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JULIE A. BELICH
JOE JARMUSZKIEWICZ
DANIEL KNECHT
VICKI MILLER
KATHLEEN SIVO

City of Willoughby Hills

Working Committee of Council and Rules & Legislation

Minutes of September 22, 2025

The Working Committee of Council and Rules & Legislation was called to order on September 8, 2025, at 6:00 p.m. in Council Chambers. **Council President Kline** presided.

Call to Order 6:00 p.m. (0:09)

ROLL CALL (Audio: 0:19)

Members Present: Councilman Joe Jarmuszkiewicz, Council President Michael Kline, Councilman Dan Knecht, Councilwoman Vicki Miller, Councilwoman Kathleen Sivo, Council Vice President Tanya Taylor Draper

Also Present: Mayor Christopher Hallum, Law Director Michael Lucas, and Finance Director Bruce Scott

Absent: Councilwoman Julie A. Belich and City Engineer Pete DiFranco

BEGINNING DISPOSITION: (Audio 1:00)

ORDINANCE 2025-039-AMENDED-THIRD READING

AN ORDINANCE AMENDING PART ELEVEN - PLANNING AND ZONING CODE OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, TITLE 11 CAPTIONED "SUPPLEMENTAL DEVELOPMENT STANDARDS" CHAPTER 1161 CAPTIONED "REGULATIONS FOR WIRELESS TELECOMMUNICATION FACILITIES." SPECIFICALLY, SECTION 1161.06 TITLED "STANDARDS APPLICABLE TO ALL WIRELESS TELECOMMUNICATIONS FACILITIES," AND DECLARING AN EMERGENCY.

- **Council President Kline:** Since our last Working Committee, there have been some changes that are in red.
- Section 1161.1 (b) has been deleted. That is the section that pertains to stealth technology. Back in July, we had a discussion on whether we should reword that. There was an agreement that we didn't need to deal with stealth technology going forward. For those who are not as familiar with stealth technology, that is where the tower is disguised as a giant tree, flag, or something other than a cell tower. Perhaps ten years ago, people would have seen a cell tower as an eye sore, but since mostly everyone has cell phones today, seeing a cell tower is more of a reassurance.

- Sub-item (i) stated, "Towers shall be located so that there is a sufficient radius of land around the tower so that its collapse shall be contained on the property where located."
- "The company engineering the tower will provide a Fall Zone Letter certifying the area designated as the fall zone." This sentence has been added. This does not change construction zoning. The setbacks (75 ft. in the front, 40 ft. in the back, and 15 ft. on the sides) remain the same. Those setbacks relate to any construction. What was changed is what we call a "buffer zone." This relates to the concern as to where the tower can come down. Cell towers do not collapse, they bend. They call this crimping. They bend like a straw. This will open more opportunities for cell towers. In this case, we need a cell tower in a residential area.
- The other change that was made is not reflected here because we removed section (k) which dealt with changing the landscaping area around the cell tower site. There was some confusion that we were trying to change the 15 ft. side setbacks, which we weren't. For the sake of simplicity, we simply removed this change completely. We are dealing now with removing stealth technology and getting the certification from the cell tower company of their fall zone.
- The Fall Zone Letter gives the cell tower companies' and engineer's perspective on what the critical areas around the tower itself is in terms of if the tower were to have a catastrophic event. In some cases, it is calculated to be as little as 15 ft. and other cases it might be more than that.
- **Councilman Jarmuszkiewicz:** The passage of this ordinance will make it easier to find additional locations for cell towers. The residents should be assured that the whole purpose of changing this was to find a location for the cell towers.
- **Council President Kline:** This should enable more locations to be suitable for a cell tower instead of the way our ordinance currently reads. If we were to go forward and use these standards, we have at least one site where we can immediately evaluate it from that standpoint. If we have to, we have the new standard to go forward looking for other sites.
- **Council Vice President Taylor Draper:** Does the Mayor have any new updates to share?
- **Mayor Hallum:** No.
- **Council President Kline:** The sooner we advance on this ordinance, the sooner we will have the opportunity to seriously evaluate this tower.

