



January 5, 2023

Meeting Notice  
Village Council Meeting As  
A Committee of the Whole  
January 10, 2023  
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 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](http://www.whitehouseoh.gov) and clicking on the link from the home page, please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, January 10, 2023 at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the December 6, 2022, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **Finance**
  - A. Review Revenue Sources and General Fund Department Proportionate Costs
    1. **Supporting Information** – Information from January 2022 Committee of the Whole Meeting (Exhibit A) & Updated 2023 Financial Information (Exhibit B)
- VI. **General**
  - A. Discussion on Vacant Council Seat
    1. **Supporting Information** – \*Applicants' Submitted Documentation to be distributed after January 9, 2023 Deadline
- VII. Citizen Comments
- VIII. Consider Other Business as Appropriate Under the Village Charter
- IX. Adjourn

Village Council Meeting As  
A Committee of the Whole  
December 6, 2022  
Immediately Following the Regularly Scheduled Council Meeting

At 7:28 PM, President of Council Rebecca Conklin Kleiboemer called the meeting to order.

ROLL CALL: Mindy Curry, Bob Keogh, Dennis Recker, Louann Artiaga, and Rebecca Conklin Kleiboemer. Also present were the following: Administrator Jordan Daugherty, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Planning Administrator Tiffany Bachman, Police Chief Mark McDonough, Fire Chief Joshua Hartbarger, Deputy Fire Chief Jason Francis, Clerk Susan Miller, and Karen Gerhardinger.

Motion by Dennis Recker, seconded by Louann Artiaga to accept the minutes of the November 8, 2022 meeting. 6 ayes

President of Council, Rebecca Conklin Kleiboemer asked for Citizen Comment pertaining to Agenda items. There were none.

#### Finance

The first order of business was to review proposed budgets (Service, Fire, Life Squad, Police, Administration, Capital Projects)

- 2023 Proposed Appropriations
- Plan B due to referendum, staff worked hard to minimize the impact
- Capital projects, carryover, not sustainable to continue, carryover decrease of \$400,000, Capital projects to be cut, we're exactly where we predicted, a remedy is needed this year, Operations and employees are a priority, 0% operation increase - negative because of inflation
- Fund Balance, revenue, real estate taxes are a small part of the budget, 5% of the General Fund budget, 911 included, concern income tax will be stagnant, JEDD and JEDZ have now rebounded to preCOVID
- Police budget, needs, repair, maintenance, recruitment and retention concerns, good stewards, continue safety and security, retained majority of part timers last year, 4 part time officers, refitting, retraining cost, all officers in professional development training, scholarships, Community programs - Keep Our Girls Safe (KOGS), Safety City, donations and Volunteers, waiving fees for events impacts the budget, so many events is one of the biggest budget burdens, MDT replacement, unfunded state mandates and mandated training, what's not spent goes back into the budget
- Fire, budget is needs, unexpected repairs, excellent maintenance, travel and transportation, cut some professional development, servicing other areas, mutual aid, personal benefits and wages, contractual services for revenue, increase in mutual aid requests, concerns on reduction in capital improvements, it will catch up with us, unexpected expenses, fire building built in 1978, maintenance, more space needed, building centrally located, 58 people on the roster
- Park, equipment in maintainable shape, regrade ball fields, trail decking, dump bucket for mower, sustaining aesthetics, no fees for the ball field use, open to the public, trees in

Sandra Park will need watered, cut down on mowing with the Metroparks taking over the Quarry, Sandra Park is 11 acres, groupings of trees, mature tree replacement plan, accessibility, wishlist dock at the quarry

