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February 15, 2019

WHITEHOUSE COUNCIL AGENDA  
February 19, 2019  
7:00 P.M.

Welcome and thank you for attending the Whitehouse Village Council meeting. The purpose of the Village Council meeting is to conduct the official business of the Village of Whitehouse and to hear citizen's comments pertaining to items that appear on the agenda and comments for future consideration. We welcome and encourage your participation. If you wish to make a comment, please wait to be recognized then step to the podium and state your name and address for the record. Please make your comments as concise as possible to allow time for others who wish to make comments. The Mayor presides over the Council meeting and has the authority to take the actions necessary to maintain order and proper decorum among those present. Thank you for your cooperation.

- I. Call to Order
- II. Roll Call
- III. Prayer: Pastor Carol Williams-Young, Zion United Methodist
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the February 5, 2019 Council Meeting
- VI. Adoption of Bills dated February 15, 2019 and the Addendum bills dated February 19, 2019
- VII. Introduction of Persons to Appear Before Council
  - A. Joanne McElheney, Anthony Wayne Arts Commission to request use of Village property for Buskerfest on August 17, 2019
- VIII. Committee Reports
  - A. Report from the January 24, 2019 Tree Commission meeting
  - B. Report from the February 12, 2019 Committee of the Whole meeting
- IX. Report of the Mayor

- X. Report of the Clerk of Council
- XI. Report of the Village Administrator
  - A. Request Legislation Authorizing a Contract for Improvements to the Whitehouse Fire Department Ventilation System, as an emergency
  - B. Request legislation authorizing a contract for zoning ordinance consulting services with CT Consultants, as an emergency
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
  - A. **Ordinance 4-2019**: An Ordinance Authorizing the Award of a Contract for Improvements to the Whitehouse Fire Department Ventilation System to Hastings Air Energy Control, Inc., as an emergency.
  - B. **Ordinance 5-2019**: An Ordinance Awarding a Contract for Form Based Code Consulting Services to CT Consultants
  - C. **Ordinance 6-2019**: An Ordinance Establishing Pay Classifications and Benefit Steps for Employees of the Village of Whitehouse
- XVI. Resolutions
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

## MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: Council Meeting of Tuesday, February 19, 2019

DATE: February 15, 2019

The Whitehouse Village Council is scheduled to meet on Tuesday, February 19, 2019, at 7:00 PM in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio 43571.

Following the Mayor's call to order, the Council Clerk's roll call, the prayer for Council, and the Pledge of Allegiance, Council can review and approve the February 5, 2019 Council meeting minutes, the Council bills dated February 15, 2019, and the addendum bills dated February 19, 2019.

Joanne McElheney from the Anthony Wayne Arts Commission has requested use of Village property for Buskerfest on August 17, 2019.

Richard Bingham will report on the January 24, 2019 Tree Commission meeting. Bill May will report on the February 12, 2019 Committee of the Whole meeting.

The Administrator will request authorization to enter into a contract for improvements to the Whitehouse Fire Department ventilation system and to enter into a contract for zoning ordinance consulting services.

Solicitor Heban will provide the following legislative items as emergencies.

- Ordinance 4-2019 authorizing the award of a contract for improvements to the Fire Department ventilation system to Hastings Air Energy Control, Inc.
- Ordinance 5-2019 awarding a contract for form based code consulting service to CT Consultants
- Ordinance 6-2019 establishing pay classifications and benefit steps for employees of the Village of Whitehouse.

The Mayor could then entertain citizen comments.

Finally, the Mayor can call for adjournment.

Respectfully submitted,

Jordan D. Daugherty  
Village Administrator

Regular

February 5,

19

At 7:00 PM Mayor Don Atkinson called the meeting to order.

ROLL CALL: Mindy Curry, Bob Keogh, Bill May, Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, Bob Keogh. Also present were the following: Administrator Jordan Daugherty, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Police Chief Mark McDonough, Fire Chief Joshua Hartbarger, Clerk Susan Miller, Tom Malicki, Rob Casaletta, Leroy Ryerson, DeAnna Bradley, K. Falke, G. Kott, John Falke, Yvonne Walters, Jeff Yoder, and Karen Gerhardinger.

The Council prayer was given by Administrator Jordan Daugherty.

