation Committee	Tuesday, October 29 th , 2024 at 6:30 P.M.
Zoning Committee	Thursday, October 24 th , 2024 at 6:30 P.M.
Envision Steering Committee	Thursday, November 7 th , 2024 at 7:00 P.M.
Parks and Recreation Committee	Thursday, November 14 th , 2024 at 6:30 P.M.
Parks and Recreation Committee	Thursday, December 12 th , 2024 at 6:30 P.M.

ADJOURNMENT: 8:18 P.M.

MOTION MADE BY MS. WONG, Seconded by Mr. Bittner, for Adjournment. ROLL CALL: Ayes: Council Member Thompson, Moore, Gray, Bittner, Wong, Lunder, Johnson. Nays: None
MOTION CARRIED: 7/0


The next **REGULAR AGENDA MEETING** will be held on
Thursday, October 17th, 2024 at 6:00 P.M.

The next **REGULAR MEETING OF COUNCIL** will be held on
Tuesday, October 22nd, 2024, at 7:00 P.M.

APPROVED:

10/22/24

Date



ROBERT JOHNSON
President of Council

Attest: 

Clerk of Council



Fire Dept.'s Monthly Report September, 2024

For the month of September, 2024, there were a total of 100 calls for service.

The call breakdown was as follows:

23 Fire / Service calls.

77 Rescue / EMS calls. Of those 77 calls, there were:

9 calls for Invalid assist.

0 calls for an overdose requiring Narcan.

Dept. Training September, 2024

EMS drills presented by U.H. Lake Health.

Topic was: Pediatrics

Department shift drills for the month of September

E.M.S. – EMS response to active shooter incidents

Fire – Performing V-E-I-S (Vent-Enter-Isolate-Search) operations

Hands On Job Performance Requirements - 2024 hose testing

Dept. Activity September, 2024

In September, the Fire Dept. was happy to participate in the annual Fall fest.

McDonalds 6083 Andrews

Suppression Testing

Giant Eagle 6079 Andrews

Sprinkler Inspection

Fire Dept.'s Year to Date Report, 2024

Through the third quarter of 2024, there have been a total of 1,013 calls for service.

The call breakdown was:

307 Fire / Service calls.

706 Rescue / EMS calls. Of those 231 calls, there were:

99 calls for Invalid assist.

4 calls for an overdose requiring Narcan

Administration Announcements

October 8, 2024

- Monday Aqua started another large project on Linden rd. that could possibly take until the end of the month to finish. Portions of the road will be closed to thru traffic during this time. I spoke with Republic and they are aware the trucks are allowed to drive thru these closures for waste removal.
- This week the police department sent out a citation to MSP, the Dollar General landowners, for all of the debris that was left on the property.
- I wanted to announce that I would like to send out an RFQ for a new City Engineer. Once we receive the statements, I will let council know when applications are received and you can help narrow down the candidates
- We will have a little over \$15,000 left after the website upgrade being discussed today. I would like to move forward with zoning software. I have two candidates if you would like a demo

MEMORANDUM

To: Members of Council

From: Jaclyn Martin, Director of Administration and Finance

Date: October 3, 2024

Subj: Website Expenditure

The administration will be moving forward with **revize.** website proposal that was deliberated in the Council of the Whole meeting held on October 2, 2024.

Vendor: revize.
Cost: \$14,040 year one
\$3,800 per year
Item: Custom Website Development

Five Year Contract

- Standard Service includes Website Development, Design Concept, Client training, Hosting, Maintenance and Security \$9,940 (one-time fee)/\$2,300 yearly
- Curated Search \$1,200 (one-time fee)/\$0.00 yearly
- Fillable Forms \$1,950 (one-time fee)/\$900 yearly
- Facility Reservations \$950 (one-time fee)/\$600 yearly
- Email Alert Sign Ups \$Free of Charge

The average completion time to Go-Live is 21-27 weeks.

