

Village Council Meeting As
A Committee of the Whole
June 12, 2018
6:30 PM

ROLL CALL: Mindy Curry, Bob Keogh, Bill May, Louann Artiaga, Richard Bingham, and Rebecca Conklin Kleiboemer. Also present were the following: Administrator Jordan Daugherty, Director of Public Services Steve Pilcher, Clerk Susan Miller, Tiffany Bachman, and Brian Thunberg.

President of Council, Bill May called the meeting to order at 6:30 PM.

President of Council, Bill May asked for Citizen Comments pertaining to Agenda items. There were none.

General

The first order of business was to discuss video surveillance cameras at Village Hall.

- The current equipment was at its maximum and we couldn't add to it.
- Several additional areas around Village Hall that could use surveillance
- NVR \$8,450.00, ten new cameras \$7,260.00, Total \$15,710.00, Covers the administration Building, police and the internet pick up space
- Does not include the park, maintenance garage, or recycling area which would be separate systems
- IP based surveillance, the Chief can see from home if he so chooses, can retrieve and search more easily
- Older cameras are 4-5 years old and color will work with the new system
- Maintenance garage cameras budgeted for this year \$9,000, not an issue to defer to another year
- Price higher than hoped – fixes a lot of broader problems
- Cameras have sound, but not good for live feed

Motion by Mindy Curry, seconded by Rebecca Conklin Kleiboemer to recommend to Council to authorize the purchase and replacement NVR system and 10 new cameras from Torrence Sound for the sum of \$15,710.00. 6 ayes

Finance

The next order of business was to hear a proposal to outsource Tax Administration services to Regional Income Tax Agency (RITA).

- Staff plans to realign responsibilities
- Discussed outsourcing 4 years ago, 2 years ago began planning for cityhood

- Community Development Coordinator, Barbara Knisely will be retiring at the end of this year.
- Tiffany Bachman has been exhibiting more interest in planning
- Tiffany and Administrator Jordan Daugherty did a lot of research
- RITA has 300 members
- RITA would not be administering the JEDD and JEDZ
- Cost to outsource is \$70,000 - \$80,000, almost guarantee increased revenues that will cover the cost, RITA has access to federal income tax reports
- When Rossford signed up gross tax revenue increased 20%
- Personnel will be freed up for other duties, additional office assistant position will be hired when Barbara Knisely retires
- Notifications to businesses, penalties required by the state, Home rule, waiving penalties, the Village has final say and RITA can follow the Village format
- January 1, 2019 target transition, deadline September 1, 2018
- Welcome letter template can be customized, RITA notifies payroll companies and local CPAs
- Staying ahead on public relations
- High probability of revenue increase, Freed up staff, More opportunity for individual growth, Customer service, staff is excited about the plan, RITA has extended hours during tax season
- RITA can go to municipalities for tax prep assistance, regionalize site cities, program is Typically kept 9:00 AM – 5:00 PM -Saturdays can be discussed, 12 programs – 2,000 taxpayers serviced, Have e-file and fast file, heightened online security
- People who mail tax returns in will only see an address change to mail it to, payee can be the Village of Whitehouse or RITA
- The Village will still assist walk ins, although there are less and less of them
- Tiffany works with residents through delinquency, that policy would still apply with RITA
- Penalty letter directs residents to RITA, they would have to call the Village
- RITA would like to see the Village sign on for at least 3 years, first year fluctuations, second year See the revenue increases, delinquency program, subpoena program
- Usually 50% respond to the delinquency letter
- One to two day program probably see a couple of hundred subpoenas, RITA charges \$8/subpoena
- Brian Thunberg is a government liaison to work with the administration of municipalities
- Six months notice to terminate the contract – deconversion
- RITA collects for 300 municipalities in Ohio
- Whitehouse is a reduced credit community
- If people are unable to pay – payment arrangements are made

