



February 2, 2023

WHITEHOUSE COUNCIL AGENDA
February 7, 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 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 on Tuesday, February 7, 2023, 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:
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the January 17, 2023 Council Meeting
- VI. Adoption of Bills Dated February 2, 2023 and the Addendum Bills Dated February 7, 2023
- VII. Introduction of Persons to Appear Before Council
 - A. Request for Whitehouse Primary 5K/1K Fun Run for April 15, 2023
- VIII. Committee Reports
 - A. Report on the January 18, 2023 Fire Dependency Board Meeting
 - B. Report on the January 26, 2023 Tree Commission Meeting
- IX. Report of the Mayor
 - A. Mayoral Recognition

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

B. Appointment of Board and Committee Members

1. Board of Zoning Appeals – Dave Riggerbach
2. Personnel Committee – Rebecca Conklin Kleiboemer

X. Report of the Clerk of Council

XI. Report of the Village Administrator

A. Discussion on Agenda Items for Upcoming Committee of the Whole Meeting

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

**COUNCIL BILLS
2/2/2023**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
ARS Refuse Service	Sanitation	\$26,068.73	\$26,068.73	Trash Pickup
AT&T	Fire	\$70.68		Phone Service
AT&T	Water	\$59.20	\$129.88	Phone Service
AT&T First Net	Police	\$47.07		Cell Phones
AT&T First Net	Fire	\$331.83		Cell Phones
AT&T First Net	Administration	\$47.07		Cell Phones
AT&T First Net	Water	\$23.54		Cell Phones
AT&T First Net	Sewer	\$23.53	\$473.04	Cell Phones
A.J. Boellner	Fire	\$120.72	\$120.72	Mower Parts
Aerial Guy	Fire	\$713.50	\$713.50	Annual Ladder Testing
AG-Pro	Streets	\$62.81		Supplies
AG-Pro	Parks	\$62.82	\$125.63	Supplies
Criminal Justice Coordinating Council	Police	\$13,900.00	\$13,900.00	2023 NORIS Service
D & R Outdoor Power	Parks	\$45.94	\$45.94	Parts
Emergency Services Marketing Corp	Fire	\$810.00	\$810.00	Annual Subscription
ESO Solutions	Fire	\$291.29	\$291.29	Annual Software
Grainger	Fire	\$159.54	\$159.54	Parts
Heartland Disposal Services	Sanitation	\$1,619.27	\$1,619.27	Bulk Item Drop Off
Henry W. Bergman, Inc.	Capital Project	\$117,903.21	\$117,903.21	Industrial Pkwy Resurfacing
Howell Rescue Systems	Fire	\$4,450.00	\$4,450.00	Equipment
Interstate Batteries	Fire	\$58.25	\$58.25	Battery
J. J. Keller	Fire	\$132.92	\$132.92	Monthly Subscription
Jones & Henry	Capital Project	\$730.25	\$730.25	Engineering-Sewer Project
Kleinfelder	Administration	\$1,333.63		Quarterly Retainer & Plan Review
Kleinfelder	Capital Project	\$557.13	\$1,890.76	Engineering-Field Ave Waterline
KS Statebank	Fire	\$2,047.67	\$2,047.67	Turnout Gear Payment
Kuhlman Corp	Water	\$1,627.50	\$1,627.50	Meter Parts
Lawman Badge Company	Police	\$75.00	\$75.00	Custom Badge
Lucas County Engineer	Streets	\$152.92		Traffic Signal Service Call
Lucas County Engineer	Streets	\$1,820.95	\$1,973.87	2022 Stormwater Compliance
Mark Schaffer Excavating	Capital Project	\$33,756.54	\$33,756.54	Sewer Project
MA5I	Water	\$83.35	\$83.35	Water Sample Analysis
Menards	Fire	\$248.65		Supplies

