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November 27, 2019

**WHITEHOUSE COUNCIL AGENDA**  
**December 3, 2019**  
**6:30 P.M.**

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, December 3, 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 November 19, 2019 Council Meeting
- VI. Adoption of Bills dated November 27, 2019 and the Addendum bills dated December 3, 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. Committee of the Whole Meeting Immediately Following the December 3, 2019 Council Meeting to Discuss 2020 Appropriations  
**6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571**  
**Phone 419-877-5383 . Fax 419-877-5635**  
**whitehouseoh.gov**

- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
  - A. Ordinance 26-2019: Establishing Pay Classifications, and Benefit Steps for Employees of the Village of Whitehouse, 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, December 3, 2019

DATE: November 27, 2019

The Whitehouse Village Council is scheduled to meet on Tuesday, December 3, 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 November 19, 2019 Council meeting minutes, the Council bills dated November 27, 2019 and the addendum bills dated December 3, 2019.

Under Administrator Report, the Administrator will explain the December 3, 2019 Committee of the Whole meeting that will immediately follow the Council meeting.

There will be 1 item of legislation presented at this meeting.

- Ordinance 26-2019: Establishing Pay Classifications, and Benefit Steps for Employees of the Village of Whitehouse, 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  
11/27/2019**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
USI Insurance	ADMINISTRATION	\$285.00	\$285.00	Public Official Bond Renewal
UniFirst Corporation	POLICE	\$18.80		Rug Cleaning
UniFirst Corporation	MAINTENANCE	\$18.80	\$37.60	Rug Cleaning
Stresscare Behavioral Health	VARIOUS	\$1,935.36	\$1,935.36	Employee Assistance Program Renewal
Sandridge Farms	ADMINISTRATION	\$425.00	\$425.00	Horse & Carriage Rides for Tree Lighting
PNC Adobe Acrobat	LIFE SQUAD	\$13.93		Software Subscription Fee
PNC Adobe Acrobat	ADMINISTRATION	\$22.51		Software Subscription Fee
PNC Adobe Acrobat	ADMINISTRATION	\$16.08		Software Subscription Fee
PNC AED Market	FIRE	\$2,716.50		AED
PNC Amazon	POLICE	\$25.64		Tourniquets
PNC Amazon	POLICE	\$30.02		Tourniquets
PNC Amazon	STREETS	\$84.99		Supplies
PNC Amazon	MAINTENANCE	\$12.70		Supplies
PNC Amazon	MAINTENANCE	\$15.47		Supplies
PNC Amazon	ADMINISTRATION	\$34.17		Supplies
PNC Amazon	ADMINISTRATION	\$30.09		Supplies
PNC Amazon	MAINTENANCE	\$204.46		Spot Lights
PNC Amazon	MAINTENANCE	\$49.99		GFCI
PNC Amazon	ADMINISTRATION	\$139.90		Flag Display Cases
PNC Amazon	WATER	\$392.47		Cordless Impact Wrench
PNC AT&T	VARIOUS	\$625.66		Cell Phone Charges
PNC Best Buy	FIRE	\$90.07		Supplies
PNC Bulk Ammo	POLICE	\$467.16		Ammunition
PNC Carlton Industries	WATER	\$124.54		Meter Seals
PNC Circle K	ADMINISTRATION	\$28.61		Fuel
PNC Dollar General	FIRE	\$69.44		Supplies
PNC DQ	ADMINISTRATION	\$17.85		Planning Meeting
PNC Duraware Glove & Safety	FIRE	\$1,163.03		Gas Meter
PNC GigSalad	ADMINISTRATION	\$374.00		Santa for Tree Lighting Event
PNC Grasshopper	VARIOUS	\$41.72		Senior Call Number
PNC Home Depot	FIRE	(\$63.89)		Return

