



February 10, 2022

WHITEHOUSE COUNCIL AGENDA
February 15, 2022
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 **1-567-318-0438**. You will then be prompted to press the following Meeting ID **635995669#**. You may also access the meeting online by going to the Village Website at www.whitehouseoh.gov and clicking on the link from the home page, **please make sure that you mute your microphone.**

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, February 15, 2022, 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 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 February 1, 2022 Council Meeting
- VI. Adoption of Bills dated February 10, 2022 and the Addendum bills dated February 15, 2022
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
 - A. Report on the January 27, 2022 Tree Commission Meeting
 - B. Report on the February 8, 2022 Committee of the Whole Meeting
- IX. Report of the Mayor
- X. Report of the Clerk of Council

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

- XI. Report of the Village Administrator
 - A. Request Authorization to Advertise for Bids for Industrial Parkway Resurfacing and Waterline and the Field Avenue Water Main
 - B. Request Authorization for Legislation Authorizing an Agreement for Providence Street Streetscape Phase 3 and Downtown Arbor (as an emergency)
 - C. Update on Proposal Plans for Shelter House Renovations
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
- XVI. Resolutions
 - A. **Resolution 2-2022:** Authorizing the Administrator to Enter Into an Agreement for Providence Street Streetscape Phase 3 and Downtown Arbor (as an emergency)
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Executive Session: Discuss Pending Contractual Agreement
- XX. Adjournment

COUNCIL BILLS

2/10/2022

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Bound Tree Medical	Fire	\$1,427.51	\$1,427.51	Medical Supplies
Charter Communications	Police	\$127.48		Internet
Charter Communications	Fire	\$119.68		Internet
Charter Communications	Parks	\$106.98		Internet
Charter Communications	Maintenance	\$190.72		Internet
Charter Communications	Life Squad	\$119.68		Internet
Charter Communications	Water	\$95.36		Internet
Charter Communications	Sewer	\$95.36		Internet
Dave Giest Bodyshop	Police	\$398.33	\$398.33	Vehicle Repair
Econ Develop - Beham, Wesley	Economic Devel.	\$833.34		Economic Development Committee
Econ Develop - Holland, Stephen	Economic Devel.	\$833.34		Economic Development Committee
Econ Develop - Maulk, Bradley James	Economic Devel.	\$833.34		Economic Development Committee
Econ Develop - Paul, Dallas	Economic Devel.	\$1,250.00		Economic Development Committee
Econ Develop - Scroggs, Jennifer	Economic Devel.	\$833.34	\$4,583.36	Economic Development Committee
FIC Dealerships	Parks	\$212.50		Parts
FIC Dealerships	Streets	\$212.49	\$424.99	Parts
Heartland Disposal Service	Sanitation	\$1,658.98	\$1,658.98	Bulk Drop Off
Jacob Barnes	Zoning	\$1,550.00	\$1,550.00	Zoning Inspection
Link Computer Corporation	Water	\$369.68		Utility Billing Software
Link Computer Corporation	Sewer	\$369.67	\$739.35	Utility Billing Software
MASI	Water	\$70.95	\$70.95	Water Sample Analysis
NAFTO	Police	\$700.00	\$700.00	Training
Office Depot	Administration	\$88.04	\$88.04	Office Supplies
OACP	Police	\$1,370.00	\$1,370.00	Annual Conference
PNC Equipment Finance	Fire	\$32,165.50	\$32,165.50	Fire Truck Payment
RGA	Streets	\$61.21	\$61.21	Hydraulic Hose Assy.
Shamrock Companies Inc.	Fire	\$714.54	\$714.54	Bags for PPE
Smart Bill	Water	\$457.66		Utility Bill Mailing
Smart Bill	Sewer	\$457.66	\$915.32	Utility Bill Mailing
Treasurer State of Ohio	Police	\$330.75	\$330.75	Webchecks
US Bank	Police	\$129.21		Copier Charges