Motion by Louann Artiaga, seconded by Bill May to approve the minutes of the January 15, 2019 meeting. 6 ayes

Motion by Bob Keogh, seconded by Louann Artiaga to approve the bills totaling \$354,551.48 dated February 1, 2019 and the Addendum bills totaling \$49,168.53 dated February 5, 2019. 6 ayes

Upon recommendation of the Committee of the Whole, motion by Rebecca Conklin Kleiboemer, seconded by Louann Artiaga to approve the new fire position and amend the pay scale. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to authorize the Solicitor to prepare legislation authorizing the Award of a Contact for the Providence Streetscape, Veteran's Memorial Park and Memorial Stone Tablet Projects, and declaring an emergency. 6 ayes

Mayor Don Atkinson asked for Citizen Comments pertaining to Agenda items. There were none.

Motion by Louann Artiaga, seconded by Richard Bingham to accept, as previously authorized, Ordinance 3-2019 authorizing the Award of a Contact for the Providence Streetscape, Veteran's Memorial Park and Memorial Stone Tablet Projects, at its first reading and declaring an emergency. 6 ayes

Motion by Bob Keogh, seconded by Mindy Curry to suspend the rules and to have the second and third reading of Ordinance 3-2019 by title only and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Bob Keogh to accept Ordinance 3-2019 and to pass said Ordinance and declaring an emergency. 6 ayes

Other items discussed:

Regular

February 5,

19

- Full time training officer for the Fire Department, Freezing for a Reason
  - Veteran's Memorial Park creation history, \$250,000 allocated for Veteran's Memorial Park – Cost to the taxpayer \$167,000, transparent process, thank you to the donors, Destination Whitehouse, Louann Artiaga, and Rob Casaletta, alternates, loan to stay in place until paid, hope To be completed by Memorial Day, thank you for everyone's work and support
  - Streetscaping and Veteran's Memorial Park scope, donation of staff and contractor's time and Services
  - Sewer, addressing odor, future costs, form based code
  - Regional water meeting, production wells, enough funds authorized to move forward already
  - President of Council is Bill May until Council takes action with a vote
- 
- Christine Chase from BGSU is interning with the Whitehouse Police Department, Police Department is preparing for the promotion process to be completed early April
  - Fire department thanks Council for approving the full time position, John's Manville donated Their UTV, first draft of the feasibility study received
  - Lucas County Engineer for the Swan Creek ditch cleaning will do a flyover to identify large log Jams and the cost to fix
  - Wish list, handicap entry to the pavilion for the little quarry, explore cost for a handicap Accessible dock at the little quarry
  - Unlimited refuse pick up schedule, dates in the calendar, website, email, bills
  - House on Providence Street across from Local Thyme demolition authorized to move forward
  - Playground installation weather dependent, wheelchair swing
  - Traffic light Weckerly and Finzel Road
  - Prioritized snow plowing, clear paths for EMS vehicles
  - Solutions for trucks blocking the road in front of Ardagh

Motion by Bob Keogh, seconded by Louann Artiaga to adjourn at 8:05 PM. 6 ayes

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Duly Appointed Clerk of Council