- Sanitation, 5 year extension, bulk pick up, switch to drop off, decant station - ARPA funds
- Administration, bare bones, \$800,000 down to under \$700,000, very frugal budget, concern staffing, staff maxed out, administration is stretched
- Building, economic development, no increase except wages and benefits, hospitals losing money, don't know what to expect for insurance renewals, donations, community support, cut scholarships, beautification grant, matching materials with downtown
- Problem is a revenue issue, Economic development, spend money if can make money
- Maintenance, Village hall, Maintenance garage, furnace and air conditioning, look at every year, need more staff, sustaining but not thriving
- General fund, streetlights, more lights, LED version will save money, audit
- Streets, lowered budget, not purchasing equipment, less salt purchased, fuel cost rise, projects out to 2024, OPWC project, concerns - developments going at the same time, streets will need maintenance at the same time
- Personnel, debt service funds, 4-5 years from paying off, will save \$130,000 - \$140,000/year
- Life Squad, soft billing for Whitehouse residents
- Fire levy, personnel
- Water, funds pay for themselves, commend committee members, enterprise funds, cost of Water continues to rise, City of Toledo looking at a large reservoir to pull from when algae Blooms
- Sewer, treatment of hydrogen sulfide at force main near Fallen Timbers mall, lift station near Westwyck from 1972, original suction lines
- Income tax A 30% capital fund, Income tax B 70% General fund, RITA is helpful, Village has seen an increase, cost is a % of collections, difficult to cancel an account with RITA
- Capital projects, Blue Creek Gardens, Gilead and Lucas, Wabash - Waterville Street to Heller, OPWC 49%/51% split, Sidewalk, pedestrian Bridge, Federal funds cover 65%, lighting Alternate - very nice project, LED lighting - break even point 6 years, initial investment of \$130,000, ARPA/COVID funds \$200,000-\$250,000, some of ARPA funds reserved for operations, Village received around \$1,000,000 in COVID funds, water tower has been on the Five year plan for 25 years, in house beautification, sidewalk, pedestrian, mini roundabouts
- Water tower, 5 year plan, enterprise funds, elevated storage, Industrial Parkway water lines, Field Avenue line replacement, no plants to redo Field Avenue, fourth round of streetscaping, Some things can't be done in house, Village Park sign, 5 year plan, wish list, loop water lines on Stiles Road
- Great job putting the budget together, work on revenue, staff does a good job managing expenditures
- Great job, great budget, everyone needs to come together for new plan for revenue, need to be united, energy needs to be towards increasing revenue
- Provide basic services - infrastructure, police, fire, water, public works

Motion by Dennis Recker, seconded by Bob Keogh to recommend to Council to approve the Whitehouse Village Appropriations and budget for 2023. 5 ayes

Motion by Louann Artiaga, seconded by Mindy Curry to adjourn at 9:29 PM. 5 ayes

Respectfully submitted,

Susan Miller  
Clerk of Council



WHITEHOUSE • OHIO

OFFICE OF ADMINISTRATION

Jordan D. Daugherty  
Administrator

MAYOR  
DONALD L. ATKINSON

COUNCIL  
LOUANN ARTIAGA  
RICHARD BINGHAM  
REBECCA CONKLIN KLEIBOEMER  
MINDY CURRY  
ROBERT KEOGH  
WILLIAM MAY

**TO:** Committee of the Whole members and the Mayor

**FROM:** Jordan D. Daugherty, Village Administrator

**SUBJECT:** A Review of Village Revenues

**DATE:** January 7, 2022

Tuesday evening, I plan to facilitate the first of a series of discussions on the Village's finances with a specific focus on the need for new revenues. As you are aware, the Village has grown rapidly both in terms of residential numbers and their respective service expectations. Over the years, these rightful expectations have put increasing pressure on departments all while staying within a conservative budget. To be sure, the Village has done a remarkable job of limiting rate and fee increases passed on to our residents. Joint economic ventures like our JEDDs and JEDZ have afforded us the ability to hold off the need for evaluating all revenue streams. Unfortunately, the time has come for us to review all our revenue options to ensure that high-level service expectations are met responsibly.

During our discussion, it is also important to consider our type of community. We are a Toledo suburb with high residential density. Accordingly, we are considered a "bedroom community." From a life-cycle perspective, bedroom communities typically experience initial high residential growth due to low cost/high service quality relationship. As more people move to these communities, the pressure to provide such services at the same low cost increases. Over time, most communities must adjust as the low cost/high service quality ratio becomes untenable. This perspective is pertinent as we consider the immediate and long-term future of Whitehouse.

In your packet, you will note a few analyses. These analyses offer a simple reflection of our revenues and expenses over the last five (5) years. Included is essential information detailing the relative proportion certain revenues and department expenses make of the whole. Please look at the numbers in preparation for a robust discussion.

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EXHIBIT A

Lastly, it should be noted that I am not suggesting any specific decision for Tuesday nor am I recommending adjustments to certain revenue sources at this time. However, while nobody wants to increase costs to our residents, I know we all agree that we owe it to them and future residents to look at all options to ensure sustainable valued services.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jordan D. Daugherty', with a stylized flourish at the end.

