



April 16, 2020

WHITEHOUSE COUNCIL AGENDA
April 21, 2020
6:30 P.M.

Due to the coronavirus (COVID-19) pandemic, Whitehouse Village Council is urging citizens to access public meetings remotely. You may do so by phone by dialing **1-408-418-9388**. You will then be prompted to press the following access code **794-702-936**. The Password will be **2223**. To help minimize background noise, **please make sure that you mute your microphone.**

If you have questions or comments about Agenda topics, you can email jdaugherty@whitehouseoh.gov. Your question/comment can be emailed the day of the meeting or during this Session of Village Council. We request that you include your name and address in the email, and we will do our best to respond.

Please include in the Subject line **“QUESTION/COMMENT”**

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, April 21, 2020, at 6:30 PM. This meeting will be held over the phone.

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 Church
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the April 7, 2020 Council Meeting
- VI. Adoption of Bills dated April 16, 2020 and the Addendum bills dated April 21, 2020

- 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 Council Motion to Remove Items XIV-Citizen Comments on Agenda Items and XVIII – Citizen Comments from the Council Agenda.
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
- XVI. Resolutions
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

Regular

April 7,

20

At 6:33 PM Mayor Don Atkinson called the meeting to order.

ROLL CALL: Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, Bob Keogh, and Bill May. Also present were the following: Administrator Jordan Daugherty, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Fire Chief Joshua Hartbarger, Deputy Police Chief Allan Baer, Deputy Fire Chief Jason Francis, Clerk Susan Miller, Karen Gerhardinger, Jeff Yoder, David Williams, and Roberta Thornton.

Welcome to the first Virtual meeting of the Whitehouse Village Council.

Council prayer was given by Pastor Shawn Bellner of Cedar Creek Church.

Motion by Mindy Curry, seconded by Rebecca Conklin Kleiboemer to approve the minutes of the March 17, 2020 meeting. 6 ayes

Motion by Louann Artiaga, seconded by Mindy Curry to approve the bills totaling \$ 86,524.44 dated April 3, 2020 and the Addendum bills totaling \$57,308.17 dated April 7, 2020. 6 ayes

Motion by Mindy Curry, seconded by Louann Artiaga to amend the Agenda to eliminate items 14 and 18 from the Agenda. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to approve the Platinum Filament 5K and Music Festival on October 17, 2020 from 8:00 AM – 10:00 PM and to waive the event fee. 6 ayes

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to authorize a credit towards resident's May 2020 water bills based on their April 2020 bill. 6 ayes

Motion by Bill May, seconded by Rebecca Conklin Kleiboemer to authorize the Solicitor to prepare legislation Approving the Imposition of Declaration of Restrictions and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to authorize the Solicitor to prepare legislation Authorizing the Administrator to Purchase Road Salt for Use by the Public Services Department During the Calendar Years 2020-2021 for the Village of Whitehouse, Lucas County, Ohio and declaring an emergency. 6 ayes

Motion by Bill May, seconded by Mindy Curry to authorize the Solicitor to prepare legislation Determining that Certain Miscellaneous Personal Property Used by the Police Department and Owned by the Village of Whitehouse, Lucas County, Ohio is of No Further Use to the Village and is hereby Determined to be Surplus Property and to be

Regular

April 7,

20

Disposed of Pursuant to Law, and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Louann Artiaga to accept, as previously authorized, Ordinance 07-2020, Approving the Imposition of Declaration of Restrictions at its first reading and declaring an emergency. 6 ayes

Motion by Bill May, seconded by Rebecca Conklin Kleiboemer to suspend the rules and to have the second and third reading of Ordinance 07-2020 by title only and declaring an emergency. 6 ayes

Motion by Bill May, seconded by Rebecca Conklin Kleiboemer to accept Ordinance 07-2020 and to pass said Ordinance and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to accept, as previously authorized, Resolution 07-2020, Authorizing the Administrator to Purchase Road Salt for Use by the Public Services Department During the Calendar Years 2020-2021 for the Village of Whitehouse, Lucas County, Ohio at its first reading and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Louann Artiaga to suspend the rules and to have the second and third reading of Resolution 07-2020 by title only and declaring an emergency. 6 ayes

Motion by Bill May, seconded by Rebecca Conklin Kleiboemer to accept Resolution 07-2020 and to pass said Resolution and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to accept, as previously authorized, Resolution 08-2020, Determining that Certain Miscellaneous Personal Property Used by the Police Department and Owned by the Village of Whitehouse, Lucas County, Ohio is of No Further Use to the Village and is hereby Determined to be Surplus Property and to be Disposed of Pursuant to Law, at its first reading and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to suspend the rules and to have the second and third reading of Resolution 08-2020 by title only and declaring an emergency. 6 ayes

