



May 31, 2019

WHITEHOUSE COUNCIL AGENDA

June 4, 2019

6:30 P.M.

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, June 4, 2019, at 6:30 PM. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

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 May 21, 2019 Council Meeting
- VI. Adoption of Bills dated May 31, 2019 and the Addendum bills dated June 4, 2019
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
 - A. Report on the May 23, 2019 Tree Commission Meeting
 - B. Report on the June 4, 2019 Records Commission Meeting
- IX. Report of the Mayor
 - A. Recognition of Staff for Successful 2017-2018 Financial Audit
- X. Report of the Clerk of Council

- XI. Report of the Village Administrator
 - A. Upcoming Committee of the Whole Meeting on June 11, 2019
 - B. Summary of Successful 2017-2018 Village Financial Audit
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. Ordinance 10-2019 (3rd Reading): Legislation Authorizing the Village Attorney to Petition the Board of County Commissioners to Change Township Lines
- 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, June 4, 2019

DATE: May 31, 2019

The Whitehouse Village Council is scheduled to meet on Tuesday, June 4, 2019, at **6:30 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 May 21, 2019 Council meeting minutes, the Council bills dated May 31, 2019, and the addendum bills dated June 4, 2019

There will be a report on the May 23, 2019 Tree Commission meeting and the June 4, 2019 Records Commission meeting.

The Mayor will recognize Village staff for a successful 2017-2018 financial audit.

The Administrator will discuss the upcoming Committee of the Whole meeting on June 11, 2019. He will also provide a summary of the successful 2017-2018 Financial Audit.

The Solicitor will provide Ordinance 10-2019: Legislation authorizing the Village Attorney to Petition the Board of County Commissioners to change Township lines for the third reading.

The Mayor could then entertain citizen comments.

Finally, the Mayor can call for adjournment.

Respectfully submitted,
Jordan D. Daugherty
Village Administrator

Regular

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

ROLL CALL: Rebecca Conklin Kleiboemer, Mindy Curry, Bob Keogh, Bill May, Louann Artiaga, and Richard Bingham. Also present were the following: Administrator Jordan Daugherty, Solicitor Kevin Heban, Police Chief Mark McDonough, Fire Chief Joshua Hartbarger, Deputy Fire Chief Jason Francis, Deputy Police Chief Allan Baer, Clerk Susan Miller, Bea and Paul Ludwig, Karen Gerhardinger, Yvonne Wlaters, Diana Williams, Lynda Hunt, Kelsea Bostelman, Cindy Silette, Mark Silette, Beth Rondeau, Alyce Richardson, Barb Zimmerman, Marilyn Warner, Tim Yoder, Connie Limes, Lynn Dickey, Carol Stansfield, Brad Rhodes, Pam Lukachek, Bobbi Vaughn, Thomas Hoover, Steve Winters, John Falke, and Jeff Yoder.

Council prayer was given by Pastor Tom Hoover of Hope United Methodist Church.

Motion by Louann Artiaga, seconded by Mindy Curry to approve the minutes of the May 7, 2019 meeting. 6 ayes

Motion by Mindy Curry, seconded by Bill May to approve the bills totaling \$197,793.34 dated May 17, 2019, the Addendum bills totaling \$868,498.24 dated May 21, 2019, and the March 2019 Financial Statement. 6 ayes

Motion by Bob Keogh, seconded by Louann Artiaga to approve the Whitehouse Primary Field Day use of the Whitehouse Village Park with closure of LLucas Street to through traffic on May 28, 2019 from 8:00 AM – 3:30 PM. 6 ayes

Upon recommendation of the Committee of the Whole, motion by Mindy Curry, seconded by Bob Keogh to authorize the Solicitor to prepare legislation authorizing the Administrator to go out for bid for the traffic signal at Weckerlly Road and Finzel Road. 6 ayes

Mayor Don Atkinson recognized retiring Pastor Tom Hoover from Hope United Methodist Church for his 23 years at Hope United Methodist and 40 years in ministry and the many community outreach programs that serve our community.

Mayor Don Atkinson proclaimed Tuesday, August 20, 2019 as a special day to show appreciation as Battle of Fallen Timbers Commemoration Day in the Village of Whitehouse and encourage all citizens to show their gratitude by attending and participating in the events surrounding the 225th Anniversary Commemoration.

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Mayor Don Atkinson proclaimed May 24, 2019 as Poppy Day and urged all citizens to pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on this day.