10/08/2024
Council Meeting Report on
Parks & Rec Board Meeting 9/26/2024

The Parks and Rec Board met on Thursday, September 26 at 6:30 pm. Board Members Pechatsko, Stafinski, and Kozlowski were in attendance. Board members Turi, Wong, and Roos were absent. One position remains vacant.

One member short of a quorum, the group was forced to adjourn the meeting after Roll Call.

An announcement rescheduling the remaining meetings of this calendar year was made to all Board Members by Chair Petchatsko in an email sent out on September 29, 2024. Rescheduling is required due to a conflict with the regular October meeting date and major holiday observances during November and December that will prohibit meeting as scheduled.

Next Meetings:

The next regular Parks & Rec Board meeting will be on Tuesday, October 29.

The Board meeting after that will be on Thursday, November 14.

The following Board meeting will be on Thursday, December 12.

All meetings will take place at 6:30 pm, in the Community Room at City Hall.

Respectfully submitted,



Jeannie Wong, Council Representative to Parks & Recreation Board

Mentor on the Lake City Council Committee Minutes & Report

Committee Name: Ordinance Committee

Date: 10/1/2024

Start Time: 6:30 pm

Stop time: 7:13 pm

Purpose: 1) MOL Administrative Policy on “Retire- Rehire”; 2) Review of Parking (452) and Noise (648) Ordinances

Attendance

Committee Chair: Jeannie Wong

Committee Members: 1. Kevin Bittner, V-Chair 2. Skip Gray

Council Member: 1. Robert Johnson, Pres 2. Desirea Thompson, Vice-Pres

Guest: Jaclyn Martin, Administrative Director

Members of the Public: Paul Morris

Minutes: (**Bolded sections comprise the Report to Council and will be delivered orally**)

MOL Administrative Policy on “Retire-Rehire”: Ordinance 2024-O-18, the Amendment Ordinance addressing the “Retire-Rehire” policy, was returned again to this Committee to address the language in 250.24 (h) (2) regarding the option to “cash out” or carry over vacation weeks accrued at the time of retire.

Administrative Director Martin joined the group to present the preferred language that best conveys intent. Therefore, 250.24 (h)(2)(b) will read: “the employee may elect not to be paid out, but may instead carry over their entitled years of accrued vacation time, up to a maximum of 6 (six) weeks”. All agreed on the language, which will be forwarded to the Law Director for re-revision of the Ordinance and presentation at the next available Council Meeting.

Summary – Ordinance 2024-O-18, the Amendment Ordinance addressing the “Retire-Rehire” policy, was reviewed again for its cash-out/carry-over vacation clause. Acceptable language was agreed upon, and this item is expected to exit Committee at the next available opportunity following legal review/revision.

Review of Parking Ordinances (452.01, 452.16, and 452.17): The nomenclature used for the proposed restructured street parking ordinances (combining 452.01 with 452.03 and 452.16 with 452.17 to consolidate and simplify restriction sections) was incorporated into a revision of 452.99 Penalties for Parking Violations, without changing the current penalty structure or penalties themselves. The group reviewed both documents for internal consistency, including overnight street parking as a violation that could be penalized, and agreed with the changes. Changes will be forwarded onto the Law Director for review. In the end, this work has resulted in a proposal to consolidate and clarify our listed Parking Restrictions and has not changed the existing law significantly. The one exception is changes to language allowing parking of large vehicles on residential property: Vehicles such as large trucks, RV’s, and boats are allowed, but owners are encouraged to provide visual screening to shield the street and neighbors from vehicle view; use of visual screening is mandatory for all construction vehicles or equipment that are permanently parked in residential areas. Adherence to the requirements for an improved surface underneath and required setbacks from the street and side boundaries of the property remain mandatory.

Summary – The Committee agreed to renumbering of the Penalties for Parking as listed in 452.99 (without changing the actual penalties themselves), so that each one corresponds to the violation listed in the proposed consolidation of Parking Ordinances 452.01 and 452.17. In the end, this group’s proposed

changes to our Parking Ordinances have not significantly altered parking law in the City; consolidation should provide better clarity regarding what is and what is not considered a parking violation. This item has been forwarded on for legal review.

