



February 1, 2019

WHITEHOUSE COUNCIL AGENDA
February 5, 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 Shawn Bellner, Cedar Creek Church
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the January 15, 2019 Council Meeting
- VI. Adoption of Bills dated February 1, 2019, the Addendum bills dated February 5, 2019
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
- IX. Report of the Mayor
- X. Report of the Clerk of Council

- XI. Report of the Village Administrator
 - A. Request authorization to enter into a contract for Streetscaping and Veteran's Memorial Park construction, as an emergency
 - B. February 12, 2019 Committee of the Whole meeting.
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. **Ordinance 3-2019:** An Ordinance Authorizing the Award of a Contract to B & J Concrete and Construction, Inc. for Streetscaping and Veteran's Memorial Park, as an emergency
- 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 5, 2019

DATE: February 1, 2019

The Whitehouse Village Council is scheduled to meet on Tuesday, February 5, 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 January 15, 2019 Council meeting minutes, the Council bills dated February 1, 2019, and the addendum bills dated February 5, 2019.

The Administrator will request authorization to enter into a contract for Streetscaping and Veteran's Memorial Park construction, as an emergency. He will also discuss the February 12, 2019 Committee of the Whole Meeting.

Solicitor Heban will provide Ordinance 3-2019: authorizing the award of a contract to B&J Concrete and Construction, Inc. for Streetscaping and Veteran's Memorial Park, as an emergency.

The Mayor could then entertain citizen comments.

Finally, the Mayor can call for adjournment.

Respectfully submitted,

Jordan D. Daugherty
Village Administrator

COUNCIL BILLS

2/1/2019

VENDOR NAME	DEPARTMENT	AMOUNT	TOTAL	REMARKS
Affidavit Maker	Police	\$1,250.00	\$1,250.00	Annual Software License
American Fireworks	Administration	\$2,125.00	\$2,125.00	Deposit for Founders' Day Fireworks
AT&T	Fire	\$118.90		Phone Charges
AT&T	Water	\$98.35	\$217.25	Phone Charges
AW Heating & Cooling	Fire	\$319.00	\$319.00	Replace Thermostat
Bergren Associates	Water	\$115.00	\$115.00	Water Tower Telemetry
Brahier Oil	Fire	\$187.07	\$187.07	Generator Fuel
Brondes Maumee	Sanitation	\$827.30	\$827.30	Repairs #503
Central Parts Warehouse	Streets	\$259.04	\$259.04	Salt Spinner Motor
Cline, April	Administration	\$40.50	\$40.50	Reimburse Lunch for RITA Project
Craun Liebing Company	Sewer	\$3,100.50	\$3,100.50	Parts/Supplies
Darkinson Doors	Police	\$520.00	\$520.00	Renew Seals on Overhead Door
Department of Public Utilities	Water	\$53,301.78	\$53,301.78	Water Usage
Dollar Floor Store	Fire	\$2,814.65	\$2,814.65	Flooring
Emergency Reporting	Fire	\$293.30	\$293.30	EMS Software Fee
Finley Fire Equipment	Fire	\$947.68	\$947.68	Repair Primer on Water Tender
Generals Pharmacy	Water	\$21.27	\$21.27	Utility Deposit Refund
Glass City Signs	Capital Projects	\$1,000.00	\$1,000.00	New Whitehouse Lettering for Sign
Hanley Print & Promotions	Administration	\$253.55	\$253.55	Check Stock
HP Products	Fire	\$89.19	\$89.19	Cleaning Supplies
JAM Small Engine Services & Sales	Streets	\$12.55	\$12.55	Parts
KS Statebank	Fire	\$2,047.67	\$2,047.67	Turnout Gear Payment
Kuhlman Corp	Water	\$2,387.50	\$2,387.50	Meter Parts
MA SI	Water	\$115.50	\$115.50	Water Sample Analysis
Menards	Fire	\$54.98	\$54.98	Door Closers
Minuteman Press	Administration	\$650.10	\$650.10	Envelopes
OACP	Police	\$700.00	\$700.00	Public Records Workshop - Bergfeld
Office Depot	Administration	\$68.79		Supplies
Office Depot	Administration	\$90.36		Supplies
Office Depot	Fire	\$34.94	\$194.09	Supplies
Official Payments Corp	Water/Sewer	\$5.00	\$5.00	Returned E-check Fee
Operator Training Committee	Water	\$1,270.00	\$1,270.00	Water Treatment Course - Hill & Myers
Progressive Therapy Alternatives	Water	\$110.98	\$110.98	Utility Deposit Refund
Ram Exterminators	Maintenance	\$80.00		Bug Spraying
Ram Exterminators	Life Squad	\$72.00	\$152.00	Bug Spraying
Rush Truck Centers	Fire	\$520.75	\$520.75	Repair M85
Safety Council of NW Ohio	Police	\$25.00	\$25.00	Safety Breakfast - A Kasack
Sam's Club	Administration	\$45.00	\$45.00	Renew Annual Membership
Spencer Township	Tax	\$265,308.99	\$265,308.99	4th Qtr 2018 Distribution
St. Luke's Hospital	Fire	\$1.48	\$1.48	Fentanyl