ORDINANCE 2025-050-FIRST READING

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A THREE-YEAR CONTRACT WITH REA & ASSOCIATES INC. FOR THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) FOR THE CITY OF WILLOUGHBY HILLS FOR THE FISCAL YEARS 2025, 2026, AND 2027 AND DECLARING AN EMERGENCY.

- **Council Vice President Taylor Draper:** Is this necessary to be passed Thursday, and if so, why?

- **Finance Director Scott:** It doesn't have to; it could go three readings but the sooner we get it done the quicker I can line up our GAAP conversion services for next year. It can go another reading if that is Council's wish.

RESOLUTION 2025-013-FIRST READING

A RESOLUTION AUTHORIZING THE CITY OF WILLOUGHBY HILLS TO ACCEPT THE AMOUNTS AND RATES FOR THE YEAR 2026 AS DETERMINED BY THE BUDGET COMMISSION OF LAKE COUNTY, OHIO AND AUTHORIZING THE NECESSARY TAX LEVIES AND THE CERTIFICATION THEREOF TO THE COUNTY AUDITOR AND DECLARING AN EMERGENCY.

- **Finance Director Scott:** I stated in this ordinance that there is a deadline on this that I have to get back to the county. I would very much appreciate this being considered on Thursday. Thank you.

RESOLUTION 2025-014-FIRST READING

A RESOLUTION REQUESTING THE LAKE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES IN 2026 AND DECLARING AN EMERGENCY.

- **Council President Kline:** This is really a sister resolution to the previous one. Mr. Scott you would also like to see this passed this week, correct?
- **Finance Director Scott:** If possible, yes so I can send them both to the county at the same time.

PUBLIC PORTION: (Audio 1:01:23)

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

- Public Portion opened at 6:11 p.m.
 - **No comments were made.**
- Public Portion closed at 6:12 p.m.

LEGISLATION: (Audio 11:25)

- **No comments were made.**

NEW BUSINESS: (Audio 11:50)

- **Finance Director Scott:** I just want to bring to Council's attention that our subscription with our current Financial System Software, CMI Authority Finance, comes to an end on August 27. I know that sounds like a long time away, but if anyone has done any of these conversions, it's usually at least a year implementation. I am not looking for anything right now. This is just a heads up that we will ultimately have some expenses. I spent the last few months entertaining demos from other companies. I have 2 that I really like. I won't get into prices right now. Just know the last time we updated CMI, we started a staged integration. It started in 2012 and cost us a total of about seventy six thousand dollars (\$76,000.00). We still pay an annual licensing fee of about nineteen thousand five hundred dollars (\$19,500). We are in the process of upgrading the

court system right now. That is about a hundred thousand dollars (\$100,000.00) and fifteen thousand dollars (\$15,000.00) in annual fees as well. These are not inexpensive. I am going to be sending out a memo here shortly explaining our options. I wish I would have gotten it in before this meeting. My goal is to do my due diligence and come up with a good recommendation and a timeline as to when we will need this. I don't anticipate needing any money for 2026 but I do see something in 2027. This is not going to be cheap. Thank you for your time.

- **Council President Kline:** The first District Meeting is tomorrow at 7:00 p.m. We are starting them a little earlier this year due to this being an election year. We do have some information we think the residents should be aware of.
- Tomorrow is the final installment on the last Frank Lloyd Wright House construction right here in Willoughby Hills.

ADJOURNMENT: (Audio 15:42)

- **Motion** made by **Councilwoman Miller**, seconded by **Councilman Knecht** to adjourn the September 22, 2025 Working Committee of Council and Rules & Legislation.

Roll Call: **AYES:** Jarmuszkiewicz, Kline, Knecht, Miller, Sivo, Taylor Draper
 NAYS: None
 Vote: 6/0

The meeting was adjourned the meeting at 6:16 p.m.

APPROVED: Oct 9, 2025
Date



Michael Kline
President of Council

ATTEST: 

Nicholas Aiello
Clerk of Council