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
PNC	FIRE	\$63.00		Drug Take Back Day
PNC	ADMINISTRATION	\$99.00		PO Software Charge
PNC	ADMINISTRATION	\$27.33		Snacks - Admin Retreat
PNC	FIRE	\$34.94		Meeting
PNC	POLICE	\$513.72		Magazines
PNC	ADMINISTRATION	\$17.99		Mass Email System
PNC	CAPITAL PROJECTS	\$650.00		VMP Plaques
PNC	ADMINISTRATION	\$61.71		Fuel
PNC	ADMINISTRATION	\$38.29		Fuel
PNC	ADMINISTRATION	\$34.82		Fuel
PNC	LIFE SQUAD	\$16.09		Software Subscription Fee
PNC	ADMINISTRATION	\$33.26		Fuel
PNC	WATER	\$4.00		Parking for Meeting
PNC	ADMINISTRATION	\$62.35		Lunch Admin Retreat
PNC	POLICE	\$306.43		Emergency Supplies
PNC	ADMINISTRATION	\$31.42		Supplies
PNC	MAINTENANCE	\$42.14		Shop Towels
PNC	ADMINISTRATION	\$24.03		Deposit Slips
PNC	ADMINISTRATION	\$54.51		Fuel
PNC	CAPITAL PROJECTS	\$254.00		VMP Plaques
PNC	POLICE	\$173.28		Stronghold and Faraday Bag
PNC	ADMINISTRATION	\$76.84		Fuel
PNC	FIRE	\$6.93		Fuel
PNC	ADMINISTRATION	\$253.00		Admin Retreat
PNC	TAX	\$7.85	\$9,614.04	RITA Mailing
Ohio Peace Office Training	POLICE	\$520.00	\$520.00	Training
MA SI	WATER	\$36.75	\$36.75	Water Sample Analysis
Johnson Control Security	MAINTENANCE	\$457.25	\$457.25	Quarterly Alarm Fee
Heban, Murphree & Lewandowski	ADMINISTRATION	\$1,992.50		Law Director Invoice
Heban, Murphree & Lewandowski	WATER	\$1,000.00	\$2,992.50	Law Director Invoice
Buckeye State Pipe & Supply	WATER	\$841.53	\$841.53	Meter
Better Business Bureau	ADMINISTRATION	\$318.25	\$318.25	Renewal
B&J Construction	CAPITAL PROJECTS	\$180,485.59	\$180,485.59	VMP & Streetscape
Atlas Business Solutions	POLICE	\$150.00	\$150.00	Schedule Anywhere Software
		\$198,098.87	\$198,098.87	

**ORDINANCE NO. 26 - 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; and

**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 (¾) of all members elected thereto concurring:

**Section 1:** That Ordinance No. 23-2018 is hereby repealed in its entirety effective December 31, 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 2:** That effective as of January 1, 2020 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 3:** That all ordinances or parts of ordinances inconsistent herewith be and the same are hereby repealed

**Section 4:** 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 5:** 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 full force and effect 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

## COLA

An annual review of pay classifications, and benefits steps pursuant to this Ordinance shall be made by Council or its designees in November/December of each year. This review shall determine if cost of living allowances (COLA), or similar adjustments are warranted in any or all of the pay classifications herein. Said review shall be based upon such factors as annual inflation indexes, Village revenues and such other factors as Council shall deem to be appropriate; the review shall use the CPI (Department of Labor – all urban and clerical workers) for the November through October, twelve (12) month preceding the evaluation date. Council shall not be mandated to grant any COLA or similar increase as a result of any annual review. However in the event such increases are granted, they shall be effective January 1, 2020.

## Merit Service Payment

An annual payment, based upon merit services is hereby initiated for Class A through E employees completeing five (5) years of service to the Village of Whitehouse as of December 1<sup>st</sup> of each year. An award of between Sixty Dollars (\$60.00) and Eighty Dollars (\$80.00) shall be made to said employees on an annual basis on such terms and conditions to be determined by Council. Said award shall be established upon a motion to Council.

An annual payment, based upon merit services is hereby initiated for Class F employees completeing five (5) years of service to the Village of Whitehouse as of December 1<sup>st</sup> of each year. An award of between Twenty Dollars (\$20.00) and Thirty Seven Dollars and fifty cents (\$37.50) shall be made to said employees on an annual basis on such terms and conditions to be determined by Council. Said award shall be established upon a motion to Council.

An additional annual merit service may be awarded by Council which award shall be based on employee performance evaluations as determined by the Village Administrator and approved by Council. This additional award shall be discretionary and payable only upon the determination that sufficient funds exist for payment of such award.

All amounts and awards under this section shall be available only to employees having completed required probationary time periods for Village of Whitehouse employment.