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Mayor

# COUNCIL BILLS

2/15/2019

VENDOR NAME	DEPARTMENT	AMOUNT	TOTAL	REMARKS
Allwear	Police	\$49.00	\$49.00	Safety Town Shirts
ARS Refuse Service	Sanitation	\$7,600.00	\$7,600.00	Bulk Item Cleanup
AW Board of Education	Police	\$1,208.68		Monthly Fuel Charges
AW Board of Education	Fire	\$455.48		Monthly Fuel Charges
AW Board of Education	Sanitation	\$55.64		Monthly Fuel Charges
AW Board of Education	Maintenance	\$163.94		Monthly Fuel Charges
AW Board of Education	Streets	\$733.01		Monthly Fuel Charges
AW Board of Education	Life Squad	\$392.78		Monthly Fuel Charges
AW Board of Education	Water	\$599.74		Monthly Fuel Charges
AW Board of Education	Sewer	\$131.85	\$3,741.12	Monthly Fuel Charges
Barnes, Jacob	Zoning	\$1,250.00	\$1,250.00	Zoning Inspector Payment
Buckeye Hydraulics	Streets	\$130.86	\$130.86	Couplers
Buckeye State Pipe & Supply	Water	\$1,600.76	\$1,600.76	Meter Parts
D. R. Ebel	Police	\$9,713.46	\$9,713.46	MDT & Equipment
Fisher Auto Parts	Maintenance	\$772.11		Parts
Fisher Auto Parts	Fire	\$19.40		Parts
Fisher Auto Parts	Police	\$16.71	\$808.22	Parts
Galls	Police	\$96.00	\$96.00	Uniform Boots - Kasack
Interstate Batteries	Sanitation	\$239.90	\$239.90	Batteries #502
J Thomas	Streets/Parks	\$429.16	\$429.16	Mower Parts
JAM Small Engine Services	Parks	\$3.94	\$3.94	Chainsaw Spark Plug
KJAMS	Maintenance	\$244.95	\$244.95	Repair Wire Damage - Ford Taurus
Look at Me Signs	Police	\$48.26	\$48.26	Shirts for Intern
MA SI	Water	\$57.75	\$57.75	Water Sample Analysis
Minuteman Press	Administration	\$361.35	\$361.35	Envelope Reorder
Mitch's Welding & Hitches	Sanitation	\$69.00	\$69.00	Weld Mud Flap Bracket #503
Office Depot	Administration	\$67.74	\$67.74	Office Supplies
Petrel, Brian	Sewer	\$70.00	\$70.00	Boot Reimbursement
The Lawft	Police	\$166.97	\$166.97	Uniforms - Kessinger
The Lawft	Police	\$65.98	\$65.98	Uniforms - Trautlein
Triotech	Administration	\$540.00	\$540.00	Office 365 & AntiVirus
UniFirst	Maintenance	\$18.80		Rug Cleaning
UniFirst	Police	\$18.80		Rug Cleaning
UniFirst	Fire	\$18.90		Rug Cleaning
UniFirst	Life Squad	\$18.90	\$75.40	Rug Cleaning
US Uniform Supply	Police	\$714.10	\$714.10	Uniforms - McDonough, Crosby, Kessinger
<b>Total</b>		<b>\$28,143.92</b>	<b>\$28,143.92</b>	



## Request for Special Event Using Public Streets and Facilities

Many organizations ask permission to use the public streets, sidewalks, and other public facilities throughout the year for special events and fundraising activities. To better serve the public and to efficiently use Village personnel, we ask that you submit the requested information. Once received, you will be placed on an Agenda to appear before Council.

Name of organization: Anthony Wayne Area Arts Commission

Function: Buskfest Date: Aug. 17, 2019

Event location: Village Park including Pavilion & Shelter & Lucas St.

Beginning at 3:00 (pm)/am and ending at 10:00 (pm)/am

Contact person: Jo McElhenny Address: 372 Southwood Perrysburg

Phone No.: 419 349-8836 Email address: jmcelhenny@sbcglobal.net

Briefly describe your event (use back for additional space): Buskus performing throughout the park from 3-5. Live music in the Pavilion and bus/wine garden from 5-10. Requesting closure of Lucas St also.

If the request is for a run, walk, or ride, please submit a map showing portions of the Village that will be affected, including start and finish lines, intersections that will need traffic control, etc.

If you are requesting use of the shelter house or pavilion, call 419-877-5383 to confirm availability on the date you are requesting. It is booked on a first-come, first-served basis beginning January 1 of each year for the current year. Rental and deposit fees may be required.

We are pleased that you have chosen Whitehouse and honored to be a part your function. Depending on what types of assistance your function requires, at times these activities require overtime pay for Village personnel. At the current time, no fees are charged, however, if you would like to donate to offset the associated costs, please feel free to make a donation to: Village of Whitehouse, PO Box 2476, Whitehouse, Ohio 43571.

Signature: Joanne L. McElhenny Date: 1/23/19

## Whitehouse Tree Commission

January 24, 2019

**Attendees:** Sheri Luedtke Chair, Amy Schultz Vice-Chair, Richard Bingham Council Rep., Christine Manzey, Elliot Tramer, Mark Thomas Village Rep., and Michelle Tippie

The meeting was called to order at 19:00.