Review of “Noise” Restrictions: The group reviewed the proposed new Ordinance and agreed to adjust it further, with later hour starts for “noise” hours on weekends/holidays than on weekdays, specifically for items 7 (construction) & 8 (lawn/landscaping equipment). A penalty structure for the proposed Noise violations section of Chapter 648 was also discussed and agreed upon. This penalty structure is similar to that described for violations of Disorderly Conduct, as had been suggested by the Police Chief. These final changes will be forwarded on to the Law Director for review.

Summary – The Committee agreed to final language, including a penalty structure, for a new Noise section of Chapter 648 Peace Disturbances. This will be forwarded on for legal review.

The meeting was adjourned at 7:13 pm.

Respectfully submitted,



Jeannie Wong
Chair, Ordinance Committee

City of Mentor on the Lake – Council Committee
Zoning Committee

Date: 10/3/2024

Start: 6:15 PM End: 7:07 PM

Purpose: Discuss marijuana dispensary legislation

Committee members present: Jim Lunder, Jeannie Wong, Michelle Moore

Others present: Chuck Snyder, Skip Gray, Robert Johnson

The committee discussed various options regarding legislation for recreational marijuana dispensary operation within the city. We reviewed legislation from local cities regarding medical marijuana dispensaries. We reviewed maps of the city in relation to the 500 foot rule per ORC. This rule would limit physical location to 2-3 locations on Munson and Andrews Road. Discussion continued around limiting dispensary operation to Business District 1 or 2 and requiring a conditional use permit. The committee agreed such businesses should be limited to Business district 2 and require a conditional use permit. Mr. Johnson suggested even though the city voted in favor of recreational marijuana use it does not mean residents are for a dispensary operating within the city selling marijuana. The committee and others present discussed placing an item on the ballot in 2025 to allow the voters to decide on the sell of marijuana within the city. Extension of the current moratorium was discussed. The committee agreed to proceed with extension of the moratorium and ballot item.

Mr. Johnson presented new business regarding driveway widening extensions and driveway replacements being replaced with the same or higher quality material. The matter was not decided during this meeting.

Planning and Zoning Meeting Minutes; 10/7/2024

Started 6 pm

Ended 7:20 pm

Committee Members

Suzanne Cason

Kim Weisenbeger

Gary Leonard

Mike Sweeny

Jim Lunder Council Rep.

Chuck Snyder

Other Members

Mayor Eva

Rob Johnson

Des Thompson

Jennie Wong

Skip Gray

We discussed and went over ordinance 2024-0-20 Short-Term Rentals. It was a lengthy ordinance, and Mr. Lunder moved to not to move forward with it and to Ban B&Bs from the city. Kim Wiesenberg, Gary Leonard, Mike Sweeny, and Jim Lunder passed the motion, and Susanne Cason voted against the motion.

Wednesday October 2, 2024

Committee of the Whole: present Mr. Gray, Mr. Lunder, Mrs Thompson, Mrs Moore, Ms. Wong, Mr. Johnson

Also present: Mayor Eva, Administrative Director Martin

Revize, Brian Rohen

Uses a in-house built program

Sagamore Hills, Willoughby Hills, Northfield, Bedford Heights

Online fillable form additional fee

Civic Plus : Austin Frank presented on their options

Council members present discussed the 2 options

Motion made by Mrs. Moore, seconded by Wong for Revize—all in favor: Gray, Lunder Thompson, Moore, Wong, Johnson

**City of Mentor on the Lake – Council Committee
Service Committee**

Date: 10/3/2024

Start: 6:10 PM End: 6:13 PM

Purpose: Discuss 236.04 Petty cash amount

Committee members present: Michelle Moore, Jim Lunder, Jeannie Wong

Others present: Chuck Snyder, Skip Gray, Robert Johnson

The committee discussed Administration's request to leave the petty cash amount in 236.04 at \$100.00 instead of increasing the amount to \$300.00. Administration's reasons for the request was discussed. The committee recommends the amount remain at \$100.00. The updated request for Ordinance 236 changes will be sent to the Law Director for review and legislation for the change.