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Menards	Capital Project	\$99.15		Supplies-Shelterhouse Renovation
Menards	Water	\$125.60		Supplies
Menards	Maintenance	\$131.87		Supplies
Menards	Streets	\$113.40	\$718.67	Supplies
Mirror Newspaper	Capital Project	\$600.00	\$600.00	Bid Ad-Ind. Pkwy/Field Ave Waterline
ODP Business Solutions	Administration	\$47.95		Office Supplies
ODP Business Solutions	Fire	\$11.01		Office Supplies
ODP Business Solutions	Police	\$50.21	\$109.17	Office Supplies
Ohio CAT	Parks	\$1,862.33		Equipment
Ohio CAT	Streets	\$1,862.33		Equipment
Ohio CAT	Maintenance	\$1,862.34	\$5,587.00	Equipment
Ohio Gas Company	Maintenance	\$2,397.40		Natural Gas Charges
Ohio Gas Company	Maintenance	\$598.49		Natural Gas Charges
Ohio Gas Company	Fire	\$598.49		Natural Gas Charges
Ohio Gas Company	Life Squad	\$14.05		Natural Gas Charges
Ohio Gas Company	Parks	\$626.03	\$4,234.46	Natural Gas Charges
Ohio Gas Company	Police	\$160.63		Natural Gas Charges
Ohio Utilities Protection Service	Streets	\$160.62		2023 Governmental Assessment
Ohio Utilities Protection Service	Water	\$160.62		2023 Governmental Assessment
Ohio Utilities Protection Service	Sewer	\$160.62	\$481.87	2023 Governmental Assessment
Perrysburg Pipe & Supply	Water	\$120.00	\$120.00	Parts
Ram Exterminators LLC	Maintenance	\$40.00		Bug Spraying
Ram Exterminators LLC	Life Squad	\$36.00	\$76.00	Bug Spraying
Randy Launder	Sewer	\$120.00	\$120.00	Employee Reimbursement
Reliance	Fire	\$94.00	\$94.00	Oxygen
S & K Vinyl Graphics	Fire	\$90.00	\$90.00	Magnets
Safety Council	Fire	\$105.00	\$105.00	Training
Shelly Materials	Streets	\$160.59	\$160.59	Cold Mix
St. Lukes	Fire	\$3.26	\$3.26	Medications
Steve Rogers Ford	Police	\$1,131.04	\$1,131.04	Vehicle Repair
Tireman	Sanitation	\$431.76	\$431.76	Tires
TMACOG	Streets	\$107.00	\$107.00	Stormwater Coalition
Toledo Auto Care	Fire	\$2,148.83	\$2,148.83	Vehicle Repair
Traffic Stop Uniform Supply	Police	\$186.48		Uniform
Traffic Stop Uniform Supply	Fire	\$220.00	\$406.48	Uniform
Triotech Corporation	Administration	\$914.25		Office 365 & AntiVirus
Triotech Corporation	Police	\$472.50	\$1,386.75	IT Services

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
USABlueBook	Water	\$75.92	\$75.92	Supplies
Valley Freightliner of Toledo	Streets	\$949.17	\$949.17	Vehicle Repair
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	\$40.66		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	\$578.41	Cell Phones & Data
Xpress Auto & Truck	Police	\$214.20	\$214.20	Towing
		\$229,116.44	\$229,116.44	

Request For Village Services – Village of Whitehouse, Ohio

NAME AND TYPE OF FUNCTION / ACTIVITY:

Whitehouse Primary 5K/1K Fun Run

DATE / TIME OF FUNCTION / EVENT: 4/15/23 8am - 11am

LOCATION: Start and finish at Whitehouse Primary

EVENT COORDINATOR CONTACT INFORMATION:

NAME: Rachel Hardin

ORGANIZATION: Whitehouse Primary Parents Club

ADDRESS: 0510 Texas St. Whitehouse OH 43571

SCHOOL #
PHONE: 419-877-0543 FAX _____

EMAIL: funsize_Rachel@hotmail.com ny# 419-260-3508

MAP OF EVENT FUNCTION ATTACHED:

PAYMENT (if applicable): Payment for services rendered made payable to:

The Village of Whitehouse, 6925 Providence Street., P.O. Box 2476, Whitehouse, OH 43571

For Office Use Only Date: _____

____ Approved as requested.

____ Approved, with modifications (specify) _____

____ Disapproved (Specify) _____

Payment Authorized to Council: ____ Yes ____ No

Payment Amount: \$____.00/hour per total number of personnel assigned

Total Number of Personnel Assigned: _____

Total Hours for Event (including any preliminary set-up as needed): _____

Additional Materials Cost: \$____.00

Total Payment Required: \$____.00

Attachments:

___ Ohio Revised Code Section 4303.202 F-@ Permit Legislation

___ Ohio Dept. of Commerce/Division of Liquor Control: How to Apply for a Liquor Permit

Employee Hourly Rates:

Department	Hourly Rates	# Employees	Total
Administration	?	—	
Fire	\$40.00	2	\$160.00
Police	\$40.00	2	\$160.00
Public Service	?	—	\$320.00

** There will be a two (2) hour minimum accessed to all employees.

Equipment Rates:

Current FEMA Fee Schedule

Inspection Fees:

Type	Rate	# Tents or Food Trucks	Total
Building Permit Fee for Tent if over 400 sq feet	\$50.00/Tent		
Tent Under 400 sq feet with no sides	No Fee		
Tent over 400 sq feet with minimum of one (1) side	\$50.00/Tent		
Initial Food Truck Inspection	\$25.00/Food Truck		
Food Truck Re-Inspections	\$75.00/Food Truck		

Estimated Personnel Cost: \$320.00

Estimated Equipment Cost: —

Estimated Inspection Fees: —

Estimated Total (# goes on Page 3) \$320

Whitehouse Primary 5K/1K Fun Run
4/15/23

Route will begin at side door of Whitehouse Primary school in the bus loop (6510 Texas St.)

Route will proceed to Texas St. and head South across Shepler on to Texas

Route will veer to Southeast onto Swanton street to Toledo Ave

Route will not cross over Providence St. it will use sidewalk to turn Right onto the bike trail