Jordan D. Daugherty  
Village Administrator

**GENERAL FUND REVENUE**

	2017	% of Rev	2018	% of Rev	2019	% of Rev	2020	% of Rev	2021	% of Rev	Ave % Change
Property Tax	\$ 373,635	12%	\$ 378,720	11%	\$ 426,730	12%	\$ 446,502	12%	\$ 458,711	12%	5%
Local Gov't	\$ 145,928	5%	\$ 151,427	4%	\$ 165,358	5%	\$ 172,976	5%	\$ 183,279	5%	5%
Cigarette/Liquor Tax	\$ 4,529	0%	\$ 5,825	0%	\$ 4,558	0%	\$ 937	0%	\$ 6,864	0%	10%
Other State/Fed	\$ 21,746	1%	\$ 9,015	0%	\$ 162,703	4%	\$ 69,353	2%	\$ 63,071	2%	38%
Fire Contracts	\$ 52,914	2%	\$ 218,640	6%	\$ 57,632	2%	\$ 73,494	2%	\$ 74,964	2%	8%
Police Contracts	\$ 51,000	2%	\$ 51,000	1%	\$ 100,000	3%	\$ 57,183	2%	\$ -	0%	-20%
Refuse	\$ 173,010	5%	\$ 192,472	6%	\$ 221,290	6%	\$ 235,235	6%	\$ 256,628	7%	10%
EMS Contracts	\$ 66,823	2%	\$ 74,058	2%	\$ 90,714	2%	\$ 83,370	2%	\$ 81,906	2%	5%
Fines & Licenses	\$ 21,817	1%	\$ 26,988	1%	\$ 33,550	1%	\$ 26,882	1%	\$ 28,156	1%	6%
Building, Insp, Zoning	\$ 20,762	1%	\$ 22,746	1%	\$ 23,558	1%	\$ 17,179	0%	\$ 17,986	0%	-3%
Franchise Fees	\$ 58,163	2%	\$ 66,980	2%	\$ 69,792	2%	\$ 73,029	2%	\$ 75,737	2%	6%
Interest	\$ 36,966	1%	\$ 46,884	1%	\$ 73,288	2%	\$ 52,228	1%	\$ 18,587	0%	-10%
Donations	\$ 5,992	0%	\$ 5,034	0%	\$ 7,256	0%	\$ 6,060	0%	\$ 6,067	0%	0%
Miscellaneous	\$ 89,744	3%	\$ 107,122	3%	\$ 86,540	2%	\$ 187,625	5%	\$ 101,677	3%	3%
Income Tax B	\$ 2,048,478	64%	\$ 2,017,629	59%	\$ 2,136,717	58%	\$ 2,275,991	60%	\$ 2,416,011	64%	4%
Sale of Fixed Asset	\$ 6,100	0%	\$ 40,797	1%	\$ 4,722	0%	\$ -	0%	\$ -	0%	4%
	\$ 3,177,605		\$ 3,415,338		\$ 3,664,408		\$ 3,778,043		\$ 3,789,645		4%

**GENERAL FUND EXPENSES**

	2017	% of Exp	2018	% of Exp	2019	% of Exp	2020	% of Exp	2021	% of Exp	Ave % Change
Police	\$ 1,228,876	43%	\$ 1,227,439	41%	\$ 1,314,756	39%	\$ 1,306,825	41%	\$ 1,395,643	42%	3%
Fire	\$ 474,546	16%	\$ 686,306	23%	\$ 856,085	26%	\$ 792,213	25%	\$ 762,675	23%	12%
Lights, Health Dept, & Civil	\$ 104,884	4%	\$ 107,928	4%	\$ 95,248	3%	\$ 105,964	3%	\$ 103,312	3%	0%
Park	\$ 107,105	4%	\$ 89,390	3%	\$ 106,934	3%	\$ 96,350	3%	\$ 91,353	3%	-3%
Community Planning	\$ 127,255	4%	\$ 125,492	4%	\$ 104,875	3%	\$ 131,035	4%	\$ 156,828	5%	5%
Building	\$ 54,010	2%	\$ 54,031	2%	\$ 45,313	1%	\$ 32,760	1%	\$ 38,937	1%	-6%
Sanitation	\$ 263,450	9%	\$ 247,657	8%	\$ 260,854	8%	\$ 253,975	8%	\$ 293,789	9%	2%
Administration	\$ 273,749	9%	\$ 212,534	7%	\$ 311,003	9%	\$ 216,110	7%	\$ 229,612	7%	-3%
Council	\$ 41,844	1%	\$ 49,773	2%	\$ 50,364	2%	\$ 59,666	2%	\$ 60,262	2%	9%
Maintenance	\$ 157,474	5%	\$ 158,658	5%	\$ 164,843	5%	\$ 162,396	5%	\$ 169,429	5%	2%
Auditor	\$ 49,464	2%	\$ 24,185	1%	\$ 46,279	1%	\$ 24,171	1%	\$ 49,046	1%	0%
	\$ 2,882,658		\$ 2,983,392		\$ 3,356,554		\$ 3,181,466		\$ 3,350,886		3%

