



October 15, 2020

**WHITEHOUSE COUNCIL AGENDA**  
**October 20, 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 **132 626 6765**. The Password will be **2223**. To help minimize background noise, **please make sure that you mute your microphone.**

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, October 20, 2020, at 6:30 PM.

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 October 6, 2020 Council Meeting
- VI. Adoption of Bills dated October 15, 2020 and the Addendum bills dated October 20, 2020
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
  - A. Report on the October 7, 2020 Board of Zoning Appeals Meeting
- IX. Report of the Mayor

**6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571**  
**Phone 419-877-5383 . Fax 419-877-5635**  
**whitehouseoh.gov**

- X. Report of the Clerk of Council
- XI. Report of the Village Administrator
  - A. Request Authorization for Legislation to Apply for OPWC Funds for the 2023 Paving Projects
  - B. Request Authorization for Legislation to Declare an Ambulance as Surplus Property

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- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
- XVI. Resolutions
  - A. **Resolution 23-2020:** Authorizing the Village Administrator to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Government Transportation Improvement Program and Designating the Administrator as the Signatory Representative on Any and All Contracts
  - B. **Resolution 24-2020:** Determining that Certain Miscellaneous Personal Property Owned by the Village of Whitehouse is of No Further Use to the Village and is Hereby Determined to be Surplus Property
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

At 6:30 PM Mayor Don Atkinson called the meeting to order.

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**ROLL CALL:** Bill May, Louann Artiaga, Richard Bingham, Rebecca Conklin Kleiboemer, Mindy Curry, and 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, and Clerk Susan Miller.

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

Motion by Mindy Curry, seconded by Bill May to pass the minutes of the September 15, 2020 meeting. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to approve the bills totaling \$137,990.47 dated October 1, 2020, the Addendum bills totaling \$39,811.08 dated October 6, 2020 and the August 2020 Financial Statement. 6 ayes

Motion by Mindy Curry, seconded by Richard Bingham to authorize the application for OPWC funds for mill and fill street resurfacing for the 2023 paving projects. 6 ayes

Motion by Richard Bingham, seconded by Louann Artiaga to authorize the Solicitor to prepare legislation authorizing Expenditures from the Coronavirus Relief Fund (CRF) Before December 28, 2020, and declaring an emergency. 6 ayes

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

Motion by Bill May, seconded by Mindy Curry to accept Ordinance 13-2020 Repealing Whitehouse Municipal Code Section 521.99, Penalty, and Enacting a New Section 521.99, Penalty of the Whitehouse Municipal Code and to pass said Ordinance at its third and final reading. 6 ayes

Motion by Mindy Curry, seconded by Bill May to accept Ordinance 14-2020 Repealing Whitehouse Municipal Code Section 1241.99, Penalty, and Enacting a New Section 1241.99, Penalty of the Whitehouse Municipal Code and to pass said Ordinance at its third and final reading. 6 ayes

Motion by Bill May seconded by Louann Artiaga to accept Ordinance 15-2020 Repealing Whitehouse Municipal Code Section 1359.99, Penalty, and Enacting a New Section 1359.99, Penalty of the Whitehouse Municipal Code and to pass said Ordinance at its third and final reading. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to accept, as previously authorized, Ordinance 19-2020 Authorizing Expenditures from the Coronavirus Relief Fund (CRF) Before December 28, 2020, 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 Ordinance 19-2020 by title only and declaring an emergency. 6 ayes

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to accept Ordinance 19-2020 and to pass said Ordinance and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to accept, as previously authorized, Resolution 22-2020 authorizing the Village Administrator of the Village of

Whitehouse, Lucas County, Ohio, to apply for, accept, and enter into a Water Pollution Control Loan Fund (WPCLF) agreement on behalf of the Village of Whitehouse for planning, design and/or construction of wastewater facilities; and designating a dedicated repayment source for the loan at its first reading and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to suspend the rules and to have the second and third reading of Resolution 22-2020 by title only and declaring an emergency. 6 ayes

Motion by Louann Artiaga, seconded by Richard Bingham to accept Resolution 22-2020 and to pass said Ordinance and declaring an emergency. 6 ayes

Other items discussed:

- Union Cemetery District, county dispersment, thorough Sexton report by Rory Hartbarger, lawn service, maintenance building, Whitehouse Cemetery electrical issues, non cemetery trash being dumped in Wakeman Cemetery's dumpster, attorneys meeting, equipment purchases, lawsuit, putting records online, huge undertaking to establish an independent governing board, thank you to all making this a success, paying respect to those that have passed on
- Tree Commission, Tree City USA, tag purchase, increased budget for 2021, Arbor Day Proclamation, tree risk assessment for cemeteries to be presented in November, Noah Werning's project for trees - livestream on Facebook page, damaged tree removed, 29 new trees to be planted, White Birches not doing well in Birch Point Farms, proper mulching video, Asian Beetle, street trees, tree inventory - electronic copy, tree values, Citizens are well served by our Tree Commission
- Witte's Walk reduced to 4 lots
- COVID, people being respectful of one another makes us more safe, stress, blessed to live in this community, Fire Co-op moving forward, Fundraiser for the Fire Co-

Regular

October 6,

20

op Thursday at Third Street Cigar from 5:00 - 8:00 - tickets are \$75.00, Heinz Farm Back the Blue Chicken BBQ October 17, 2020 from 3:00 - 8:00 PM for the Whitehouse and Swanton Police Departments

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- Drug Takeback October 24, 2020 from 10:00 AM - 2:00 PM at Kroger, Whitehouse, Waterville, And Springfield Fire Departments
- Ambulance purchase with COVID cares funds, prevents cross contamination, antimicrobial grab bars, LED lights kill bacteria and viruses, separated cab
- Closing on the property next to Cyclewerks Friday
- Officer Chris Percy completed competitive process, now on full time status, Collaboration With Lucas County Health Department mask giveaways, grant, COVID education, Reusable Masks available at the Police Department
- Awaiting traffic signal pole delivery, Repaving mill and fill of Bucher Road, finishing Concrete Projects, Repainting caboose, Ready for leaf season
- Flu shots October 14, 2020 from 4:00 - 7:00 PM, new part time employee Mark Bucher
- Thank you to the Whitehouse Fire Department and squad and Sue Miller for professional assistance
- Fire levy postcards going out, second round to go out October 23, 2020
- Marathon station bid process
- Instructors using pickle ball courts for paid lessons, reserving courts, look at installing more courts
- Weeds at the rail near the roundabout
- Halloween is October 31, 2020
- Zoning enforcement passed and will be effective in 30 days
- Committee of the Whole meeting second Tuesday of November, wish list
- Caboose and sidewalks look great

Motion by Bob Keogh, seconded by Bill May to adjourn at 7:23 PM. 6 ayes

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Duly Appointed Clerk of Council

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Mayor

**COUNCIL BILLS**  
**10/15/2020**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Battery Wholesale	POLICE	\$17.07	\$17.07	Battery
Bee Free Yoga	ADMINISTRATION	\$150.00	\$150.00	Yoga Sessions - Wellness
D. R. Ebel	POLICE	\$24.95	\$24.95	Shipping to repair dataflux tablet
FIC Dealership	PARKS	\$67.88		Idler Pulley & Parts
FIC Dealership	PARKS	\$423.66	\$491.54	PTO Clutch - John Deere
Galls	POLICE	\$110.04	\$110.04	Uniforms
Heban, Murphree & Lewandowski	POLICE	\$1,738.00		Prosecutor Invoice
Heban, Murphree & Lewandowski	POLICE	\$80.00		Law Director Invoice
Heban, Murphree & Lewandowski	FIRE	\$1,805.00		Law Director Invoice
Heban, Murphree & Lewandowski	ADMINISTRATION	\$1,635.00	\$5,258.00	Law Director Invoice
Kuhlman Corp	STREETS	\$281.50	\$281.50	Curb Inlet Frame
MASI	WATER	\$67.75	\$67.75	Water Sample Analysis
MD Solutions	STREETS	\$100.00	\$100.00	Signs
Menards	MAINTENANCE	\$53.98	\$53.98	Supplies
Office Depot, Inc.	POLICE	\$36.29	\$36.29	Box Portfolio, Poly
Ohio Compost Co.	MAINTENANCE	\$696.00	\$696.00	Top Soil/Mulch
Perfect Sweep Inc.	STREETS	\$2,800.00	\$2,800.00	Street Sweeping
Perrysburg Pipe & Supply Co.	WATER	\$248.40	\$248.40	Valve Box top section & lid
Phoenix Fire	FIRE	\$646.85	\$646.85	Uniforms
Pneumatic Engineering	FIRE	\$1,457.08	\$1,457.08	Cascade System Maintenance
SmartBill	WATER/SEWER	\$980.94	\$980.94	October Water & Sewer Bills
St Lukes	FIRE	\$1.52	\$1.52	Replacement Narcotics
Stresscare Behavioral Health	ADMINISTRATION	\$2,016.00	\$2,016.00	Annual Renewal
The Lawft	POLICE	\$92.99	\$92.99	Uniforms
Toledo Edison	STREETS	\$831.10		Electrical Charges
Toledo Edison	SEWER	\$91.55	\$922.65	Electrical Charges
Traffic Stop Uniform Supply	POLICE	\$310.30	\$310.30	Uniforms
Triotech Corporation	ADMINISTRATION	\$632.50		Office 365 & AntiVirus
Triotech Corporation	FIRE	\$220.00		Fix Faxing/Scanning
Triotech Corporation	POLICE	\$27.50	\$880.00	Fix Faxing/Scanning
US Bank	ADMINISTRATION	\$123,136.25	\$123,136.25	Debt Service Bond Obligation
Waterville Hardware	FIRE	\$36.87	\$36.87	FD Batteries
		\$140,816.97	\$140,816.97	

