

# City of Willoughby Hills

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## Regular Council Meeting Minutes of April 25, 2024

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The Regular Council Meeting was called to order on Thursday, April 25, 2024 at 7:00 p.m. in Council Chambers. **Council President Kline** presided.

**Call to Order 7:00 p.m. (0:01)**

**Cell Phone Reminder to Turn off Devices**

***Pledge of Allegiance* (Audio: 0:22)**

### **ROLL CALL (Audio: 0:41)**

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

**Also Present:** Mayor Christopher Hallum, Law Director Michael C. Lucas, City Engineer Pete DiFranco, and Finance Director Bruce Scott

**Absent:** Councilwoman Belich

Motion made by Council Vice President Taylor Draper, seconded by Councilwoman Miller to excuse Councilwoman Belich from tonight's meeting.

### **Discussion on the Motion:**

Council President Kline stated Councilwoman Belich followed correct protocol.

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

**Motion passes** to excuse Council Councilwoman Belich from tonight's meeting.

### **Appointment of Council Clerk Pro Tem:**

Motion made by Councilwoman Miller, seconded by Councilwoman Sivo to appoint Laura O'Donnell as Council Clerk Pro Tem for tonight's meeting.

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

**Motion passes** to appoint Laura O'Donnell as Council Clerk Pro Tem for tonight's meeting.

## **DISPOSITION OF THE JOURNAL (Audio: 3:11)**

Motion made by Council Vice President Taylor Draper seconded by Councilwoman Miller to approve the minutes of the April 25, 2024 Regular Meeting of Council.

### **Discussion on the Motion:**

None.

**Roll Call: AYES: Sivo, Taylor Draper, Jarmuszkiewicz, Kline, Knecht, Miller**

**NAYS: None**

**Vote: 6/0**

**Motion passes** to approve the minutes of the April 25, 2024 Regular Meeting of Council.

## **COUNCIL CORRESPONDENCE AND MISCELLANEOUS REPORTS (Audio: 3:57)**

04/23/2024 Email from Pietro DiFranco RE: Zoning Complaint - 2925 Mill Gate - Short-Term Rental  
04/22/2024 Email from Finance Director RE: Development Contact Us [ref:!00Dd00efTh.!5008y09jReX:ref ]  
04/22/2024 Email from Vicki Miller Re: short term rentals  
04/22/2024 Email from Patricia Kidd Re: Willoughby Hills Senior Apartments  
04/22/2024 Email from Mike Kline Re: AFSCME Contract  
04/22/2024 Email from Assistant Finance Director Re: Application for Council Clerk  
04/22/2024 Email from Mark Grubiss Re: SALT MEMO  
04/22/2024 Email from pc-abr Re: WH PCABR Meeting 5/2/2024 - THURSDAY - 7:00 pm  
04/22/2024 Email from Pietro DiFranco RE: Liquor Control Permit | Maynard Concessions DBA Ultrabar  
04/22/2024 Email from Naegele, Matthew RE: Liquor Control Permit | Maynard Concessions DBA Ultrabar  
04/22/2024 Email from Mike Kline Re: short term rentals  
04/19/2024 Email from Karen Mehollin FW: Mayor's Report - April 12, 2024  
04/19/2024 Email from Pietro DiFranco RE: CDBG - Chardon Sidewalks - Map & Cost Estimate  
04/19/2024 Email from Joe Jarmus Re: Working Committee Agenda & Legislation for week of 4-22-24  
04/19/2024 Email from Karen Mehollin Re: Resumes  
04/19/2024 Email from Mark Grubiss RE: District 3 Signs  
04/18/2024 Email from Michael C. Lucas RE: MEMO - 2024 Apr 14 - Vacation Extension for Chief Gandee  
04/18/2024 Email from Robert Gandee Re: Engine 1213 pics  
04/18/2024 Email from Michael C. Lucas RE: Legislation for next week  
04/18/2024 Email from Mayor Hallum RE: Willoughby Hills Senior Apartments  
04/18/2024 Email from Michael C. Lucas RE: Ordinance for PT Rec Event Coordinator  
04/17/2024 Email from Michael C. Lucas Re: Ordinance re Sale of Real Property  
04/16/2024 Email from Karen Mehollin FW: Food+\$5, giving back at the 2024 State of the Cities  
04/16/2024 Email from Amber Joyner Re: Job Posting - FT Clerk  
04/16/2024 Email from Brian Massie Re: Smith Family Cemetery in Willoughby Hills, Ohio that has the remains of a Revolutionary War and Civil War hero.  
04/15/2024 Email from Mayor Hallum Re: Noise Abatement Report  
04/12/2024 Email from Mark Grubiss FW: ODOT 2024-2025 Salt Contract Participation (018-25)  
04/12/2024 Email from Tanya Taylor Draper Re: District 2 Presentation  
04/12/2024 Email from Mike Kline Re: Staff Meeting - Note time change  
04/12/2024 Email from Kathleen Sivo Re: Fall 2023 District Meeting Slides  
04/12/2024 Email from Joe Jarmus Re: ARP Money  
04/11/2024 Email from Katherine D. Lloyd Re: WH PCABR Meeting 4/18/2024 - THURSDAY - 7:00 pm  
04/11/2024 Email from Gandee, Robert Re: MEMO 2024 April 11| Request for Resolution Ohio BWC Grant  
04/11/2024 Email from Tanya Taylor Draper Re: Paper bins  
04/11/2024 Email from Karen Mehollin FW: NAC report of April 11, 2024