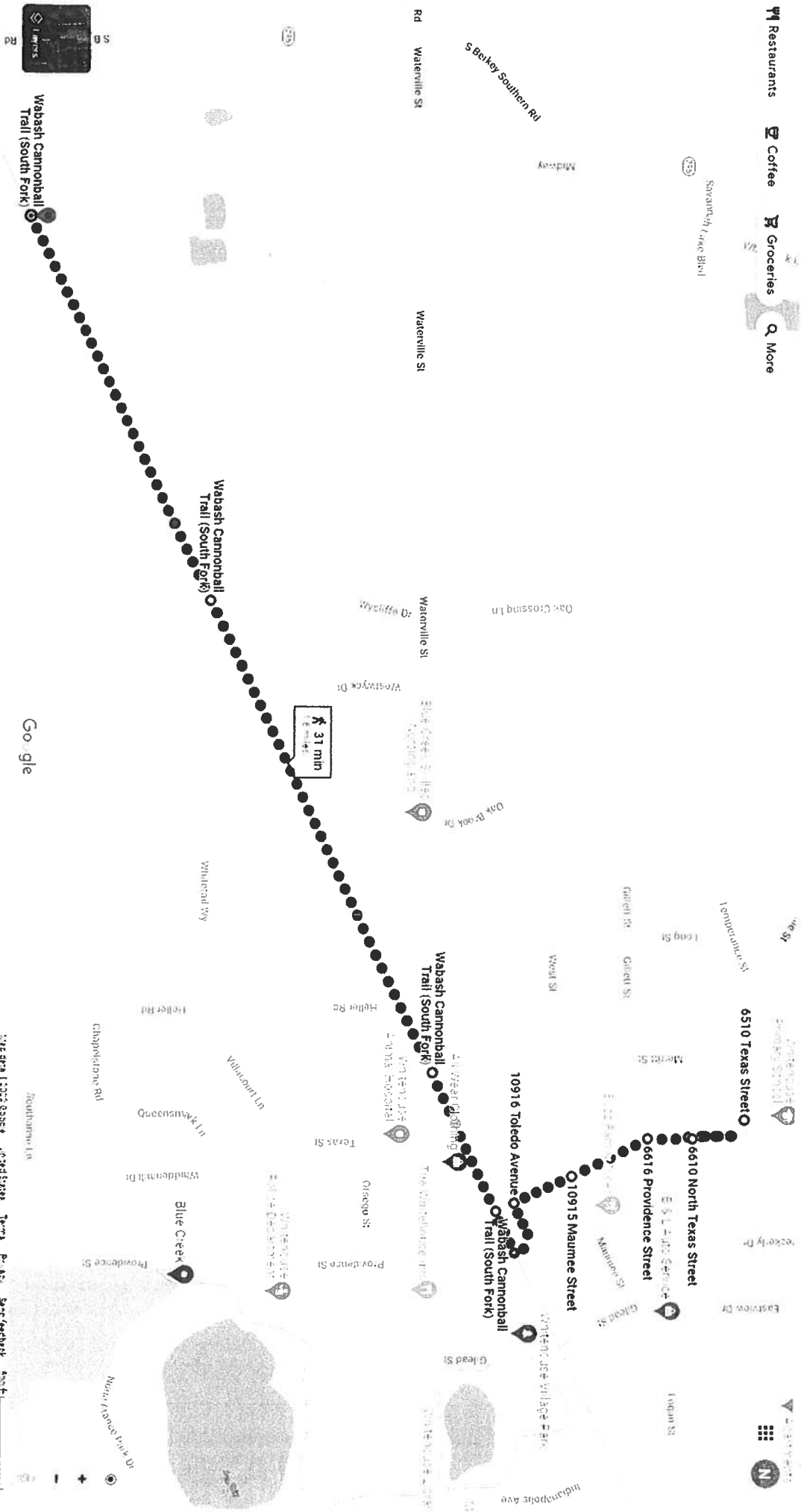
Route will head West and Cross Waterville St. back onto the Bike trail

Route will go straight towards South Berky Southern **but will not** cross South Berky it will Turn around before reaching South Berky Southern and follow same path back to Whitehouse Primary School to finish

Race starts @ 8:30A

- 4 traffic posts
- 1 or 2 from FD
 - 1 or 2 from PD

Restaurants Coffee Groceries More



Go

Map data ©2022 Google, Imagery ©Satellite Imagery, 650 ft



Village of Whitehouse
Volunteer Firefighters Dependency Fund Board Minutes 2023

January 18, 2023

- I. The meeting was called to order at 6:04 pm at the Whitehouse Village Hall by chair Ed Kaplan.
- II. Roll Call was made with the following members present:

Tom Vincent	Chief Josh Hartbarger
Ed Kaplan	Daryl McNutt - Virtual
Neil Raymond	Mark Bucher - Virtual
Louann Artiaga	
- III. Chair Ed Kaplan asked if everyone has read the minutes from the October 4, 2022, board meeting. Neil Raymond made a motion to accept the minutes, seconded by Louann Artiaga. Motion Passed.
- IV. Discussion about the open position. Neil Raymond nominated Mark Bucher and was seconded by Tom Vincent and the motion passed. Mark was nominated for the position of Secretary by Neil Raymond and seconded by Tom Vincent. Motion to accept was made by Louann Artiaga and seconded by Tom Vincent, the motion passed and Mark accepted the position of Secretary. The position of Chairperson is up for election at the end of 2023 and will need to be elected. All other positions are up for election at the end of 2024.
- V. New Business discussion - None
- VI. Old Business discussion on Village Charter Review. None.
- VII. No additional business was had.
- VIII. Next Meeting Date – January 10, 2024 at 6:00 pm.
- IX. A motion was made by Neil Raymond and seconded by Louann Artiaga to adjourn. Motion passed and the meeting adjourned at 6:11pm.