**RESOLUTION NO. 23-2020**

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL GOVERNMENT TRANSPORTATION IMPROVEMENT PROGRAM AND DESIGNATING THE ADMINISTRATOR AS THE SIGNATORY REPRESENTATIVE FOR THE VILLAGE OF WHITEHOUSE ON ANY AND ALL CONTRACTS WITH FULL POWER AND AUTHORITY TO EXECUTE SAME, AND DECLARING AN EMERGENCY.**

WHEREAS, the State Capital Improvement Program and the local Transportation Improvement Program provides public assistance to political subdivisions for capital improvements and infrastructure; and,

WHEREAS, the Village of Whitehouse, Lucas County, Ohio has heretofore stated its intent to make capital improvements and utilize funding through the State Capital Improvement Program Local Transportation Improvement Program within the Village of Whitehouse as to certain improvements with resurfacing portions of Blue Creek Gardens, Wabash St., Gilead St., and Lucas St. within the Village of Whitehouse; and

WHEREAS, the project hereinabove described is considered to be a priority need for the community and is a qualified project under Ohio Public Works Commission (OPWC) programs.

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

SECTION I: The Village of Whitehouse Administrator, which position is currently held as of date hereof by Jordan D. Daugherty, is hereby authorized to apply to the OPWC for funds as described for said project hereinbefore.

SECTION II: That the Village Administrator, as designated in Section I hereof, is further authorized to enter into any and all agreements as same may be necessary and appropriate for obtaining this financial assistance.

SECTION III: If the enumerated project for the Village of Whitehouse is approved for financial assistance, the Village of Whitehouse, Lucas County, Ohio, will commit necessary funds to meet the local share as indicated in the corresponding project applications and as further set forth in legislation as denoted hereinbefore.

SECTION IV: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted at an open meeting of this Council and the 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 Resolution is hereby declared 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 designation of the Village Administrator as set forth herein is necessary to continue the process for immediate application and funding for said project through the OPWC and other state funding sources.

WHEREFORE, this Resolution 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 RESOLUTION: \_\_\_\_\_, 2020

\_\_\_\_\_  
Donald L. Atkinson, Mayor

ATTEST:

\_\_\_\_\_  
Susan Miller, Clerk

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

## RESOLUTION NO. 24-2020

### **A RESOLUTION DETERMINING THAT CERTAIN MISCELLANEOUS PERSONAL PROPERTY 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, AND DECLARING AN EMERGENCY**

**WHEREAS**, the Fire Chief and the Administrator of the Village of Whitehouse, Lucas County, Ohio, after thorough review and due diligence, have determined that certain property is of no further use to the Village and have advised this Council accordingly, as well as recommended said property be disposed of pursuant to law; and

**WHEREAS**, this Council is desirous of declaring said surplus property as being of no further use to the Village ordering it disposed of pursuant to law upon the terms most favorable to the Village of Whitehouse.