**FIVE-YEAR PROJECTED GENERAL FUND ANALYSIS\*\***

	2022	2023*	2024	2025	2026
Est. Beg. Bal.	\$ 1,200,000	\$ 909,895	\$ 418,697	\$ (130,475)	\$ (740,225)
Est. Revenue	\$ 4,239,000	\$ 4,323,780	\$ 4,410,256	\$ 4,498,461	\$ 4,588,430
Est. Expenses	\$ (4,529,105)	\$ (4,814,978)	\$ (4,959,427)	\$ (5,108,210)	\$ (5,261,457)
Est. End. Balance	\$ 909,895	\$ 418,697			

\*Dispatch Fees Begin

\*\* Assumes no changes in revenue structure

**The Village of Whitehouse  
Revenue Creation Analysis  
To be implemented no later than 2024**

**NOTE:** \*Stabilization Target: \$500,000 of new General Fund revenue  
 \*Enhancement Target: \$750,000-\$1,000,000 of new General Fund revenue  
 \*Whitehouse has maxed out its 10 mil inside voted cap. Any additional millage must be voted (put on ballot)

**Option 1: Property Tax Levy**

\*Stabilization Target: \$500,000 of new General Fund revenue  
 \*Enhancement Target: \$750,000 of new General Fund revenue

Voted Millage	
\$500,000	4.5
\$750,000	6.5

Equates to approximately \$140/\$100,000 in property valuation per year.

Example: Annual tax on \$250,000 property would be approximately \$350 at 4.5 mills and \$558 at 6.5 mills (per year).

**Option 2: Income Tax Credit Reduction and/or elimination (not on ballot)**

	<u>Additional Revenue</u>
(A) .25% Income Tax Credit (ITC) reduction	\$ 194,000
(B) .50% ITC reduction	\$ 390,000
(C) .75% ITC reduction (full elimination)	\$ 585,000

**Option 3: Income Tax Increase (ballot required), no ITC reduction**

	<u>Additional Revenue</u>
(A) .25% Income Tax rate increase	\$ 540,000
(B) .50% Income Tax rate increase	\$ 1,075,000

**Option 4: Combination of Income Tax Increase (ballot required) and ITC (not on ballot) reduction**

	<u>Additional Revenue</u>
(A) .25% Income Tax rate increase, .25% ITC reduction	\$ 734,000
(B) .25% Income Tax rate increase, .50% ITC reduction	\$ 930,000

**Option 5: Combination of Property Tax levy (ballot required) and ITC (not on ballot) reduction**

	<u>Additional Revenue</u>
(A) 2.25 mil levy & .50% ITC reduction	\$640,000
(B) 2.25 mil levy & .75% ITC elimination	\$835,000

\*\*\*Example: Annual tax on \$250,000 property would be approximately \$175 at 2.25 mils.