A motion to accept the November 2018 meeting minutes was made by Elliot Tramer and seconded by Christine Manzey. The motion carried unanimously.

Corrections to the contact list of Commission members were made and will be submitted to Jill Gundy for entry.

Council Representative Richard Bingham presided over the election of the 2019 Officers. Both Sheri Luedtke and Amy Schultz were willing to continue in their respective positions. A motion was made by Michelle Tippie to approve Sheri Luedtke as Chair and Amy Schultz as Vice-Chair for the 2019 term. Christine Manzey seconded the motion and it carried unanimously.

### **Old Business:**

The Senior year of Tree Commission Academy took place successfully this month. The Graduation session will take place March 7<sup>th</sup> from 11:30 am to 1:30 pm at the Administration Building. Sheri L. will check with Stephanie Miller from ODNR to find out what the expectations for the Commission are for this event. Final plans will be made at the February 2019 meeting.

Tree inventory: Mark T. reported that the majority of the trees purchased in the fall have been planted. There are a few that will have to wait until spring when the sidewalks and finish work have been completed in the new subdivisions. These have been dug in at the Public Works garage.

The Beauty Shop memorial tree is still not planted due to issues with the underground gas transmission line at the desired planting site. The alternate site (across from Cycle Werks) may present problems with the power lines and the Main Street revitalization. It is hoped to have a location secured for spring planting.

Forms & Docs: With the departure of Judy K. from the Commission the forms and doc. cabinet has been unattended. Sheri L. and Dianne T. reviewed its contents and Dianne T. has agreed to take up the responsibility of maintaining it. Many thanks to Dianne for her efforts.

Mr. & Mrs. Kanavel previously contacted the Commission with concerns about the replacement street tree for their property. They were not in favor of the White Swamp Oak that was designated by the Master Plan. Sheri L. contacted them by phone and she advised them that the only other option for their area would be a London Plane Tree. She provided pictures and descriptions of both species. If neither option is acceptable to them the Commission felt that nothing should be planted in that spot. The family prefers a decorative tree which they are free to plant in their front lawn outside of the tree lawn area.

**Tree Commission 01-24-19 cont.**

Janet Traub has provided the copy of the Master Plan to Amy Schultz.

The Spring Seminar will be presented by Roger & Judy Meyers on March 28<sup>th</sup> 2019. The Tree Commission meeting will be held at 6:00 pm with the seminar following at 7:00 pm at the Administration Building. The topic will be Bees and Beekeeping.

Suggestions for advertising for the seminar were: The Village water bills, the Chamber sign, the Village sign, Amy Stone with the Master Gardeners Volunteer program through OSU, Homeowners Associations, OCVM, the Farm Bureau, the Mirror, Countryside Garden Club, and the Waterville Tree Commission.

Barb Knisley has provided contact information, and an introduction, to her Metroparks contact so that the Commission may volunteer to assist in continuing the Village participation in the Enrichment classes.

**New Business:**

Elliot T. inquired about the brush pile behind the Whitehouse Library. He has an interested party who will assist in the removal. Elliot was provided with contact information for the library.

Christine M. reported on the Trail of Trees and the Memory Gardens on Padre Island. Each memorial tree on the Trail of Trees had a plaque with a picture of the remembered person and a paragraph about their life.

There is a national movement with regard to the Memory Gardens. This may be a project that the Commission can participate in.

The Arbor Day/Memorial trees planted along the Multi-use trail could be upgraded to a Trail of Trees. Producing a brochure with the current plantings and their designation (Arbor Day or memorial) could be a project for the Commission. Using a "q" code on the brochure that would link them to the Tree Commission link of the Village page we could provide them with the biology's and biographies of the existing trees. Elliot T. has been volunteered to write the aforementioned.

Christine M. has volunteered to produce a Photo Album/Family Tree book of the current trees.

Sheri L. has volunteered to produce the Tree City USA application for 2019. Elliot T. has agreed to process the Growth Award application for 2019. Amy S. will be apprenticing with Elliot.

The Commission discussed a desire to express their appreciation to the Village Administration for all their hard work and assistance with our projects. Nothing definitive was decided but it will be discussed further in February.

Motion to adjourn made by Amy Schultz, seconded by Elliot Tramer and unanimously approved.  
Meeting adjourned at 19:35.