**VILLAGE OF WHITEHOUSE  
PAY CLASSIFICATIONS  
1/1/2020**

CLASS	POSITION	STEP					
		1	2	3	4	5	6
		Hourly Rate Annual					
A	Police Chief, Director of Public Service, Finance Director, Fire Chief	\$ 54,961	\$ 59,457	\$ 63,950	\$ 68,442	\$ 72,939	\$ 78,134
A.1	Deputy Fire Chief, Deputy Police Chief	\$ 47,425	\$ 50,515	\$ 54,867	\$ 59,782	\$ 63,754	\$ 68,771
B	Sergeant, Tax Commissioner, Planning Administrator, Training Officer	\$ 21.22 \$ 44,147	\$ 22.71 \$ 47,238	\$ 24.80 \$ 51,590	\$ 27.17 \$ 56,505	\$ 29.08 \$ 60,478	\$ 31.49 \$ 65,495
C	Building/Zoning Clerk, Account Clerk, Public Service	\$ 16.96 \$ 35,278	\$ 18.73 \$ 38,952	\$ 20.61 \$ 42,878	\$ 22.57 \$ 46,953	\$ 24.40 \$ 50,753	\$ 26.22 \$ 54,532
	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	\$ 13.20 \$ 27,446	\$ 14.88 \$ 30,950	\$ 16.02 \$ 33,315	\$ 17.12 \$ 35,616	\$ 18.04 \$ 37,516	\$ 19.45 \$ 40,451
D	Patrol Officer, Firefighter/EMT	\$ 18.99 \$ 39,501	\$ 20.76 \$ 43,174	\$ 22.43 \$ 46,658	\$ 24.20 \$ 50,331	\$ 25.96 \$ 54,004	\$ 27.58 \$ 57,361
	Additional Pay: Police Corporal = \$1.00 per hour						
E	Paramedic (based on 2,990 hrs.)	\$ 14.75 \$ 44,103	\$ 16.22 \$ 48,497	\$ 17.50 \$ 52,321	\$ 19.17 \$ 57,328	\$ 20.74 \$ 62,002	\$ 22.19 \$ 66,342
	Additional Pay: Paramedic Chief = \$ .70 per hour or \$2,000 annually Paramedic Captain = \$ .35 per hour or \$1,000 annually Paramedic Lieutenant = \$ .25 per hour or \$750 annually						
F	Regular Part Time Employee	\$ 17,154	\$ 19,344	\$ 20,822	\$ 22,260	\$ 23,448	\$ 25,282
	Office Staff, Safety Asst. (25 hrs. wk)	\$ 13.20	\$ 14.88	\$ 16.02	\$ 17.12	\$ 18.04	\$ 19.45
G	Part Time Positions Police Department						
	Patrolperson	\$ 14.74	\$ 15.79	\$ 16.84	\$ 17.98	\$ 19.45	\$ 20.23
	Auxiliary Police Officer	\$ 12.72 per hour, for specialized duties and mandated training					
	Crossing Guard	\$ 12.72 per crossing shift					
	Seasonal Employees						
	Recreation Director	\$ 11.52	TO				\$ 17.50
	Seasonal (Pub. Svc./Park)	\$ 11.52	TO				\$ 17.50
	Fire Department						
	Paramedics	\$ 13.51	TO				\$ 17.51
	EMT	\$ 12.02	TO				\$ 16.01
H	Volunteer Fire Department						
	Asst. Fire Chief	\$ 3,173.43 annually					
	Deputy Chief	\$ 2,363.18 annually					
	Captain	\$ 1,586.71 annually					
	Lieutenant	\$ 1,080.33 annually					
	Officers & Firefighters (includes drills up to 24 annually)	\$ 12.02	TO				\$ 17.51



- 10-11-19** 1. **Veteran's Memorial Park** – Contract awarded to B& J Concrete. Site preparations are underway. Approximately 95% completed.

## **STREETS**

- 10-11-19** 1. **Weckerly Road Resurfacing** – this is a joint project application with Lucas County Engineer to mill and resurface Weckerly Road from Lenderson to the Village limits and Lenderson from Cable to Shepler. Project has been approved for OPWC funding – 2019 project year – Project completed.
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. 95% complete
3. **Weckerly Rd. & Finzel Signalization** – In engineering with Poggemeyer Design Group. Out to bid for June 7<sup>th</sup> bid opening. Awarded to U.S. Utility Contractor Co., Inc. for \$173,231.04.