**Recommendation:** Phase One-Elimination of ITC in 2022; Phase Two-Meet semiannually and consider long term funding.



**GENERAL FUND REVENUE**

	2018	% of Rev	2019	% of Rev	2020	% of Rev	2021	% of Rev	2022	% of Rev	Ave % Change
Property Tax	\$ 378,720	11%	\$ 426,730	12%	\$ 446,502	12%	\$ 458,711	10%	\$ 532,378	12%	8%
Local Gov't	\$ 151,427	4%	\$ 165,358	5%	\$ 172,976	5%	\$ 183,279	4%	\$ 231,794	5%	11%
Cigarette/Liquor Tax	\$ 5,825	0%	\$ 4,558	0%	\$ 937	0%	\$ 6,864	0%	\$ 8,070	0%	8%
Other State/Fed	\$ 9,015	0%	\$ 162,703	4%	\$ 69,353	2%	\$ 63,071	1%	\$ 21,307	0%	27%
Fire Contracts	\$ 218,640	6%	\$ 57,632	2%	\$ 73,494	2%	\$ 74,964	2%	\$ 76,464	2%	-13%
Police Contracts	\$ 51,000	1%	\$ 100,000	3%	\$ 57,183	2%	\$ -	0%	\$ 136,785	3%	34%
Refuse	\$ 192,472	6%	\$ 221,290	6%	\$ 235,235	6%	\$ 256,628	6%	\$ 277,715	6%	9%
EMS Contracts	\$ 74,058	2%	\$ 90,714	2%	\$ 83,370	2%	\$ 81,906	2%	\$ 115,622	3%	11%
Fines & Licenses	\$ 26,988	1%	\$ 33,550	1%	\$ 26,882	1%	\$ 28,156	1%	\$ 22,904	1%	-3%
Building, Insp, Zoning	\$ 22,746	1%	\$ 23,558	1%	\$ 17,179	0%	\$ 17,986	0%	\$ 16,542	0%	-5%
Franchise Fees	\$ 66,980	2%	\$ 69,792	2%	\$ 73,029	2%	\$ 75,737	2%	\$ 76,929	2%	3%
Interest	\$ 46,884	1%	\$ 73,288	2%	\$ 52,228	1%	\$ 18,587	0%	\$ 77,114	2%	13%
Donations	\$ 5,034	0%	\$ 7,256	0%	\$ 6,060	0%	\$ 6,067	0%	\$ 5,250	0%	1%
Miscellaneous	\$ 107,122	3%	\$ 86,540	2%	\$ 187,625	5%	\$ 101,677	2%	\$ 98,004	2%	-2%
Income Tax B	\$ 2,017,629	59%	\$ 2,136,717	58%	\$ 2,275,991	60%	\$ 2,416,011	55%	\$ 2,721,485	62%	7%
Sale of Fixed Asset	\$ 40,797	1%	\$ 4,722	0%	\$ -	0%	\$ -	0%	\$ -	0%	-20%
	\$ 3,415,338		\$ 3,664,408		\$ 3,778,043		\$ 3,789,645		\$ 4,418,363		6%

**GENERAL FUND EXPENSES**

	2018	% of Exp	2019	% of Exp	2020	% of Exp	2021	% of Exp	2022	% of Exp	Ave % Change
Police	\$ 1,227,439	41%	\$ 1,314,756	39%	\$ 1,306,825	41%	\$ 1,395,643	40%	\$ 1,559,794	44%	5%
Fire	\$ 686,306	23%	\$ 856,085	26%	\$ 792,213	25%	\$ 762,675	22%	\$ 816,102	23%	4%
Lights, Health Dept, & Civil	\$ 107,928	4%	\$ 95,248	3%	\$ 105,964	3%	\$ 103,312	3%	\$ 91,405	3%	-3%
Park	\$ 89,390	3%	\$ 106,934	3%	\$ 96,350	3%	\$ 91,353	3%	\$ 67,224	2%	-5%
Community Planning	\$ 125,492	4%	\$ 104,875	3%	\$ 131,035	4%	\$ 156,828	4%	\$ 109,244	3%	-3%
Building	\$ 54,031	2%	\$ 45,313	1%	\$ 32,760	1%	\$ 38,937	1%	\$ 45,517	1%	-3%
Sanitation	\$ 247,657	8%	\$ 260,854	8%	\$ 253,975	8%	\$ 293,789	8%	\$ 317,898	9%	6%
Administration	\$ 212,534	7%	\$ 311,003	9%	\$ 216,110	7%	\$ 229,612	7%	\$ 212,071	6%	0%
Council	\$ 49,773	2%	\$ 50,364	2%	\$ 59,666	2%	\$ 60,262	2%	\$ 63,520	2%	6%
Maintenance	\$ 158,658	5%	\$ 164,843	5%	\$ 162,396	5%	\$ 169,429	5%	\$ 211,039	6%	7%
Auditor	\$ 24,185	1%	\$ 46,279	1%	\$ 24,171	1%	\$ 49,046	1%	\$ 24,796	1%	1%
	\$ 2,983,392		\$ 3,356,554		\$ 3,181,466		\$ 3,350,886		\$ 3,518,610		4%

**FIVE-YEAR PROJECTED GENERAL FUND ANALYSIS\***

	2023	2024	2025	2026	2027
Est. Beg. Bal.	\$ 1,500,000	\$ 1,102,186	\$ 610,019	\$ 63,083	\$ (541,065)
Est. Revenue	\$ 3,922,000	\$ 4,000,440	\$ 4,080,449	\$ 4,162,058	\$ 4,245,299
Est. Expenses	\$ (4,319,814)	\$ (4,492,607)	\$ (4,627,385)	\$ (4,766,206)	\$ (4,909,192)
Est. End. Balance	\$ 1,102,186	\$ 610,019	\$ 63,083	\$ (541,065)	\$ (1,204,959)

\*Assumes no changes in revenue structure  
 \*\*Assumes nominal health insurance cost increase in 2023-2026