Motion by Bill May, seconded by Rebecca Conklin Kleiboemer to accept Resolution 08-2020 and to pass said Resolution and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Mindy Curry to accept, as previously authorized, Resolution 09-2020, Pursuant to Revised Code Section 5705.03(B) Requesting the County Auditor to Certify the Total Current Tax Valuation of the Village of Whitehouse and Other Financial Information at its first reading and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Mindy Curry to suspend the rules and to have the second and third reading of Resolution 09-2020 by title only and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to accept Resolution 09-2020 and to pass said Resolution and declaring an emergency. 6 ayes

Other items discussed:

- Union cemetery district's 2021 Appropriations, cement order, sexton report, revenue minus County tax deductions, Waterville chipper difficulties, no invoices from Waterville Township Since last fall, Website Falltimberscemeterydistrict.com, job posting for clerk/treasurer, Inventory list, capitol projects ahead
- Village response to COVID 19, social distancing, hand washing, masks, thank you to the First Responders and enthusiastic employees seamlessly providing services, letting the Village know of those in need of assistance, exploring options to assist businesses
- One month credit on Resident's water bills, April's bill amount credited to May, effects everyone, provides encouragement, pertains to residents and businesses, for water only and not refuse, credit will be automatically applied
- Looking through Ohio small police department association to donate the Crown Victoria – on hold due to COVID 19
- COVID 19 case update, hospitals are not currently overwhelmed, Governor DeWine and Dr. Acton's actions flattened the curve, peak, response preparedness, pandemic plan, call volume is decreased, isolation – limiting cross exposure, volunteers using an app to signify they are available to standby from home, COVID 19 lives longer on surfaces, Thank you for the Purchase of the UV light sanitizers, can be used on ambulances, police cars, offices, UVC light cabinet to sanitize N95 masks after a run – can be sanitized up to 5 times, Thank you Kelly Norris for researching the UV project, Extends the PPE burn rate, Whitehouse PPE is stocked due to advanced purchasing, Fire Department members Francis, Dotson and Norris made sure the Village has what it needs, stockpile of PPE from 911, training staff on how to use APRs – Being fit tested for P100 masks, tiered response, next steps, one employee exposed – tested negative
- Police department is in good shape on APRs, N95s, and gloves, Lucas County EOC helped Procure times as well as bartering with other departments, one officer isolated – tested negative – back on duty, sanitizing, UV light, staff at 100 percent, mutual aid agreements, call volume down, command staff making sure officers getting training, will address calls for services, Thank you to Deputy Chief Baer for assistance, Area Fire and Police Chiefs are collaborating,
- Public Services are working, keeping social distance, continuing to move forward on projects, Exercise equipment is going in around the quarry

Regular

April 7,

20

- Blessed to have staff that goes over and above
- FEMA will reimburse the Village for equipment/costs due to the COVID 19 pandemic
- Buckeye Cable, Westwyck Subdivision, Buckeye not returning resident's calls, direct residents to call the Administrator's office
- Post reach up 519%, post engagement up 3,000%, reaching a lot of people with good Information, Thank you Rebecca Conklin Kleiboemer for the Facebook page – wonderful job – Accurate information
- Union Cemetery District joint meeting, hazardous duty bonus, meeting frequency, suspending COW meeting

Motion by Bob Keogh, seconded by Bill May to adjourn at 7:47 PM. 6 ayes

Duly Appointed Clerk of Council

Mayor

**COUNCIL BILLS
4/16/2020**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
DR Ebel	POLICE	\$562.50	\$562.50	Labor to Install Lights
Ellis, Craig	FIRE	\$100.00	\$100.00	Reimburse for Wellness Incentive
Finley Fire	Fire	\$1,220.00	\$1,220.00	Truck 85 Annual Service
Hertzfeld Poultry	PARKS	\$40.65	\$40.65	Herbicide
Lexipol	FIRE	\$4,620.00	\$4,620.00	Fire Policy Manual
MASI	WATER	\$67.75	\$67.75	Water Sample Analysis
McNutt, Kevin	FIRE	\$35.49	\$35.49	Reimburse Print Cartridge
MD Solutions	STREETS	\$1,370.76		Signs
MD Solutions	STREETS	\$447.00	\$1,817.76	Signs
Ohio Compost	PARKS	\$324.00	\$324.00	Mulch
OpenOnline	POLICE	\$705.78	\$705.78	Background Checks
Perrysburg Pipe	WATER	\$22.00	\$22.00	Couplings
Poggemeyer Design Group	MAINTENANCE	\$1,507.65		GIS Utility Mapping
Poggemeyer Design Group	CAPITAL PROJECTS	\$2,527.50	\$4,035.15	Downtown Alley Improvements
Rush Trucking	FIRE	\$425.15	\$425.15	Repair Medic 86
		\$13,976.23	\$13,976.23	