04/11/2024 Email from Karen Mehollin REVISED Ordinance 2024-020 FT Council Clerk / Agenda  
04/11/2024 Email from Pietro DiFranco RE: CDBG - Chardon Sidewalks  
04/10/2024 Email from Michael C. Lucas Re: Ordinance No. 2024-020 mcl rev clean copy 4.10.24  
04/10/2024 Email from Mike Kline Re: Spring District Meetings  
04/10/2024 Email from Karen Mehollin Re: Regular Meeting of Council Meeting | April 11, 2024  
04/10/2024 Email from Michael C. Lucas RE: New Ordinances for Thursday's agenda  
04/10/2024 Email from Mayor Hallum FW: Review - Chardon Bishop Plaza - 28301 Chardon  
04/09/2024 Email from Mike Kline Re: Spring District Meetings  
04/09/2024 Email from Gloria Majeski Re: Two Resolutions requested for 4/25/24 Council CDBG Grant  
04/09/2024 Email from Karen Mehollin Re: News Herald Invoice (Council legislation)

**PUBLIC PORTION #1 (Audio: 4:11)**

**An opportunity for the public to address Council concerning anything pertaining to tonight's agenda.**

Public Portion #1 opened at 7:04 p.m.

No one spoke.

Public Portion #1 closed at 7:04 p.m.

**MAYOR'S REPORT (Audio: 4:37)**

**Mayor Hallum** reported:

On Saturday, we had approximately 150 vehicles come through the Shred Day event at City Hall. Thank you to Councilmembers, Communications Supervisor, Karen Mehollin and the Service Department for their help with the event. If you missed this event, there is another one coming up in the Fall.

Construction season is upon us. This year, there are several road projects planned for our City. Two of them may have impacts on traffic patterns:

- the replacement of the bridge on Bishop Road expected to begin in May
- the Chardon Road resurfacing project from S.R. 91 west to Bishop Road; no date yet

Last week was Fire Chief Gandee's five year anniversary with the City. Thank you for your service. The Fire Department recently sent representatives to an instructors' conference where they attended specialized classes and brought valuable information back to the department. The Fire Chief informed me that he expects to take delivery of the much anticipated new engine within the next couple weeks. It will then be sent to be decaled. Once that has been completed, it will be ready for service. Our current frontline engine has been out for repairs and is expected to be back in service next week.

The Service Department is working on a new storm sewer behind the Police Station to help with water issues we've had in that area. They are hoping to start on repaving the area next week. Service is also working on the entryway at the Community Center to make it more welcoming and functional. They were also very happy to receive the new excavator and loader last week.