Respectfully submitted,

Mark A. Bucher, Secretary

Whitehouse Tree Commission

January 26, 2023

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

The meeting was called to order at 19:31

Motions to accept the following minutes as submitted were passed unanimously:

October 27th 2022: Motion by Amy Schultz, seconded by Dianne Toffler

November 17th 2022: Motion by Elliot Tramer, seconded by Chis Manzey

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 19:35 for the purpose of electing the 2023 Tree Commission Officers.

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

The meeting was returned to Pres. Sheri Luedtke.

Old Business:

Canopy Grant: Elliot T. and Brian P. met with Stephanie Miller from ODNR on Thursday 01-19-23. Stephanie had concerns with the Commissions choice of trees for the Sandra Park canopy planting due to the swampy, clay conditions. She suggested some of the following varieties: Oak: Swamp, Bur, and Chinkapin, American Elm, Hickory, and Sycamore. These would take the place of the Black Gum and Red Maple which don't tolerate clay well.

Steve Pilcher has requested a list of 50 trees total from the Commission. The Commission will compile this list during the February meeting. Members should bring suggestions to the table. Commission reference books will be available at the meeting.

We will contact Woody Warehouse in Indiana to request a copy of their inventory. Their stock is not grafted and arrives in 5 gallon bags instead of pots, cages, or burlap. This should reduce labor for planting.

Tree Inventory: 254 trees were trimmed; these included the 2022 plantings and the pears in the Village. 5 pears were removed from the Village Meadows, and Bluegrass Farm subdivisions: 7260, 7267, and 7319 Crabapple Cove, 10115 Saddle bridge, and 11075 Villacourt.

Forms and documents: Nothing to add.

Whitehouse Tree Commission cont.

Facebook ideas: Rather than providing the equivalent of book reports Sheri will begin a Recommended Reading list beginning with Douglas Tallamy's books: Natures best Hope, Bringing Nature Home, and Nature of Oaks.

With regard to the 3 Horse Chestnut trees at, and near, 9871 Julianna Lane, additional research has been done. Sheri spoke with Stephanie Miller and a local Arborist and was told that the Grugnardinaescules fungus develops due to damp conditions. The Horse Chestnut is sensitive to damp so mulch should be kept clear of the base of the trees. The soil in this area is clay which does not provide sufficient drainage.

There appears to be 3 options open to us: Spray the trees annually to prevent the fungus, see if a neighboring community has an air knife that can be borrowed to cut channels for drainage, or move the trees to a better location since they are only 4 years old and replant the sites with a more suitable species. These options will be presented to Steve Pilcher and we will discuss this topic again in February.

New Business: The Whitehouse Library is interested in expanding activities for the community so Sheri will speak with them about hosting the Tree Commission's Spring Seminar.

We will contact Stephanie Miller with ODNR to see if she will present a homeowners' guide to tree planting on a weekday evening in March.

First Energy will be contacted to determine if they will partner with us again for the Arbor Day Celebration for 2023. We will request 3 volunteers from First Energy to assist with instructing the students about the proper planting and care of a tree and 200 saplings.

The Tree Commission will provide the Teachers with copies from a coloring book published by the Arbor Day Foundation (permission granted) and guidelines for a project that promotes the children developing a Tree Journal to track their saplings progress.

With no additional business, Dianne Toffler moved to adjourn the meeting at 20:14, Elliot Tramer seconded the motion, and it passed unanimously.