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
US Bank	Fire	\$129.21		Copier Charges
US Bank	Maintenance	\$193.81	\$452.23	Copier Charges
VAR Resources	Police	\$260.36		Computer Leases
VAR Resources	Fire	\$185.97		Computer Leases
VAR Resources	Administration	\$111.58		Computer Leases
VAR Resources	Maintenance	\$55.80		Computer Leases
VAR Resources	Life Squad	\$37.20	\$650.91	Computer Leases
Verizon Wireless	Police	\$200.55		Cell Phones & Data
Verizon Wireless	Fire	\$200.55		Cell Phones & Data
Verizon Wireless	Parks	\$27.33		Cell Phones & Data
Verizon Wireless	Administration	\$40.73		Cell Phones & Data
Verizon Wireless	Maintenance	\$27.33		Cell Phones & Data
Verizon Wireless	Streets	\$27.33		Cell Phones & Data
Verizon Wireless	Water	\$27.33		Cell Phones & Data
Verizon Wireless	Sewer	\$27.33	\$578.48	Cell Phones & Data
Waterville Hardware	Police	\$19.54	\$19.54	Operating Supplies
		\$49,755.25	\$49,755.25	

Whitehouse Tree Commission
January 27, 2022

Attendees: Sheri Luedtke Chair, Amy Schultz Vice Chair, Dianne Toffler, Diane DeYonker, Chris Manzey, Elliot Tramer, Richard Bingham Council Rep, Mark Thomas Staff Rep, Michelle Tippie.

The meeting was called to order at 19:30.

A motion to accept the November 18, 2021 minutes as written was made by Diane Toffler and seconded by Amy Schultz. The motion carried unanimously.

Corrections to the Tree Commission Roster were made and will be submitted to Jill.

The meeting was turned over to Council Rep Richard Bingham at 19:37 for the purpose of electing the 2022 Tree Commission Officers.

The following unanimous elections were made: Sheri Luedtke Chair and Amy Schultz Vice Chair.

Old Business:

Tree Inventory: Mark Thomas provided a 2021 Tree Planting summary to the Commission. Three trees remain to be planted. Two of the three were trees refused by the property owner on South and Waterville. They will be planted in the round about to replace expired trees. The final tree will be planted on Providence. These planting will take place in the Spring.

A new River Birch was planted on 12-01-21 at the entrance of the Birch Pointe subdivision to replace the tree removed earlier in 2021.

A tree was removed at the Fire Hall that was interfering with the landing pad.

A hazardous tree at 6156 Finzel, on the Rupp Rd. approach has been contracted to be removed due to storm damage.

One of the Arbor Day trees planted on Stiles Rd. last fall appears to be failing. This is Metro Park property which has since been leased to the Anthony Wayne Youth Foundation. Mark Thomas will contact the Metro Parks to see what can be done about the tree.

Subdivision wide pruning of the street trees in Birch Pointe has been scheduled for March of 2022. This is being funded by the HOA. Mark Thomas will check with Steve to see if the Village has anything on their schedule that may make this unnecessary.

Forms and Documents: None at this time.

Facebook ideas: Sheri Luedtke is looking for new ideas for the Facebook page.

Diane DeYonker suggested mentioning Doug Tallamy's book, Nature of Oaks, on the Facebook page.

Chris Manzey agreed that the book was worth mentioning and that it supports Home-Grown National Parks, establishing small plots of natural/native growth in each yard to provide habitat and food for our environment.

Whitehouse Tree Commission cont.:

The addition of a Recommended Reading List to the Facebook page was discussed.

Additional old business:

Any videos watched from sites like The Tree Fund, Zoom meetings, virtual conferences, or books read about tree related issues can still be recorded as Tree Commission hours during the COVID restricted times.

The hazardous tree at 11001 West Street is continuing to deteriorate. The Tree Commission made a recommendation that it be removed last year. Mark Thomas will check on the status of that removal.

New Business:

Spring Seminar:

A brief discussion was held to determine if the seminar would be virtual or outside. The Commission opted for an outside venue later in the Spring (May/June), perhaps in Village Park at the Gazebo, using the Shelter House as a rainy-day option.

Sheri Luedtke will contact Roger and Judy Myer to see if they would be willing to speak about their 100 bee hives and how it could tie into the Home-Grown National Park theme.

We have a Whitehouse resident who makes his own maple syrup. Sheri will check with him to see if he would be willing to participate in a video, or a photo shoot for a Power Point presentation, that will be given to the Whitehouse Primary School as an educational tool. Sheri's daughter could provide thought and dialogue provoking questions to go along with the presentations. This project could be used for part of this years Growth Award.

Other Business:

Additions to the Calendar: Tree City Awards Program will be on May 11th at the Old Millstream Center in Findlay OH.