The pickleball and tennis courts are open. Baseball and softball will be underway in May. Teams have been formed and practices have already started.

The Mayor supports passage of 2024-023 the much needed part-time position of Rental Coordinator/Event Supervisor. The position will enable us to have someone that will be able to focus on renting the rooms at the Community Center and supervise the monitors.

He also supports 2024-024 which will enable us to take the next steps with the rental property, and Ordinance 2024-021 which the Administration and Union have worked very hard on. He hopes for a swift passage to expedite wages to employees who have been waiting for over a year.

**LAW DIRECTOR'S REPORT (Audio: 7:55)**

No Report.

**FINANCE DIRECTOR'S REPORT (Audio: 8:08)**

No Report.

**CITY ENGINEER'S REPORT (Audio: 8:22)**

No Report.

**BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio 8:33)**

**PC-ABR reported by Council Vice President Taylor Draper**

**Council Vice President Taylor Draper** reported:

- Planning Commission Architectural Board of Review met on April 18. During the Architectural Board portion of the meeting, three signs were approved at 26651 and 26650 Curtis Parkway. They also approved a rear house addition at 38725 Dodd's Landing.
- There was no business during the Planning portion.

**Beautification Committee reported by Council Vice President Taylor Draper**

No report.

**Recreation Commission reported by Councilman Jarmuszkiewicz**

**Councilman Jarmuszkiewicz** reported:

- Baseball and softball teams are formed and games will be getting underway in May.
- The Recreation Coordinator is getting pricing together for a tennis court conversion to a dual use tennis/pickleball court, as well as prepping the existing courts for play.
- We are also talking about sprucing up Campbell Park.
- The City-wide Garage Sale Day is this Saturday, April 27. Twenty-four residents have signed up so far.
- The Spring Hach Otis nature walk is scheduled for May 11 with John Lillich.

**Finance Committee Report by Council President Kline**

No report.

**WHISPER reported by Councilwoman Miller**

No report.

**Deer Management Committee reported by Councilwoman Belich**

No report.

**Business Subcommittee – reported by Councilwoman Sivo**

No report.

**UNFINISHED BUSINESS: (Audio: 11:27)**

**Councilwoman Sivo** announced a Business Subcommittee meeting has been established with herself, Councilwoman Belich and Councilman Knecht as members. The group will concentrate on short term rentals within the City.

**Council President Kline** responded to some questions asked in Public Portion during the Working Committee Meeting of Council:

**How many City employees are members of the American Federation of State, County and Municipal Employees Local 2058-2?**

There are 15 employees in the City that are members.

**How many employees do we have working at the Community Center?**

Currently, there are 5 employees working there.

**Council President Kline** asked **Council Vice President Taylor Draper** which side of Chardon Road would be receiving the sidewalks if the CDBG grant was approved?

**Council Vice President Taylor Draper** sought confirmation from **City Engineer DiFranco**, who confirmed it would be both sides of Chardon Road west of Bishop.

**LEGISLATION: (Audio 13:33)**

**ORDINANCE 2024-021 – SECOND READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF WILLOUGHBY HILLS AND THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES LOCAL 3058-2 AND DECLARING AN EMERGENCY.**

Ordinance 2024-021 remains on Second Reading.

**ORDINANCE 2024-022 – FIRST READING**

**AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR OF THE CITY OF WILLOUGHBY HILLS TO SIGN ANY AND ALL DOCUMENTS FOR PARTICIPATION IN THE OHIO DEPARTMENT OF TRANSPORTATION’S (ODOT) ROAD SALT CONTRACTS AWARDED IN 2024 IN ACCORDANCE WITH OHIO REVISED CODE 5513.01(B) AND DECLARING AN EMERGENCY.**

Motion made by **Councilman Knecht**, seconded by **Council Vice President Taylor Draper** to waive the Three Readings on Ordinance 2024-022.

**Discussion on the Motion:**

**Councilman Knecht** stated this will allow us to get our information in on time, so we can be part of the ODOT road salt contract.