2. **Downtown Streetscape Phase 3** – Providence St. from Maumee St. to Shepler Ave. – Plans in Engineering. Council reviewing plans on parking & extent of improvements. Postponed until 2021.
3. **Weckerly Rd. & Finzel Signalization** – In engineering with Poggemeyer Design Group. Out to bid for June 7th bid opening. Awarded to U.S. Utility Contractor Co., Inc. for \$173,231.04. 50% completed.

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.

STORM SEWER

- 02-18-20**
1. Staff working with Lucas County Engineer to move forward petition process for the maintenance of Swan Creek to include all of the Swan Creek Watershed west of I-475 in Lucas County.

SANITATION

MISCELLANEOUS

- 02-04-20**
1. **Building Permits:** 3 new homes as of 3/27/20.
- 01-21-20**
2. **Public Works:**
 1. Tree trimming and brush clearing
 2. 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.
 3. Park Exercise Equipment – Install for Spring use

Boards and Commissions

- A. Board of Zoning Appeals
 1. Pending approval of March 4, 2020, meeting minutes
- B. Charter Revision Commission
 1. Pending approval of March 10, 2020 meeting minutes
- C. Fire Dependency Board
 1. Pending approval of January 29, 2020 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 February 27, 2020 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.



Zoning Enforcement Report –April 2020

What a difference a month makes! As we are all dealing with this unprecedented pandemic, staying healthy has become imperative. Many people are either now laid off or are working from home. Is there any correlation with the pandemic and any increase or decrease in zoning issues? Possibly. I am seeing usual volume with permits in the area. Many are looking to do spring projects and much of the construction industry is still working.

As far as violations go, I am still doing regular checkups and am driving through the community. I am practicing social distancing and staying in my vehicle. The correlation I am seeing is that because people are home, more people are working on maintaining and cleaning their properties. The Village overall is looking really good and we have seen a reduction in zoning violations. I hope to see this trend continue. The Administrator and I have talked as to how to handle violations during this difficult time. We both agree to keep focus on any emergencies or violations that have to do with safety. I will continue to monitor minor issues and will follow up when things return to more of a normal state. I hope you all are healthy and that we make it through this pandemic as soon as possible. Take care!

Respectfully submitted,

Jacob T. Barnes

Jacob T. Barnes

Zoning Violation Report

April 2020

NAME	ADDRESS	VIOLATION LOCATION	VIOLATION	ACTION
Bucher, Paul	11511 Waterville Street	Entire	Report of junk, debris	Inspected, no zoning violation found.
General Pro Hardware	6635 Providence	All	Junk Vehicle	Inspected in early April, observed piles of product in front of fence. Documented with pictures. Spoke with Administrator and once pandemic is past will explore legal/enforcement options.
Ohio Bell	10916 Maumee St	All	Tree limbs down	Monitoring Property
Highpoint Commons	10845 Cable Street (violation off Field Street)	Front	Parking	Reinspected, property remains in compliance.
Wittes, John	10803 Waterville Street	All	Junk and Debris	Reinspected, there has been slight progress made. Building is being reroofed. Still lots of items to rear of home. No garbage, but debris present. Will explore legal options.
Marcia Stager	6548 Field Street	Front	Parking	Spoke with owner, vehicle will be removed.
	Bond Street	All	Complaint to check out entire street for violations	Inspected, observed a couple trailers at two different properties, possible minor violations. Will be in contact with owners.
REFERRED TO PROSECUTOR				
Albright, Angelia	10915 St. Louis	Rear	Junk, Debris	Case still in court. She pled NC and was found guilty and fined.
Siebert, Mark	11164 Temperance	Side, rear	Junk, Debris New Complaint- Insecure structure	Case still in Court. Hearing took place on April 2, 2020. Owner indicated that he is working on it. Will continue to monitor. Have to inspect for the court on or before June 24 to check compliance.
Wittes, John	10803 Waterville St	Rear	Junk and Debris	Court case concluded, owner was fined and case dismissed. See note above.