## **WATER**

## **WASTE WATER**

- 08-20-19** 1. **Sanitary Sewer Trunk Main** –Working with Jones & Henry Engineering on the installation of a sanitary sewer trunk main to be constructed to replace current force mains and sewage pumping stations which are nearing the end of their useful life and needing replaced.

## **SANITATION**

## **MISCELLANEOUS**

- 11-27-19** 1. **Building Permits:** 42 new homes as of 11/27/2019.
- 10-11-19** 2. **Public Works:**
1. Fall operations/Leaf collection preparations
  2. Tree trimming and brush clearing
  3. 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 November 6, 2019, meeting
- B. Charter Revision Commission
  - 1. Pending approval of November 7, 2019 Meeting Minutes
- C. Fire Dependency Board
  - 1. Pending approval of February 27, 2019 meeting minutes
- D. Planning Commission
  - 1. Pending approval of November 4, 2019, meeting minutes
- E. Records Commission
  - 1. Pending approval of June 4, 2019, Meeting Minutes
  - 2. Pending 2020 Reorganization Meeting
  - 3. Pending Review of Records Set for Destruction in 2020
  - 4. Pending Review of Records Policies
- F. Tree Commission
  - 1. Pending approval of November 12, 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 (fall)
  - 2. Pending Discussion of Looping Water Lines via Stiles Road.
- F. Personnel & Safety
- 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
Community Center	LA/RCK	10/24/2017		
Develop packet to assist new businesses with code compliance	LA	10/24/2017		
Posts for dog leash ties	LA	10/24/2017		
Extend Indianapolis St to Soccer Field	BM	10/24/2017		
Require No Parking on Toledo St	BM	10/24/2017		
Consider 2 Hour Parking in areas of Downtown	BM	10/24/2017	Downtown parking is being reviewed	
Install sidewalks and more streetlights on Field	BM	10/24/2017		
Pave apron and driveway to recycling center including neighbor's driveway	BM	10/24/2017		
Consider restoring lights in park ball fields	BM	10/24/2017		
Consider traffic signal at Waterville & Providence	MC	10/24/2017		
Build multi-use path on South side of SR 64	MC	10/24/2017		
Build and maintain swimming pool or splash pad	RCK	10/24/2017		
Outdoor amphitheatre	RCK	10/24/2017		
Prepare Citizens for Cityhood	RCK	10/24/2017		
Take care in residential development to preserve open green space	RCK	10/24/2017		
Work with organization like YMCA to build indoor recreation center	RCK	10/24/2017		
Add Parks and Recreation Committee/Commission with resident involvement	RCK	10/24/2017		
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 - Metroparks denied use of park ground	

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	
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	On Capital Projects List	
Alley behind Whitehouse Inn	BM	1/15/2019	Researching costs - Solar & Poggemeyer Design Group- Lights have been ordered	
Additional lighting on the Multi Use Path	MC	1/15/2019		
Handicap accessibility at the open shelter house near the small quarry	All	2/12/2019	Look into sidewalk options	
Splash Pad pricing	MC	3/5/2019	Reviewing and gathering budget amount. (Part of streetscaping phase 3 proposal)	
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 - Paint & Retaining wall improvements - COW meeting	
Consideration of Dog Park at Committee of the Whole Meeting	MC	4/16/2019		
Regular sewer line clean out program	MC	4/16/2019	proceeding with annual sewer flushing maintenance	
Permanent Sound System for the Pavilion	RCK	10/15/19		
Chickens	MC	10/15/19		
Donation Bins	MC/RB	10/15/19		
Annual Employee Outing	MC	10/15/19		
Pool	MC	10/15/19		
Flowers on Poles	MC	10/15/19		
Codes to Scan around town	MC	10/15/19		
New Play Structures for older youth	RCK	10/15/19		
Meet Neighbor Gatherings	RCK	10/15/19		
Experience Whitehouse	RCK	10/15/19		
Water Rec Program	RB	10/15/19		
Bucher Rd Ditch	RB	10/15/19		
Lodge	LA	10/15/19		
Multi Use Trail - Finzel	LA	10/15/19		