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

**Motion carries** to waive the Three Readings on Ordinance 2024-022.

Motion made by **Councilman Knecht**, seconded by **Councilwoman Miller** to adopt Ordinance 2024-022.

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

**Motion carries** to adopt Ordinance 2024-022.

**ORDINANCE 2024-023 – SECOND READING**

**AN ORDINANCE ESTABLISHING THE SALARY AND COMPENSATION PACKAGE FOR THE POSITION OF PART-TIME RENTAL COORDINATOR/EVENT SUPERVISOR, AND DECLARING AN EMERGENCY.**

Ordinance 2024-023 remains on Second Reading.

**ORDINANCE 2024-024 – FIRST READING**

**AN ORDINANCE AUTHORIZING THE SALE OF CITY-OWNED REAL PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSES LOCATED AT 2608 SOM CENTER ROAD, WILLOUGHBY HILLS, OHIO AND FURTHER IDENTIFIED AS PERMANENT PARCEL NO. 31A013B000040, AND DECLARING AN EMERGENCY.**

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to waive the Three Readings on Ordinance 2024-024.

**Discussion on the Motion:**

**Councilwoman Miller** stated this will allow us to get our information in on time, so we can be part of the ODOT road salt contract.

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

**Motion carries** to waive the Three Readings on Ordinance 2024-024.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to adopt Ordinance 2024-024.

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

**Motion carries** to adopt Ordinance 2024-024.

**RESOLUTION 2024-008 – FIRST READING** *\*Withdrawn from the Agenda 04/22/24*

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN ANY AND ALL DOCUMENTS PERTAINING TO ACCEPTANCE OF THE OHIO BWC FIREFIGHTER EXPOSURE TO ENVIRONMENT ELEMENTS GRANTS (FEEEG) AND DECLARING AN EMERGENCY.

**RESOLUTION 2024-009 – FIRST READING**

**A RESOLUTION RECOGNIZING THE WILLOUGHBY HILLS’ COMMITMENT TO FAIR HOUSING AND ESTABLISHING THE MONTH OF MAY 2024 AS FAIR HOUSING MONTH.**

Motion made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to waive the Three Readings on Resolution 2024-009.

**Discussion on the Motion:**

**Councilwoman Miller** explained establishing it as Fair Housing Month goes hand in hand with the next Resolution we would like to move forward with: the Community Development Block Grant.

**Roll Call:** AYES: Sivo, Taylor Draper, Jarmuszkiewicz, Kline, Knecht, Miller

NAYS: None

Vote: 6/0

**Motion carries** to waive the Three Readings on Resolution 2024-009.

Motion made by **Councilwoman Miller**, seconded by **Councilman Knecht** to adopt Resolution 2024-009.

**Roll Call:** AYES: Sivo, Taylor Draper, Jarmuszkiewicz, Kline, Knecht, Miller

NAYS: None

Vote: 6/0

**Motion carries** to adopt Resolution 2024-009.

**RESOLUTION 2024-010 – FIRST READING**

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO PARTICIPATE IN LAKE COUNTY’S 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO SEEK FUNDING FOR THE INSTALLATION OF SIDEWALKS ALONG THE WEST END OF CHARDON ROAD IN THE CITY OF WILLOUGHBY HILLS AND DECLARING AN EMERGENCY.**

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo** to waive the Three Readings on Resolution 2024-010.

**Discussion on the Motion:**

**Council Vice President Taylor Draper** applauded the City and Council for pursuing the grant. She hopes the Lake County Commissioners see the great benefit to the Community.

**Roll Call:** AYES: Sivo, Taylor Draper, Jarmuszkiewicz, Kline, Knecht, Miller

NAYS: None

Vote: 6/0

**Motion carries** to waive the Three Readings on Resolution 2024-010.

Motion made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Miller** to adopt Resolution 2024-010.

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

**Motion carries** to adopt Resolution 2024-010.

**NEW BUSINESS:** (Audio: 23:47)

There was no new business.

**PUBLIC PORTION #2** (Audio: 23:57)

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

Public Portion #2 opened at 7:24 p.m.