Stephanie Miller will be presenting the Young Tree Training on March 4th in Whitehouse. The Commission will check with some local restaurants to see if they could set aside an area/table for the participants for their lunch break.

A motion to adjourn was made by Amy Schultz, seconded by Elliot Tramer, and passed unanimously at 20:15.

Respectfully submitted by,

Michelle K. Tippie

RESOLUTION NO. 2-2022

A RESOLUTION AUTHORIZING THE ADMINISTRATOR TO ENTER INTO AN AGREEMENT FOR PROVIDENCE STREET STREETScape PHASE 3 AND DOWNTOWN ARBOR IN THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, it is the recommendation of the Director of Public Service and the Village Administrator that the Village enter into an agreement for Providence Street Streetscape Phase 3 and Downtown Arbor; and

WHEREAS, the Council of the Village of Whitehouse is desirous of implementing said recommendation;

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: That the Administrator of the Village of Whitehouse be and is hereby authorized and directed to enter into an agreement with B & J Concrete Construction, for Providence Street Streetscape Phase 3 and Downtown Arbor, pursuant to specifications on file.

SECTION II: That the sum of Three Hundred Forty-Three Thousand Two Hundred Ninety-Five Dollars and No Cents (\$343,295.00) for Providence Streetscape Phase 3 and Twenty-One Thousand Five Hundred Dollars and No Cents (\$21,500.00) for the Downtown Arbor or so much thereof as may be needed, be and the same is hereby appropriated from the General Fund.

SECTION III: 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 IV: 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 to provide the upkeep of Village Streets.

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: _____, 2022.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Kevin A. Heban, Solicitor

VILLAGE OF WHITEHOUSE

February 15, 2022

ADMINISTRATION

- 01-18-22** 1. December 31, 2021: Income Tax Collection = \$2,943,841.83
Compared to last year = \$2,757,572.32 (6.75% increase)
JEDD & JEDZ collections = \$2,052,348.06
- 02-19-19** 2. Safety and Health Report: Last lost time injury was January 14, 2019

ADMINISTRATIVE ACTIVITIES

COMMUNITY DEVELOPMENT

SUBDIVISION DEVELOPMENTS

GRANTS

09-07-21

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. Conducted ODOT Field Review on 4-27-21.
2. **Industrial Parkway Resurfacing & Water Main Replacement** – This OPWC funded project will see a portion of aged water main replaced on Industrial Parkway as well as the mill/fill resurfacing of the entire portion of roadway. This project is a joint funding project with the Lucas County Engineer which will see Weckerly Road resurfaced from Eber Rd. to Stitt Road. This Capital Improvement project is scheduled for 2022.
3. **Whitehouse Streets Resurfacing** – This OPWC funded project will see the resurfacing of Wabash St., Lucas St. Gilead St. and all Blue Creek Gardens resurfaced utilizing traditional mill/fill resurfacing methods. This project is a joint funding project with the Lucas County Engineer which will see a large portion of Dutch Road resurfaced. These projects are being schedule for 2023.
4. **HB168** – Applied for grant funding through HB168 program. Project applied for are new .5 mg water tower and various storm sewer improvements.

PARKS & RECREATION

- 09-07-21** 1. **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 until 2023.

STREETS

- 09-07-21** 1. **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.

WATER

09-07-21

1. **Elevated Storage Study** – Contracted with Poggemeyer Design Group to evaluate water distribution needs for future elevated water storage. In progress. Completed and ready for review.
2. **Elevated Storage** – Applied for HB168 Grant funding for construction of new .5 mg water tower.

WASTE WATER

12-21-21

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. Awarded to Mark Shaffer's Excavating & Trucking for \$2,486,185.00. Construction Spring 2021-Project started March 2021. Presently on hold-delay in material acquisition. Material acquired-construction has resumed. Cemetery Rd closing July 26th for 35 days. Cemetery Rd. & Wabash Cannonball Trail are open.

STORM SEWER

12-21-21

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. Petitions to be filed with Lucas County. Ditch petition hearing to begin Spring 2021. Petition Filed. First reading held 12-2-21. Approved by unanimous vote to continue with determining the need for ditch maintenance and costs. Expected to take 24 months to gather information.
2. Applied for grant funding through HB168 for replacement of various storm sewers. Heller Rd-south of Wabash, Weckerly Dr.- north of bond, and Cemetery Rd-south of Weckerly Rd.