VENDOR NAME	DEPARTMENT	AMOUNT	TOTAL	REMARKS
Sutphen Corporation	Fire	\$46.05	\$46.05	Parts
Toledo Edison	Police	\$379.54		Electrical Charges
Toledo Edison	Fire	\$373.30		Electrical Charges
Toledo Edison	Streets	\$5,955.07		Electrical Charges
Toledo Edison	Parks	\$1,331.18		Electrical Charges
Toledo Edison	Maintenance	\$766.53		Electrical Charges
Toledo Edison	Life Squad	\$316.57		Electrical Charges
Toledo Edison	Water	\$426.77		Electrical Charges
Toledo Edison	Sewer	\$2,517.06	\$12,066.02	Electrical Charges
Traffic Stop Uniform Supply	Police	\$86.50	\$86.50	Uniforms - Trautlein
Treasurer State of Ohio	Police	\$50.00	\$50.00	Monthly Non-Terminal Access Fee
TYCO	Maintenance	\$605.55	\$605.55	Quarterly Alarm Fee
UniFirst	Maintenance	\$37.60		Rug Cleaning
UniFirst	Police	\$37.60		Rug Cleaning
UniFirst	Fire	\$18.90		Rug Cleaning
UniFirst	Life Squad	\$18.90	\$113.00	Rug Cleaning
US Bank	Fire	\$300.69	\$300.69	Copier Charges

Total

\$354,551.48

\$354,551.48

TO: Council members and the Mayor
FROM: Jordan D. Daugherty, Village Administrator
SUBJECT: Streetscaping and VMP Bids
DATE: February 1, 2019

On Tuesday, legislation will be presented to take action on the streetscaping and Veterans Memorial Park (VMP) bid results. It is important to note that the bid results we received are not as straightforward as most other bids we have considered in the past. The purpose of this communication is to help clarify those results and to present my recommended course of action Tuesday evening.

As you will recall, we bid streetscaping phases 1 and 2 along with the VMP project. We appropriated \$750,000 this year for these projects. Based on our architect's estimate, we allocated \$500,000 toward streetscaping and \$250,000 toward VMP.

At the bid opening, we receive one bid (B & J Concrete). The bid includes the following:

Streetscaping:	
Base bid:	\$478,000
Alt. Ramp:	11,250
Alt. Pkg Lot:	21,000
Alt: Maumee St.	<u>7,850</u>
Total	\$518,100

To clarify, the base bid includes everything that we presented before (e.g. concrete, walls, silva cells, landscaping). The first alternate ("Alt.") includes replacing the ramp in front of Whitehouse Pizza Factory as we replace the sidewalk with the new, distinct concrete. The second alternate includes an expanded parking lot on the southern end of VMP in place of the house we just purchased (to be demolished soon). The third alternate seeks to clean up the Maumee Street side near the former Ted's Marathon (presently Chris Lewis's shop). The idea behind each of the alternates is to spruce up/enhance areas while the streetscaping construction takes place. Considering this analysis, I recommend approving the streetscaping base bid and all three (3) alternates in the amount of \$518,100.

With respect to VMP, please now refer to the bid breakdown sheet behind this memorandum. You will note that the breakdown is presented in four (4) sections: VMP (base bid), VMP (alternates), Memorial & Educational Improvements, and Landscaping. The base bid covers all of the concrete, foundation, conduit, pavers, and masonry walls. The alternates cover the major elective pieces that can be constructed by the contractor. The Memorial and Educational section covers items that the contractor cannot provide. These items will need to be directly purchased. Lastly,

the landscaping section should be self-explanatory. Referring again to the breakdown sheet, I recommend the following:

Part I:

Veterans Memorial Park:

Base Bid:	\$145,000
Alt. Fountain	26,000
Alt. Pavilion	41,000
Alt. Pkg Lot (Maumee St.)	13,500
Alt. (4) Add'l flag poles)	7,000
Contract Subtot.	<u>\$232,500</u>

Armed Forces Tablets	<u>35,000</u>
Total	<u>\$267,500</u>

This \$267,500 is the amount that I recommend Council to approve as a resolution at Council.

Part II:

Memorial & Educational Improvements:

Fallen Soldier Battle Cross Statue:	\$ 5,000
First Responders Memorial:	15,000
VMP Sign/Letters:	2,000
Educational Signage:	7,200
Dedication Plaques:	<u>6,000</u>
Subtotal	<u>\$35,200</u>

For Part II (\$35,200), the Village would directly purchase these items and have them installed during construction. Before doing this, the Village would enter into a loan agreement with Destination Whitehouse, Inc. for repayment over the next three (3) years. This would allow the project to be completed and also provide DWI additional time to raise funds.