Respectfully submitted by Michelle K. Tippie



## Whitehouse Fire Department

10550 Waterville Street P.O. Box 2817  
Whitehouse, Ohio 43571  
419 877-0363  
Fax 419 877-4827

**Joshua, Hartbarger Chief**

William May, Assistant Chief

Jason Francis, Deputy Chief

February 11, 2019

Dear Village Administrator Jordan Daugherty,

As you may recall, the fire department was awarded \$91,429 through the Assistance to Firefighter Grant at the end of August 2018. This grant money is to be used for a Source Capture Ventilation System for fire/ems apparatus. The Village of Whitehouse is responsible for 5 percent (\$4,571) of the total cost of the project (\$96,000).

On Monday, December 3, 2018 the fire department opened bids for the Source Capture Ventilation System at 12:15pm at the Village Hall. Two out of the three companies we had requested bids from provided bids to us. Per the Village of Whitehouse procurement policy, three companies need to be involved in the complete bid process. However, the Assistance to Firefighters Grant only requires bids from two companies per their policy. Therefore, I am requesting that the Village of Whitehouse Council forgo the minimum required number of vendors.

On Tuesday, Captain Hibbard and I reviewed the bids in detail. The bid review was conducted using the following standards.

- \* Ease of use
- \* Customer service
- \* Presentation of product
- \* Preventive Maintenance Program

The Hastings Air Energy Control, Inc. bid was \$95,000 and the DBA Clean Air Concepts bid price was \$95,575. Both bids were competitive and each company promoted a unique system. Based on the bid requirements and what is best for the Village of Whitehouse, I recommend that the project be awarded to Hastings Air Energy Control, Inc. This company installs the Plymovent Ventilation System.

If you have any questions, please do not hesitate to ask.

*Jason Francis*

Jason Francis  
Deputy Fire Chief

**ORDINANCE NO. 04-2019**

**AN ORDINANCE AUTHORIZING THE AWARD OF A CONTRACT FOR IMPROVEMENTS TO THE WHITEHOUSE FIRE DEPARTMENT VENTILATION SYSTEM TO HASTINGS AIR ENERGY CONTROL, INC., AND DECLARING AN EMERGENCY.**

**WHEREAS,** The Whitehouse Fire Department was awarded a grant from the Assistance to Firefighter program for use in updating the Department's ventilation system; and

**WHEREAS,** The Village is required to pay Five Percent (5%) of the total cost of the system as part of the grant program; and

**WHEREAS,** As part of this process the Village has sought bids for the improvements; and

**WHEREAS,** Bids were received and opened and the bid from Hastings Air Energy Control, Inc. has been determined to be the lowest and best bid.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, THREE-FOURTHS (3/4) OF ALL MEMBERS ELECTED THERETO CONCURRING, THAT:**

**Section 1:** That the Council hereby waives any irregularities and authorizes the Village Administrator to enter into a contract with Hastings Air Energy Control, Inc. for the project at a cost of Ninety Five Thousand, Five Hundred and Seventy Five Thousand Dollars (\$95,575.00) with the Villages share of the project cost not to exceed Five Thousand Dollars (\$5,000.00).

**Section 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted at open meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with legal requirements as set forth by Village Charter.

**Section 3.** This Ordinance is hereby declared to be an Emergency Measure necessary for the immediate preservation of the public peace, health, and safety; and for the further reason that this Ordinance is deemed necessary to allow for the safe operation of the ventilation system for the Fire Department.

WHEREFORE, this Ordinance shall take effect and be in full force immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE:      Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

FINAL VOTE ON THE MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Duly Appointed Clerk of Council

\_\_\_\_\_  
Kevin A. Heban, Solicitor

**ORDINANCE NO. 05-2019**

**AN ORDINANCE AUTHORIZING THE AWARD OF A CONTRACT FOR FORM BASED CODE CONSULTING SERVICES TO CT CONSULTANT, AND DECLARING AN EMERGENCY.**

**WHEREAS,** The Village of Whitehouse is in need of awarding a contract for Form Based Code Consulting Services for the Village; and

**WHEREAS,** The Administration has investigated the consultants to perform this service; and

**WHEREAS,** After due diligence, CT Consultant was determined to be the most appropriate entity to perform these services for the Village.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, THREE-FOURTHS (3/4) OF ALL MEMBERS ELECTED THERETO CONCURRING, THAT:**

**Section 1:** That the Council hereby waives any irregularities and authorizes the Village Administrator to enter into a contract with CT Consultant for Form Based Code Services at a cost of Thirty Three Thousand Dollars (\$33,000.00).