Motion by Mindy Curry, seconded by Bob Keogh to approve Mayor Don Atkinson's nomination of Dallas Paul for a two (2) year term to the Whitehouse Village Economic Development Committee. 6 ayes

Motion by Louann Artiaga, seconded by Mindy Curry to approve the Council nomination of Stephen Holland to a one (1) year term to the Whitehouse Village Economic Development Committee. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Bob Keogh to approve the Mayoral appointment with Council confirmation Jennifer Scroggs, Wes Beham, and Brad Mauk to the Whitehouse Village Economic Development Committee. 6 ayes

Mayor Don Atkinson swore in new Part-Time officers Christopher Pearcey, Bryan Smith, and Daniel Silette.

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

Motion by Bill May, seconded by Mindy Curry to remove Ordinance 10-2019 from being tabled. 4 ayes, 2 abstain Louann Artiaga, Richard Bingham

Motion by Bill May, seconded by Bob Keogh to suspend the rules and to have the second reading of Ordinance 10-2019 by title only. 4 ayes, 2 abstain Louann Artiaga, Richard Bingham

Motion by Rebecca Conklin Kleiboemer, seconded by Bob Keogh to amend the Agenda and add Ordinance 12-2019. 5 ayes, 1 abstain Louann Artiaga

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to authorize the Solicitor to prepare legislation authorizing the Village of Whitehouse, Lucas County, Ohio, to Enter into an Intergovernmental Equipment Services Agreement and Execute a Conflict of Interest Waiver Letter, and declaring an emergency. 5 ayes, 1 abstain Louann Artiaga

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to accept Ordinance 12-2019 authorizing the Village of Whitehouse, Lucas County, Ohio, to Enter into an Intergovernmental Equipment Services Agreement and Execute a Conflict of Interest Waiver Letter, at its first reading and declaring an emergency. 5 ayes, 1 abstain Louann

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Artiaga

Motion by Bill May, seconded by Bob Keogh to suspend the rules and to have the second and third reading of Ordinance 12-2019 by title only and declaring an emergency. 5 ayes, 1 abstain Louann Artiaga

Motion by Bill May, seconded by Bob Keogh to accept Ordinance 12-2019 and to pass said Ordinance and declaring an emergency. 5 ayes, 1 abstain Lounn Artiaga

Other items discussed:

- People gathering behind the Whitehouse library after hours – removal of trees and seating, Tree City USA, Growth Award, Girl Scout tree badge presentation, Flower Market potential move to Wednesdays, Arbor Day celebration May 10, 2019 – holes dug by the boy scouts, Kroger bags to be decorated by school children, banning of Callery Pear trees, Village website, bids for removal of a tree, Serviceberry trees in bloom at Village Hall, removal of Callery Pear trees planted in the right of way
- Brett Warner elected to the Union Cemetery District board, UCD 2020 appropriations accepted, Property tax millage for 2020 set at .46 mills for maintenance (\$200,000 home will pay 32.20 annually), revenue, expenditures debt service repayment for seed money, labor contracts (\$150/Hour accounting for labor, equipment, overtime), website, auditor fees, next joint Union Cemetery District meeting is May 11, 2020, millage can be adjusted up or down, thank you Rebecca Conklin Kleiboemer for doing a stellar job on the UCD board, administrative punch list, Lot split being handled by Phil Dombey -Waterville City Solicitor, members and the District have been advised of potential conflict of interest
- Traffic signal at Weckerly and Finzel, Conforming boundaries, looking at citihood, removing thirty day hold on conforming boundaries, establishment of UCD, musical flowers installed at the playground, Water main break at Village Park, Veteran's Memorial Park concrete
- Thank you to the Whitehouse Police department for their coordination with the schools and Several agencies up to the federal level during recent events at the High School
- Fence proposal next to Veteran's Memorial Park, name visibility on the business sign at Industrial Park, Downtown street sign design, proposal for physical fitness pieces around the Small quarry
- Reminder that beginning in June, Council meetings will begin at 6:30 PM
- Whitehouse Primary Bike Hike Friday, May 24, 2019 with police assistance beginning at 9:00 AM
- Special Olympics torch will run through Whitehouse on June 20, 2019
- Fire department MDTs are purchased and being programmed
- Michindoh aquifer, feelings about other entities intentions, engineers recalculating

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costs

- Thank you letter to Arts Commission about installation of musical fixtures at the playground
- Notification of residents when trees will be planted in the right of way, builders pay for the tree when the zoning permit is issued
- Options for parking bumper blocking the sidewalk
- Cover the stripes showing through at the parking lot across from Share Our Grounds
- Pickleball nets up
- Wages action needs to be taken by July 1, 2019, keeping pace with the state minimum for a full service credit, Council currently receiving partial credits
- Deadline for Village calendar information, refuse schedule
- Cherry Fest June 6, 2019 Military Night, Parade 1:00 Saturday
- Take rotten trees down, falling through homes in current storms

Mayor Don Atkinson asked for Citizen Comments. There were none.