Respectfully submitted by,

Michelle K. Tippie

VILLAGE OF WHITEHOUSE

February 7, 2023

ADMINISTRATION

- 12-15-22 1. November 30, 2022: Income Tax Collection = \$3,069,310.20
Compared to last year = \$2,768,183.20 (8.25% increase)
JEDD & JEDZ collections = \$3,279,928.70
- 02-19-19 2. Safety and Health Report: Last lost time injury was January 14, 2019

ADMINISTRATIVE ACTIVITIES

COMMUNITY DEVELOPMENT

SUBDIVISION DEVELOPMENTS

GRANTS

02-07-23

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. Design Engineering Completed. Legislation for ODOT Bridge Inspection. Project out to bid. Bid over Engineers estimate – bids rejected. Will rebid.
2. **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.
3. **Swanton Street Reconstruction** – Total Reconstruction of Swanton Street, from Maumee to Texas St. This is in the OPWC project pipeline for FY 2024.

PARKS & RECREATION

- 11-01-22 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 2024.
2. **Downtown Arbor Park** – To be constructed as part of Streetscape. Awarded to B & J Concrete & Construction - \$21,500 for concrete flat work. Remainder to be constructed by Public Works Staff. Arbor completed. Awaiting final landscaping.

STREETS

WATER

02-07-23

1. **Elevated Storage Study** – Contracted with Poggemeyer Design Group to evaluate water distribution needs for future elevated water storage. In progress. Completed and reviewed.
2. **Field Avenue Water Main Improvements** – Upsize existing water main from 6” to 8”. Anticipate bid to be January 2023 – Out to bid – bid opening 2-3-23.
3. **Industrial Parkway Water Main** – Renew with PVC – upsize from 8” to 10”. Anticipate bid to be January 2023. Out to bid – bid opening 2-3-23.
4. **Elevated Storage** – A new .5MG Water Tower is currently in the design engineering phase. Design engineer is Poggemeyer Design Group.

WASTE WATER

11-01-22

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. Currently constructing final connections at Logan and Field Ave. All underground construction completed. Earth work & pavement restoration is underway. Final clean up completed. Awaiting project closeout.

STORM SEWER

12-06-22

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. **Decant Pad** – A decant pad will be constructed in 2023 utilizing ARPA funds. The decant pad will be constructed at the Public Work Facility and will be utilized as a dewatering area for wet material waste. Estimated \$50,000.00.

SANITATION

02-07-23

1. Authorized renewal of 5-year contract with ARS. Established 2023 bulk dates as March 25, June 24, and September 23. The drop off dates will be January 7 & 14, 2023. January 7th Drop off – 99 vehicles filling 2-40 yd. dumpsters., January 14th Drop off – 76 vehicles partially filling 2-40 yd dumpsters.

MISCELLANEOUS

- 02-07-23 1. **Building Permits:** 1 new homes as of 02-02-23.
- 01-17-23 2. **Public Works:**
1. Water Department
 - a. Valve Exercising
 - b. Hydrant Maintenance Programs
 2. Sewer Flushing
 3. Storm Water Inspections – Outfalls & Asst. Management
 4. Street- Winter operations & Tree trimming.

Boards and Commissions

- A. Board of Zoning Appeals
 1. Pending approval of October 5, 2022 meeting minutes
- B. Charter Revision Commission
 1. Pending approval of March 10, 2020 meeting minutes
- C. Fire Dependency Board
 1. Pending approval of January 18, 2023 meeting minutes
- D. Planning Commission
 1. Pending approval of March 7, 2022 meeting minutes
- E. Records Commission
 1. Pending approval of June 7, 2022, meeting minutes
 2. Pending 2023 Reorganization Meeting
 3. Pending Review of Records Set for Destruction in 2023
 4. Pending Review of Records Policies
- F. Tree Commission
 1. Pending approval of January 26, 2023 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
- E. Public Services Committee
- F. Personnel & Safety
- G. General
 1. Pending review of Council project list