**Section 2.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted at open meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with legal requirements as set forth by Village Charter.

**Section 3.** This Ordinance is hereby declared to be an Emergency Measure necessary for the immediate preservation of the public peace, health, and safety; and for the further reason that this Ordinance is deemed necessary to provide for the consulting services as soon as possible for the orderly administration for the Village.

WHEREFORE, this Ordinance shall take effect and be in full force immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

FINAL VOTE ON THE MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Duly Appointed Clerk of Council

\_\_\_\_\_  
Kevin A. Heban, Solicitor

**ORDINANCE NO. 06-2019**

**AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS, AND BENEFIT STEPS FOR EMPLOYEES OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO; REPEALING ORDINANCE NO. 23-2018, AND DECLARING AN EMERGENCY.**

WHEREAS, the Administrator and Committee of the Whole of the Council of the Village of Whitehouse, Lucas County, Ohio, have recommended changes to the Pay Classifications and Benefit Step to be conferred upon Village Employees;

WHEREAS, this Council is desirous of adopting said recommendations.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

SECTION I: That Ordinance No. 23-2018 is hereby repealed in its entirety effective February 19, 2019 and further that all ordinances, administrative manuals, portions of ordinances, portions of administrative manual, memorandums or written policies in conflict herewith are hereby repealed.

SECTION II: That effective as of February 20, 2019 the Village of Whitehouse, Lucas County, Ohio "Position Classification and Compensation Plan" shall exist with respect to Pay Classifications and Step Ranges in the form as attached hereto as Exhibit A, as incorporated by reference herein and shall be placed in all personnel data manuals. The Administrator of the Village of Whitehouse, Lucas County, Ohio, shall initially place all Village personnel in the appropriate classification; annually place all Village personnel in the appropriate compensation steps; and thereafter distribute and update all written manuals, policy or similar written memorandums, to conform with the pay and benefit scales attached hereto as Exhibit A.

SECTION III: That all ordinances or parts of ordinances inconsistent herewith be and the same are hereby repealed.

SECTION IV: It is hereby found and determined that all formal actions of this Council including any of its committees concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter.

SECTION V: This ordinance is hereby determined to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of said Village and for the further reason that the adoption of this ordinance is necessary to provide updated pay and benefit schedules to the employees of the Village of Whitehouse, Lucas County, Ohio, in accordance with law.

WHEREFORE, this Ordinance shall take effect and be in full force immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

FINAL VOTE ON THE MEASURE: Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Duly Appointed Clerk of Council

\_\_\_\_\_  
Kevin A. Heban, Solicitor

Include "Training Officer"