SANITATION

MISCELLANEOUS

02-01-22

1. **Building Permits:** 3 new homes as of 02/10/22.

10-19-21

2. **Public Works:**
 1. Water Department
 - a. Valve Exercising
 - b. Hydrant Maintenance Programs
 2. Sewer Flushing
 3. Fall leaf collection prep
 4. Winter equipment prep
 5. Storm Water Inspections - Outfalls

Boards and Commissions

- A. Board of Zoning Appeals
 - 1. Pending approval of December 1, 2021 meeting minutes
- B. Charter Revision Commission
 - 1. Pending approval of March 10, 2020 meeting minutes
- C. Fire Dependency Board
 - 1. Pending approval of January 5, 2021 meeting minutes
- D. Planning Commission
 - 1. Pending approval of November 2, 2020 meeting minutes
- E. Records Commission
 - 1. Pending approval of June 1, 2021, meeting minutes
 - 2. Pending 2022 Reorganization Meeting
 - 3. Pending Review of Records Set for Destruction in 2022
 - 4. Pending Review of Records Policies
- F. Tree Commission
 - 1. Pending approval of May 27, 2021 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 – January/February 2022

I was on vacation for your January meeting so this is a combined report for January and February. What was a mild and pleasant winter has turned into a deep freeze with significant snowfall present now. As always, with the snow comes both positive things, and negative things when it comes to zoning enforcement. On the positive side, snow covers up some issues and generally complaints are down. It is also easier to determine if vehicles have been moved and if activity has taken place on any parcel. On the negative side, it is usually harder to get compliance as it is more difficult to do almost everything when we have a layer of snow. Many typically say that they will take care of the issue in spring or when the weather improves.

With that said, we still continue to see some progress and continue to have things taken care of. It just takes a bit longer during this harsh weather. I am confident that the weather will improve soon and we will continue to see many nice improvements in the Village. Take care, and I hope you all stay healthy!

Respectfully submitted,

Jacob T. Barnes

Jacob T. Barnes

Zoning Violation Report

January/February 2022

NAME	ADDRESS	VIOLATION LOCATION	VIOLATION	ACTION
Billings, Frank	10960 Helen	Front	Report of junk vehicle	Notice sent. Working with homeowner to remove vehicle. Inspected and spoke with resident (Property owner's mom) and it was supposed to be removed. Will follow up.
Bucher, Paul	11511 Archbold Whitehouse	Front	Report of junk and debris	Inspected, no violation found
Cyclewerks	6760 Providence St	Side	Shipping Container	Container still present. They submitted an application to appear before the Board of Zoning Appeals. Holding off enforcement until after the BZA hearing.
General Pro Hardware	6635 Providence	All	Property Maintenance	Continuing to monitor property.
Hertzfeld, Thomas	6641 Long St	All	Maintenance issues	Inspected, no zoning violations present.
Kuharchek, Nicholas L	6341 N Texas	Front	Report of chair by the street	Inspected and it was removed.
McSurley, John	10960 Toledo St	Rear	Junk, Debris	On hold. Some improvement noted. Property is in a legal dispute and that is holding things up.
Selland, Jean Ann	7258 Providence St	All	Fence with no permit	Notice Sent.
Willow Creek Apartments	6931 Heller Rd	Rear	Report of junk/debris, graffiti on rear buildings	Inspected, notice sent. Working with property owner to take care of.
Apartments	6511 Field, Apt E	Front	Report of junk cars	Continue to monitor. No violation found.
	N. Texas/Pine Vista	Front	Report of vehicle stored	Inspected, no violation found. Continuing to monitor
	6612 Providence		Complaint about LED light	Inspected, no violation found. Neighboring property owner called again, will re-inspect at night to see if anything can be done.
	Weckerly Rd	Front	Report of Motorhome parked	Inspected twice and no Motorhome observed either time. Will continue to monitor.
REFERRED TO PROSECUTOR				
Siebert, Mark	11164 Temperance	Side, rear	Junk, Debris, Insecure structure	Re-inspected late January. Rear of property has been significantly cleaned up.
Wittes, John	10803 Waterville St	Rear	Junk and Debris	Continuing to monitor the property.