Motion by Mindy Curry, seconded by Bob Keogh to adjourn at 8:29 PM. 6 ayes

Duly Appointed Clerk of Council

Mayor

**COUNCIL BILLS
5/31/2019**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
AT&T	FIRE	\$61.10		Phone Service
AT&T	WATER	\$51.11	\$112.21	Phone Service
Atlas Business Solutions	POLICE	\$78.00	\$78.00	Schedule Anywhere
Craun Liebing	SEWER	\$475.00	\$475.00	Service Call - Regional Pump Station
Department of Public Utilities	WATER	\$200.00	\$200.00	Water Sample Analysis
Distant Cousinz	COMMUNITY EVENT	\$480.00	\$480.00	Summer Concert
KS Statebank	FIRE	\$2,047.67	\$2,047.67	Turnout Gear Payment
MASI	WATER	\$941.91	\$941.91	Water Sample Analysis
Mirror Newspapers	ZONING	\$342.00	\$342.00	Mowing Legal Notice
Service Supply Ltd., Inc.	CAPITAL PROJECTS	\$17,620.00	\$17,620.00	Playground Installation
Thomas Equipment	WATER	\$144.90		Protective Equipment
Thomas Equipment	WATER	\$335.00	\$479.90	Submersible Pump
Toledo Edison	CAPITAL PROJECTS	\$2,118.40	\$2,118.40	Veterans Memorial Park
Treasurer State of Ohio	POLICE	\$50.00	\$50.00	Monthly Non-Terminal Access Fee
Treasurer, State of Ohio	WATER	\$45.00	\$45.00	Operator Cert - Mike Hill
Triotech	POLICE	\$47.50	\$47.50	Install New Evidence Room PC
UniFirst Corporation	POLICE	\$18.80		Rug Cleaning
UniFirst Corporation	MAINTENANCE	\$18.80	\$37.60	Rug Cleaning
US Bank	FIRE	\$172.67	\$172.67	Copier Charges
West Bend Mutual Insurance	TAX	\$518.00	\$518.00	JEDD Board Coverage
		\$25,765.86	\$25,765.86	

Whitehouse Tree Commission

Minutes of Meeting – May 23, 2019

Commissioners Present: Chairperson, Sheri Luedtke, Amy Schultz, Elliot Tramer, Chris Manzey, Diane Toffler and Mark Thomas, Village Staff Advisor. Guest, Stephanie Miller, State of Ohio, ODNR, Regional Coordinator.

The meeting was called to order by Chairperson, Sheri Luedtke, at 7:10 pm. The minutes of the April 25, 2019 meeting were approved after a correction to the spelling of Michelle Tippie's name and a motion was made by Elliot Tramer and seconded by Diane Toffler. Motion carried.

Old Business:

Flower Market: Members have participated in 3 weekly markets during which they were able to pass out White Fir tree saplings along with information on trees and answer questions from the public. We will have more information for the Farmers Markets which will begin in July and run through October. We will need help in manning a table during those months.

Arbor Day, Grocery Bag Project: Sheri Luedtke collected the bags from Heidi Love, art teacher at Whitehouse Elementary. The children drew pictures on the brown paper bags with the emphasis on trees and insects that are harmful to trees. The bags will be returned to Kroger in Waterville and used to bag groceries for their customers.

Arbor Day: A few comments by Sheri Luedtke regarding the day. We first had to cancel the original planting day due to rain. The students that had planned to attend were given the prepared saplings of a White Fir to plant. Planting of the three trees near Stiles Road took place on May 20th with the help of Bittersweet Farms residents. The Mayor did a very nice job with the proclamation and a big thank you the Boy Scouts who dug the holes and to Mark Thomas for all of his hard work in making this happen. Trees planted were a Tulip Tree, a Black Gum and a Hackberry.

Forms & Documents: Diane Toffler has spent quite a few hours organizing the tree commission cabinet to make access to our information easier to find.

Tree Commission Minutes – Continued

May 23, 2019

Tree Inventory: Jeffery Rodriguez of 10631 Saron was sent a letter regarding the callery pears that were planted in the tree lawn. Mark Thomas will follow up to make sure they were removed. A Park tree was damaged due to a storm and will be removed. There was some discussion regarding the large spruce trees in the park and it was discussed again that the benefits of those trees outweigh other considerations.

EAB & ALB Awareness: This is the time of year for EAB (Emerald Ash Borer) and ALB (Asian Long horned Beetle) awareness program. Information was made available at the 3 flower marts in early May and will be made available at the Farmers Markets in July – October.