VILLAGE OF WHITEHOUSE  
PAY CLASSIFICATIONS  
1/1/2019

CLASS	POSITION	STEP					
		1	2	3	4	5	6
		Hourly Rate Annual					
A	Police Chief, Director of Public Service, Finance Director, Fire Chief	\$ 54,149	\$ 58,578	\$ 63,005	\$ 67,431	\$ 71,861	\$ 76,979
A.1	Deputy Fire Chief, Deputy Police Chief	\$ 46,724	\$ 49,768	\$ 54,056	\$ 58,899	\$ 62,812	\$ 67,755
B	Sergeant, Tax Commissioner, Planning Administrator	\$ 20.91 \$ 43,495	\$ 22.37 \$ 46,540	\$ 24.44 \$ 50,828	\$ 26.76 \$ 55,670	\$ 28.65 \$ 59,584	\$ 31.02 \$ 64,527
	Building/Zoning Clerk, Account Clerk, Public Service	\$ 16.71 \$ 34,760	\$ 18.45 \$ 38,385	\$ 20.31 \$ 42,242	\$ 22.24 \$ 46,269	\$ 24.04 \$ 49,999	\$ 25.83 \$ 53,730
C	Additional Pay (Public Service): Water Operator Class I License = \$ .25 per hour Water Operator Class II License = \$ .50 per hour Wastewater Collections Class II License = \$ .25 per hour Supervisor = \$ 2.00 per hour						
C.1	Office Assistant	\$ 13.00 \$ 27,040	\$ 14.66 \$ 30,493	\$ 15.78 \$ 32,822	\$ 16.87 \$ 35,090	\$ 17.77 \$ 36,962	\$ 19.16 \$ 39,853
D	Patrol Officer, Firefighter/EMT	\$ 18.71 \$ 38,914	\$ 20.45 \$ 42,539	\$ 22.10 \$ 45,972	\$ 23.84 \$ 49,597	\$ 25.58 \$ 53,200	\$ 27.17 \$ 56,506
	Additional Pay: Police Corporal = \$1.00 per hour						
	Paramedic (based on 2,990 hrs.)	\$ 14.50 \$ 43,356	\$ 15.98 \$ 47,774	\$ 17.24 \$ 51,552	\$ 18.89 \$ 56,488	\$ 20.43 \$ 61,089	\$ 21.86 \$ 65,354
E	Additional Pay: Paramedic Chief = \$ .70 per hour or \$2,000 annually Paramedic Capitain = \$ .35 per hour or \$1,000 annually Paramedic Lieutenant = \$ .25 per hour or \$750 annually						
F	Regular Part Time Employee Office Staff, Safety Asst. (25 hrs. wk)	\$ 16,900 \$ 13.00	\$ 19,062 \$ 14.66	\$ 20,520 \$ 15.78	\$ 21,937 \$ 16.87	\$ 23,103 \$ 17.77	\$ 24,904 \$ 19.16
	Part Time Positions Police Department						
	Patrolperson	\$ 14.52	\$ 15.56	\$ 16.59	\$ 17.71	\$ 19.16	\$ 19.93
	Auxiliary Police Officer	\$ 12.53 per hour, for specialized duties and mandated training					
	Crossing Guard	\$ 12.53 per crossing shift					
G	Seasonal Employees						
	Recreation Director	\$ 11.35			TO		\$ 17.24
	Seasonal (Pub. Svc./Park)	\$ 11.35			TO		\$ 17.24
	Fire Department						
	Paramedics	\$ 13.31			TO		\$ 17.25
	EMT	\$ 11.84			TO		\$ 15.77
H	Volunteer Fire Department						
	Asst. Fire Chief	\$ 3,126.53 annually					
	Deputy Chief	\$ 2,328.26 annually					
	Captain	\$ 1,563.26 annually					
	Lieutenant	\$ 1,064.36 annually					
	Officers & Firefighters (includes drills up to 24 annually)	\$ 11.84			TO		\$ 17.25



2. **Downtown Streetscape Phase 2** - Providence Street from Waterville Street to Lucas Street and Toledo to Maumee Street, including Veterans Memorial Park. Renew sidewalks, street trees, and areas between the sidewalks and curbs. In final engineering phase. Meeting held on 4/25/18 to explain construction process to downtown business owners. Out to bid 6/14-29/18. Bid opening scheduled for 6/29/18 at 1:00 pm. Bids rejected, will rebid soon. Project rebid with a bid opening scheduled for January. Bid awarded to B&J Concrete Construction.

## WATER

- 02-19-19
1. Meeting with potential water partners in effort to provide a reasonable, long term solution. Staff almost finished with due diligence process. Recommendations to be made soon. Continued review of option to ensue on 01/11/17. Meetings to consider a Regional Water District currently taking place. Review of additional alternate water options ongoing.

## WASTE WATER

## SANITATION

## MISCELLANEOUS

- 02-05-19
1. **Building Permits:** 1 new home as of 02/15/2019.