Mayor Robert A. Fiala, One Public Square, Willoughby, 44094 asked for assistance from the City of Willoughby Hills with regard to legislation that was recently passed concerning safety services and the nomination of Willoughby Council President Robert Carr. (Audio: 24:57) *Submitted correspondence at the end of these minutes.*

Alan Bauccho, 2930 Mill Gate Drive, Willoughby Hills, 44094 stated he and fellow Mill Gate Estate residents are supportive of the recently formed Business Subcommittee and hope it moves with due process. He also is hopeful there will be healthy resident input and asked if it is possible to have a resident representative on the Subcommittee. He then asked: Is it necessary or even beneficial for them to file a formal zoning complaint against 2925 Mill Gate? He commended City Engineer DiFranco for his responsiveness, but would like more clarity. (Audio: 30:53)

Chris Du Laney, 37960 Valley Brook Drive, Willoughby Hills, 44094 had two questions: What is the official position of the City of Willoughby Hills vis-à-vis with the zoning ordinances? Does the administration support addressing this issue and taking it out of limbo? Given the reason we are concerned about the STR issue (public safety) – have there been any discussions about the City of Willoughby Hills being liable without action being taken? (Audio: 33:57)

Public Portion #2 closed at 7:35 p.m.

**Law Director Lucas** responded to the residents (Audio 35:33) and asked Mayor Fiala for more information regarding the urgency of the requested legislation.

**Mayor Fiala** provided additional information. (Audio: 39:44)

**FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY** (Audio: 40:47)

**Council Vice President Taylor Draper** announced that April 27 was Administrative Assistants Day. She gave a shout out to all the hardworking administrative workers and thanked all for their hardwork.

**Council President Kline** stated last night was the final Spring district meeting. There will be another round in the Fall. He thanked all members of Council for participating in the sessions, as well as Chief Gandee, Mayor Hallum, Council Clerk Laura O'Donnell and all of the residents who came out. He also reminded residents to read up and follow City Ordinances when having an outdoor fire.

**ADJOURNMENT (Audio: 43:53)**

**Motion** made by **Councilwoman Miller**, seconded by **Councilman Jarmuszkiewicz** to adjourn the meeting.

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

The meeting was adjourned at 7:44 p.m.

**APPROVED:** May 9  
Date

  
**Michael Kline**  
*President of Council*

**ATTEST:** Laura O  
**Laura O'Donnell**  
*Clerk of Council Pro Tem*



**City of Willoughby**  
1 Public Square  
Willoughby, OH 44094  
(440) 951-2800  
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May 8, 2024

***Willoughby Hills City Council***

Re: Lake County 9-1-1 Program Review Committee

Lake County is establishing a County 9-1-1 Program Review Committee per House Bill 33 enacted in October 2023. This committee will *“adopt rules that establish technical and operational standards for public safety answering points”*. The findings of this committee may affect funding for dispatch centers.

Regarding the qualifications selection of members to the Committee, Ohio Revised Code Section 128.06 (A)(5) reads:

*“A member of the legislative authority of a municipal corporation in the county selected by the majority of the legislative authorities of municipal corporations in the county pursuant to resolutions they adopt;”*

The Commissioner's Office, per legal instruction, limits the interpretation of "legislative members" to only city council members within Lake County. Furthermore, most city councils must select a single council member to sit on the Committee as their representative. This narrow legal interpretation excludes all Lake County Municipal Mayors and City Managers who are also concurrently serving in separate positions as their City's Safety Directors.

It is crucial to recognize that the Lake County City Mayors and City Managers, in their position as Municipal Safety Directors are directly responsible for the safety and welfare of their communities. This includes dispatch services, a key aspect of the Committee's overview. We therefore strongly disagree with the County's legal determination to be excluded from eligibility and participation as a member of the Committee and this critical part of safety services.

Also, since most Lake County cities have dispatch centers, any absence of a Safety Director from these cities on the Committee could result in adverse consequences in the future. Finally, we find it inconsistent that township and village administrators are allowed eligibility to a seat on the Committee upon the majority vote of other township and village administrators. This may indicate a clerical inconsistency in the interpretation of the statute.