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

**SECTION I:** The Village Administrator and/or Fire Chief are hereby designated and duly authorized as the officials of the Village of Whitehouse having full power and authority to dispose of a 2003 International 4300 Trauma Hawk (VIN: 1HTMNAAM04H613854). Said property is deemed to be surplus and of no further official and/or current use to the Village in the conduct of any Village business.

**SECTION II:** That the said property be disposed of as provided by law.

**SECTION III:** The Administrator and/or Fire Chief are hereby authorized to conduct the disposal and sale of said property and under such terms and conditions as he

shall deem most desirable to secure full value thereof for the Village, at such time and in such manner as he shall in his discretion so determine.

**SECTION IV:** The Administrator and/or Fire Chief of the Village of Whitehouse, Lucas County, Ohio is hereby authorized and directed and fully empowered to execute any and all title documents, forms of conveyance or bills of sale as same shall be required for the sale and transfer of said property in accordance with law and with full power and authority on behalf of the Village of Whitehouse, Lucas County, Ohio.

**SECTION V:** 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 Resolution were adopted at an open meeting and the deliberations of this Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements as set forth by Ohio Revised Code Section 721.15 and/or in accordance with the provisions of Municipal Home Rule and under the specific provision of Article I, Section 1.02 of the Charter of the Municipality of Whitehouse.

**SECTION VI:** This Resolution is hereby declared to be an Emergency Measure necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitants and for the further reason that this Resolution is necessary for the disposal and sale of the property securing the highest return proceeds for the Village of Whitehouse.

WHEREFORE, this Resolution shall take effect and be in full force immediately upon its passage and approval as provided by law.

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

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

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

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

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

EFFECTIVE DATE OF THIS ORDINANCE: \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

# VILLAGE OF WHITEHOUSE

October 20, 2020

## ADMINISTRATION

- 10-06-20** 1. September 30, 2020: Income Tax Collection = \$2,201,243.47  
Compared to last year = \$2,179,406.70 (1.00% increase)  
JEDD & JEDZ collections = \$1,614,413.48
- 02-19-19** 2. Safety and Health Report: Last lost time injury was January 14, 2019

## ADMINISTRATIVE ACTIVITIES

- 11-19-19** 1. Planning Commission Review of SR64 Corridor zoning plan  
2. Continue planning of Village-to-City Transition

## COMMUNITY DEVELOPMENT

## SUBDIVISION DEVELOPMENTS

## GRANTS

**08-04-20**

1. **Pedestrian Bridge** – A TMACOG funded tap project to install a 10' wide path along the north side of SR 64 between Whitehouse Square Blvd. and Finzel Rd. project includes a 14' wide pedestrian bridge over Blue Creek. – Construction year 2023. 80/20 Grant. Engineers Estimate \$652,000. Grant \$521,600.

## PARKS & RECREATION

- 08-04-20** 1. **Veteran's Memorial Park** – Contract awarded to B&J Concrete. Site preparations are underway. Completed. Some punch list items remain. Completing punch list items. Fence has been ordered. Scheduled to install in fall.
2. **Providence St. Plazas at Wabash Cannonball Trail** – Reconstruction of both East & West plazas to include a pop fountain area. Plans in engineering – under Council review. Postponed for 2020.

## STREETS

- 08-04-20** 1. **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. Completed. Some punch list items remain for Spring. Completing punch list items. Completed

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 2022.
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. 50% completed. Waiting on pole manufacturer. New estimated delivery of 10/2020.

## WATER

09-01-20

1. **Elevated Storage Study** – Contracted with Poggemeyer Design Group to evaluate water distribution needs for future elevated water storage.

## WASTE WATER

05-28-20

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. Wrapping up plans to submit to OEPA. Easement acquisitions underway.

## 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

10-20-20

1. **Building Permits:** 14 new homes as of 10/15/20.

09-01-20

2. **Public Works:**
  1. Tree trimming
  2. Summer Operations
  3. Veteran's Memorial Park Fence

## Boards and Commissions

A. Board of Zoning Appeals

1. Pending approval of September 2, 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 September 14, 2020 meeting minutes
- E. Records Commission
  - 1. Pending approval of June 2, 2020, meeting minutes
  - 2. Pending 2021 Reorganization Meeting
  - 3. Pending Review of Records Set for Destruction in 2021
  - 4. Pending Review of Records Policies
- F. Tree Commission
  - 1. Pending approval of September 24, 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.