- 01-01-19
2. **Public Works:**
    1. Winter operations
    2. Tree trimming and brush clearing
    3. Park play equipment project
    4. Veterans Memorial Park preparations

## Boards and Commissions

- A. Board of Zoning Appeals
  1. Pending approval of November 7, 2018, meeting
- B. Charter Revision Commission
  1. Pending approval of May 9, 2018 Meeting Minutes
- C. Fire Dependency Board
  1. Pending approval of February 5, 2019 meeting minutes
- D. Planning Commission
  1. Pending approval of January 7, 2019, meeting minutes
- E. Records Commission
  1. Pending approval of June 5, 2018, Meeting Minutes
  2. Pending 2018 Reorganization Meeting
  3. Pending Review of Records Set for Destruction in 2018
  4. Pending Review of Records Policies

- F. Tree Commission (Report due on January 24, 2019 meeting)
  - 1. Pending approval of January 24,2019 meeting minutes
  - 2. Pending Tree Inventory

**Council Committee of the Whole** (Report due on February 12, 2019 meeting)

- A. Economic Development
  - 1. Pending Monitoring of Economic Development Plan (ongoing)
- B. Finance, Audit & Investment
- C. Franchise, Lands & Buildings
- D. Parks & Recreation
  - 1. Completion of Veterans Memorial Park
  - 2. Completion of Waterville Street Multi-Use Trail (Phase II)
  - 3. Pending review of implementation of projects in Whitehouse Park
- E. Public Services Committee
  - 1. Pending Discussion of New Downtown Traffic Signage (late summer)
  - 2. Pending Discussion of Water Supply Options
  - 3. Pending Discussion of Looping Water Lines via Stiles Road.
- F. Personnel & Safety
  - 1. Pending Consideration of Traffic Signal at Weckerly/Finzel Intersection
- G. General
  - 1. Pending review of Council project list

Note: If you wish to place an item on the Agenda, please let me know.



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## Zoning Enforcement Report –February 2019

We are in the heart of winter and cold weather. During this time of year, complaints typically go down and not much activity occurs outdoors. Snow typically does a good job hiding some violations and neighbors typically aren't complaining as much right now.

Jill and I have been in communication on issues where the person needs to comply by having a permit approved. This has resulted in good compliance and effective zoning.

I have received some good feedback recently from a few residents in regard to zoning. That's always a positive sign to see that as zoning is typically a thankless job. With spring coming soon, I look forward to continuing to make improvements. Thank you all for your continued support!

Respectfully submitted,

*Jacob T. Barnes*

Jacob T. Barnes

## Zoning Violation Report

February 2019

NAME	ADDRESS	VIOLATION LOCATION	VIOLATION	ACTION
Burek, Gary	6414 Lenderson	Rear	Junk, Debris	Followed up with owner. He is working on removing a few more items from the rear of the property.
Cycle Werks	6760 Providence	Side	Dumpster location	Spoke with owner and it has been moved back.
Franklin, Danny	6011 Matthew	Front, Rear	Junk, Debris	No zoning violation observed. Continuing to monitor.
Hertzfeld, Bryan	7125 Berkey Southern Rd	Front	RV parked in front of home	Final Notice sent. Re-inspected early Feb and is still there. Preparing court filing.
May, Nancy	10638 Babcock Ln	Side	RV parking	Inspected, notice sent. Spoke with owner, Nancy (419-356-8129) and she will be moving it within two weeks.
SM & CP, LTD	6740 Cemetery Rd	Front	Junk, insecure dumpster	Improvement has been made. Continuing to monitor.
Village Pizza	6792 Providence St	Front	Temp Signs	Inspected, advised to either remove or apply for a permit. They have applied for a permit.
Whitehouse Centre	6805 Whitehouse Square Blvd	Front	Temp Signs	Notice sent. They will be constructing a permanent sign.
	Weckerly Street	Rear	Trailer parking	Received report of illegal trailer parking, none found.
<b>REFERRED TO PROSECUTOR</b>				
Albright, Angelia	10915 St. Louis	Rear	Junk, Debris	Minor improvements observed. Case still in court.
General Pro Hardware	6635 Providence	Entire	Debris, merchandise, etc.	We have worked out compliance with the owner. Case has been dismissed.
Klawitter, Raymond	6610 Merritt	Side, rear	RV/Trailer parking	Property Owner has removed excess vehicles. Case has been dismissed.
Siebert, Mark	11164 Temperance	Side, rear	Junk, Debris	Inspected and all exterior items removed. Pending dismissal. Health Dept. violations still pending.
Priestas, Sue	10820 Waterville St.	Front, Rear	Facade not finished, report of junk to the rear.	Compliance achieved. Case dismissed.