- Collection process, two billing statements sent before sent to collections, call to set up a Payment plan – usually 12 months long, don't want to lose statute (36 months), work with People
- Staff plan is predicated on this outsourcing
- Tax Commissioner is a charter position, it is not being eliminated just vacant, RITA will be the Village's agent (doing 99% of the work)
- Staffing plan, Large jump in pay between Step 1 and Step 2, pay people what they are worth, Staff knowing the Administrator's job, playing strengths, internal promotion, suggest skipping Step 1 and making Step 2 Step 1
- Parks and Recreation planning a huge amount of work, Barbara Knisely has great files, Committee approach, staff rotating attending events, Good distribution of responsibilities
- Administrator Jordan Daugherty works Fridays

Other items discussed:

- Streetsweeper zones (Longnecker), Each week Downtown, the Roundabout, and one of six Zones is done (Zones get done every six weeks), Lone Oak – spoke to the company and they said they would do better
- Sprinklers on the rocks are for the trees at Village Hall
- Cemeteries are the responsibility of the Township, Township doesn't have the funds to do it
- Union district cemetery, union cemetery, entity for maintaining – run by a board, can levy a tax, may not be able to say no
- Firework clean up to be done tomorrow, Chamber contract to look into clean up?
- Verizon street repair – Planning Commission approval was predicated upon fencing and paving of the road – not in the lease
- Construction by the school, parking and traffic, look at Weckerly and Finzel intersection, Village's Responsibility for cost, estimates are \$1 million plus for a traffic light or roundabout, Look at it in 2020 at the time when the Village is doing that section of road, 2020 grant award Docket, roundabout is ideal
- Park Plan
 - Approximately \$80,000 in the park fund (unused, carried over) and \$25,000 in parks (Budgeted for this year), Total \$105,000
 - Pickleball, basketall, youth structure, rubber mulch, toddler structure, benches
 - Recommendation of full replacement, sand is no longer an approved surface for Playgrounds
 - Pickleball and Basketball courts were last year
 - Would like to see some of the money go to Veteran's Memorial Park, the Mayor Supports both and would like to see both complete
 - \$300,000 is a lot to spend, spread over time, that amount could go towards the doing The next block of town that would enhance economic development or a streetlight

- The Village hasn't done the park in the last 10 years, actualize the Master plan and Wish Lists, the price is what it costs, many structures are significantly higher, the money is There
- Municipal responsibility in several areas, not just police and fire, big dollar items – phase It, that's how to get several big items done – over time, streetscaping – four years it will Be done
- What will make you comfortable with doing this?
- Average age of residents is 37, 37 year olds have kids
- Whitehouse residents go to surrounding communities' parks and spend money at Businesses, keep residents here and attract visitors
- Useful life of a playground structure is 20-25 years, very permanent structure
- Cost of handicap accessibility for the dock at the small quarry
- Look at the frequency of COW meetings on a month by month basis
- Cancelling the first meeting in July, no COW meeting June 26, 2018
- Thank you to everyone for their help at Cherry Fest
- Concrete to the shelter to assist wheelchairs
- New Postmaster installed, look into moving the mailbox

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to direct Administration to present a conceptual plan for improving the western-most front triangle of the park and developing a landscaping plan, which would include removal of the overgrown evergreen trees and coordination with the Tree Commission on new canopy trees and a mature tree replacement plan for the park. 5 ayes, 1 nay Bill May

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to direct the Administration to purchase and install fitness equipment for placement around the small quarry. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to authorize the Administration to seek bids on the following playground equipment: youth structure, with open deck system and inclusion of fully accessible elements; toddler structure with a train theme; swings, including a combination swing for adult and infant; and benches. Bids should include several choices for surfaces, as well as estimates from full installation to community construction. 5 ayes, 1 nay Bill May

Motion by Louann Artiaga, seconded by Bob Keogh to adjourn at 8:44 PM. 6 ayes

Respectfully submitted,

Susan Miller, Clerk