Part III:

Landscaping:

Lawn seeding/plant materials/...	\$ 26,500
Landscaping lighting	15,000
Irrigation system	<u>15,000</u>
Subtotal	<u>\$56,500</u>

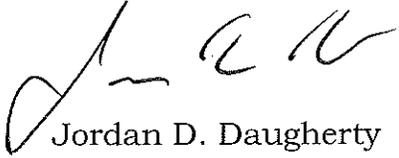
To accomplish Part III, the Village would seek donations of materials/services for parts of each of these items. Additionally, the Village would announce a Community Day inviting volunteers to assist in the botanical landscaping portion.

As we proceed, please remember that funds collected for VMP currently stand at approximately \$100,000 and, assuming Part II is agreed to, an additional \$35,000 would be added. Considering this analysis, the ultimate VMP capital cost to the Village of Whitehouse would be approximately \$167,000.

In conclusion, moving forward as I have proposed will accomplish a couple of things. It will allow the Village to finish ½ of the total downtown streetscape improvement in one summer. Secondly, after five (5) plus years of effort, a distinguished, premier memorial to the region's heroic dearly departed will be made available for all to appreciate.

Of course, during Tuesday's meeting I will present more of the specific details. Should you have any questions in the mean time, please feel free to contact me at the office.

Respectfully,

A handwritten signature in black ink, appearing to read 'J. D. Daugherty', written in a cursive style.

Jordan D. Daugherty
Village Administrator

Veterans Memorial Park -Alternates

Date 1/28/2019
 Item Total Cost

Veterans Memorial Park (Alternate 2 per B&J Concrete Bid) 1/25/19 Bid \$145,000.00

Alternates per B & J Concrete

Alternate - #2-A Fountain Waterproofing/Mechanics	1/25/19 Bid	\$26,000.00
Alternate - #2-B Pavilion	1/25/19 Bid	\$41,000.00
Alternate - #2-C Parking Lot Upgrades	1/25/19 Bid	\$13,500.00
Alternate - #2-D 4 Additional 20' Flagpoles	1/25/19 Bid	\$7,000.00
Alternate - #2-E Sod in lieu of seed lawn	1/25/19 Bid	\$4,150.00
Subtotal		\$91,650.00

Memorial & Educational Improvements

Fallen Soldier Battle Cross Statue	Direct Purchase	\$5,000.00
Armed Forces Memorial Tablets	MV Memorials	\$35,000.00
First Responders Memorial	MV Memorials	\$15,000.00
VETERANS MEMORIAL PARK - sign/letters	Glass City Sign	\$2,000.00
Educational Signage	allowance	\$7,200.00
Dedication Plaques	allowance	\$6,000.00
Subtotal		\$70,200.00

Landscaping

Lawn seeding/plant materials/mulch/bed prep	allowance	\$26,500.00
Landscape lighting	allowance	\$15,000.00
Irrigation system	allowance	\$15,000.00
Subtotal		\$56,500.00

GRAND TOTAL \$363,350.00

EDGE has no control over market conditions, the cost of labor, material or the contractor's method of determining prices or competitive bidding. Our opinions of probable construction cost are made on the basis of our experience. These opinions represent our best judgement as professionals familiar with the construction industry. We cannot and do not guarantee that proposals, bids or the construction cost will not vary from our probable construction cost.

ORDINANCE NO. 3-2019

AN ORDINANCE AUTHORIZING THE AWARD OF A CONTRACT FOR THE PROVIDENCE STREETScape, VETERAN'S MEMORIAL PARK AND MEMORIAL STONE TABLET PROJECTS, AND DECLARING AN EMERGENCY.

WHEREAS, Council has determined that the Village should engage in The Providence Streetscape Project, the Veteran's Memorial Park Project and the purchase of a Memorial Stone Tablet for Veteran's Park, all located within the Village of Whitehouse (all three (3) items hereinafter "the Project"); and

WHEREAS, Council authorized the Administration to go out for bids for the Project; and

WHEREAS, Sealed bids were received and opened and the bid from B & J Concrete and Construction, 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 B & J Concrete and Construction, Inc., for the total Project at a cost not to exceed Seven Hundred and Eighty Five Thousand, Six Hundred Dollars (\$785,600.00).

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 resolution is deemed necessary to allow for the timely conclusion of the Project.

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

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.

WATER

- 01-11-19**
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.
 2. **TTHM remediation project.** Plans have been drafted by PDG and submitted and approved by DEPA. Will be out to bid on 6/21/18 with bid opening on 7/10/18. No bids received. Project being rebid with opening scheduled for 8/3/18. Project awarded to Kirk Bros. Co - \$325,000. Work began on 10/5/18. Startup scheduled for 12/12/18. Project Completed.

WASTE WATER

SANITATION

MISCELLANEOUS

- 02-05-19**
1. **Building Permits:** 1 new home as of 01/28/2019.
- 01-01-19**
2. **Public Works:**
 1. Winter operations
 2. Tree trimming and brush clearing
 3. Park play equipment project

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 2, 2018, 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

- 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.