Currently, in compliance with the County's current interpretation of this statute, we are working with other Lake County cities to identify a committee member from the Lake County cities to be a member of the Committee. We understand that the "majority" requires five (5) of the eight (8) Lake County Cities to approve this member as part of the Committee.

Given the nature of the required selection process involving multiple Lake County cities, the City of Willoughby requests Robert Carr, Willoughby City Council President, be nominated for the Lake County 9-1-1 Program Review Committee

Thank you for your time and consideration.



## Ohio Revised Code

### Section 128.06 County 9-1-1 program review committee; final plan for countywide system.

Effective: October 3, 2023

Legislation: House Bill 33 - 135th General Assembly

(A) Except as provided in divisions (B) and (C) of this section, every county shall maintain a county 9-1-1 program review committee, which shall serve without compensation and shall consist of six voting members as follows:

(1) A member of the board of county commissioners, or a designee, who shall serve as chairperson of the committee;

(2) The chief executive officer of the most populous municipal corporation in the county;

(3) A member of the board of township trustees of the most populous township in the county as selected by majority vote of the board of trustees;

(4) A member of a board of township trustees selected by the majority of boards of township trustees in the county pursuant to resolutions they adopt;

(5) A member of the legislative authority of a municipal corporation in the county selected by the majority of the legislative authorities of municipal corporations in the county pursuant to resolutions they adopt;

(6) An elected official from within the county appointed by the board of county commissioners.

When determining population under division (A)(2) of this section, population residing outside the county shall be excluded.

(B) In counties with fewer than five townships, a population in excess of seven hundred fifty thousand, and which contains more than one public safety answering point, the composition of the 9-1-1 program review committee shall consist of five members as follows:



- (1) A member of the board of county commissioners, or a designee, who shall serve as chairperson of the committee;
  - (2) The chief executive officer of the most populous municipal corporation in the county. Population residing outside the county shall be excluded when making this determination.
  - (3) A member from one of the following, whichever is more populous:
    - (a) The chief executive officer of the second most populous municipal corporation in the county;
    - (b) A member of the board of township trustees of the most populous township in the county as selected by majority vote of the board of trustees.
  - (4) The chief executive officer of a municipal corporation in the county selected by the majority of the legislative authorities of municipal corporations in the county pursuant to resolutions they adopt;
  - (5) A member of a board of township trustees selected by the majority of boards of township trustees in the county pursuant to resolutions they adopt.
- (C) In counties that contain only one public safety answering point, the composition of the 9-1-1 review committee shall consist of three members as follows:
- (1) If the public safety answering point is not operated by the board of county commissioners, the committee shall be composed of the following:
    - (a) A member of the board of county commissioners, or the member's designee, who shall serve as chairperson of the committee;
    - (b) One of the following:
      - (i) If the public safety answering point is operated by a township, then a member of the board of township trustees;



(ii) If the public safety answering point is operated by a municipal corporation, then the chief executive officer of the municipal corporation;

(iii) If the public safety answering point is operated by a subdivision that is not a township or municipal corporation or is operated by a regional council of governments, then an elected official of that subdivision or regional council of governments.

(c) A member who is an elected official of the most populous township or municipal corporation in the county that does not operate the public safety answering point. When determining population under this division, population residing outside the county shall be excluded.

(2) If the public safety answering point is operated by the board of county commissioners, then the board of county commissioners shall serve as the 9-1-1 program review committee.

(D) Each committee shall maintain and amend a final plan for implementing and operating a countywide 9-1-1 system. Any amendment to the final plan shall require a two-thirds vote of the committee. Each committee shall convene at least once annually for the purposes of maintaining or amending a final plan described in this section.

(E) Each committee shall, not later than the first day of March of each year, submit a report to the political subdivisions within the county and to the 9-1-1 program office detailing the sources and amounts of revenue expended to support and all costs incurred to operate the countywide 9-1-1 system and the public safety answering points that are a part of that system for the previous calendar year. A county shall provide the county's committee with any clerical, legal, and other staff assistance necessary.