Boy Scout, Noah Werning: The tree commission was presented with a letter from Noah asking if there would be a project that he could assist with for an Eagle Scout Project. He will be invited to the June tree commission meeting to discuss a project.

Other Items: Stephanie Miller is interviewing municipalities regarding their commissions, as Northwest Ohio is celebrating their 40th Anniversary of Tree City USA. Items to be discussed will be budgets, the extent of canopy cover and what makes a good program. Her interview of various questions regarding the Whitehouse Tree Commission lasted about half an hour and covered many subjects. Some topics that the commission may need to work on were a tree risk assessment plan, developing a mission statement and a management plan.

Elliot Tramer presented an article regarding greenspace and canopy cover. It was noted during research that the elderly have a lower mortality rate while living in areas that have increased greenspace and canopy cover.

Meeting was adjourned with a motion by Chris Manzey and seconded by Elliot Tramer, adjourned at 8:45pm.

Respectfully submitted,

Amy Schultz

Village limits and Lenderson from Cable to Shepler. Project has been approved for OPWC funding – 2019 project year.

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.
3. **Weckerly Rd. & Finzel Signalization** – In engineering with Poggemeyer Design Group. Out to bid for June 7th bid opening.

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

- 06-04-19
1. **Building Permits:** 20 new homes as of 05/31/2019.
- 01-01-19
2. **Public Works:**
 1. Spring preparations
 2. Tree trimming and brush clearing
 3. Park play equipment project
 4. GIS mapping of Utilities – Public Service is working with Poggemeyer Design Group to map all water, sanitary sewer and storm sewer assets in the Village.

Boards and Commissions

- A. Board of Zoning Appeals
 1. Pending approval of May 1, 2019, meeting
- B. Charter Revision Commission
 1. Pending approval of May 9, 2018 Meeting Minutes
- C. Fire Dependency Board
 1. Pending approval of February 27, 2019 meeting minutes

- D. Planning Commission
 1. Pending approval of May 6, 2019, meeting minutes

- E. Records Commission (Report due on June 4, 2019 meeting)
 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 May 23, 2019 meeting)
 1. Pending approval of May 23, 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.

REQUEST	FROM	DATE	ACTION	STATUS
Handicap rails in women's restroom	RCK	12/18/2018	Need some attention - will remove & clean or repaint-Repaired 5/30/2019	
Speakers for the pavilion			Researching Options	
Disc golf	MC		staff cheking into, working to determine best location-meeting with interested parties- Some of requested area in MetroParks. Checking to see if permissible	
Maumee Street has dips where asphalt was cut out, could it be repaired	LA	8/7/2018	Steve will check it. Paving patches from catch basin repair, will be patched this fall-Patching with asphalt-Scheduling patch work	
One-way streets (Otsego)	BM	2/7/2017	Pending decision with new postmaster. Referred to Committee of the Whole-Tabled	
Specify in code the minimum size of new street trees planted	RCK	4/4/2017	Set for a future COW meeting. Admin will request Tree Commission to update ordinance to include minimum size. Est. as 1.5" diameter	
Lighting in the Roundabout	BM	1/15/2019		
Dip in pavement at the Roundabout	BM	1/15/2019		
Alley behind Whitehouse Inn	BM	1/15/2019	On Capital Projects List	
Additional lighting on the Multi Use Path	MC	1/15/2019	Researching costs - Solar & Poggemeyer Design Group	
Handicap accessibility at the open shelter house near the small quarry	All	2/12/2019	Look into sidewalk options	

Request emptying at recycling drop-off station to take place no earlier than 7 a.m.	MC	2/19/2019	Made contact with Lucas County with Councilwoman's request
Request action on enforcement of storing of garbage bins	All	2/19/2019	Public awareness campaign begun on 2/20/19
Splash Pad pricing	MC	3/5/2019	Reviewing and gathering budget amount.
Unlimited trash dumpster roll off	MC	3/5/2019	Getting pricing from ARS
Get bids on pavement for the alley behind Veterans Memorial Park		3/5/2019	Added to project
Fence behind Veteran's MP	BM	4/16/2019	Presenting design options at June 11, 2019 Committee of the Whole meeting
Look at bids for repairing caboose	BM	4/16/2019	Have bid to paint - red only
Install "facilities closed" sign on bathrooms when restrooms not in use due to weather	MC	4/16/2019	Will order sign
Consideration of Dog Park at Committee of the Whole Meeting	MC	4/16/2019	
Lone Oak Court Sink Hole	RCK	4/16/2019	Inspected and filled
Regular sewer line clean out program	MC	4/16/2019	proceeding with annual sewer flushing maintenance