

Whitehouse

May 11, 2023

WHITEHOUSE COUNCIL AGENDA

May 16, 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, May 16, 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 May 2, 2023 Council Meeting
- VI. Adoption of Bills Dated May 11, 2023 and the Addendum Bills Dated May 16, 2023
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
 - A. Report on the April 27, 2023 Tree Commission Meeting
 - B. Report on the May 3, 2023 Board of Zoning Appeals Meeting
 - C. Report on the May 8, 2023 Joint Fallen Timbers Union Cemetery District Meeting
 - D. Report on the May 9, 2023 Committee of the Whole Meeting
- IX. Report of the Mayor
 - A. Appointment of Joshua Hartbarger as an Alternate on the Toledo Regional Water Commission

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whitehouseoh.gov

- X. Report of the Clerk of Council
- XI. Report of the Village Administrator
 - A. Request Authorization to Advertise for Bids for 2023 Whitehouse Street Resurfacing
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. **Ordinance 5-2023:** Amending Whitehouse Municipal Code Section 955.03(b)(4), Residential Waste Collection Regulations (2nd Reading)
- XVI. Resolutions
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

**COUNCIL BILLS
5/11/2023**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Bain Enterprises	Parks	\$160.00	\$160.00	Signs
Battery Wholesale	Police	\$263.02	\$263.02	Batteries
Bernadette Kathryn & Lonely Days Band	Comm Plan	\$675.00	\$675.00	Summer Concert
Buck & Knobby	Sewer	\$935.01	\$935.01	Equipment Rental
Dallas Paul	Econ Dev	\$1,250.00	\$1,250.00	Economic Development
DJL Material & Supply	Capital Project	\$9,562.50	\$9,562.50	Crack Sealing 2023
ESO Solutions	Fire	\$291.29	\$291.29	Annual Software
Heban, Murphree & Lewandowski	Police	\$2,142.50	\$2,142.50	Prosecutor Charges
Jacob Barnes	Zoning	\$1,650.00	\$1,650.00	Zoning Inspection
Jam Small Engine Services	Fire	\$26.97	\$26.97	Fuel
MASI	Water	\$83.35	\$83.35	Water Sample Analysis
Menards	Parks	\$51.81	\$51.81	Supplies
Northern Safety Co.	Capital Project	\$72.13	\$72.13	Supplies-Shelterhouse Renovation
Northern Safety Co.	Maintenance	\$73.82	\$145.95	Supplies
Ohio Gas Company	Sewer	\$59.75	\$59.75	Natural Gas Charges
OPENonline	Police	\$25.89	\$25.89	Background Searches
Paul Wielinski	Administration	\$100.00	\$100.00	Employee Reimbursement
Penn Care	Fire	\$307.48	\$307.48	EMS Supplies
Perfect Sweep Inc.	Streets	\$2,800.00	\$2,800.00	Street Sweeping
Shambaugh & Son	Maintenance	\$197.50		Repair
Shambaugh & Son	Police	\$197.50		Repair
Shambaugh & Son	Sewer	\$197.50		Repair
Shambaugh & Son	Water	\$197.50	\$790.00	Repair
Southeastern Equipment	Maintenance	\$90.90		Filters
Southeastern Equipment	Sewer	\$90.90		Filters
Southeastern Equipment	Water	\$90.90		Filters
Southeastern Equipment	Parks	\$90.90		Filters
Southeastern Equipment	Streets	\$90.90		Filters
Steve Rogers Ford	Police	\$1,562.58	\$454.50	Filters
T & J Excavating & Tree Clearing	Parks	\$384.00	\$1,562.58	Vehicle Repair
Traffic Stop Uniform Supply	Fire	\$122.10	\$384.00	Mulch
Treasurer State of Ohio	Police	\$506.75	\$122.10	Uniform
			\$506.75	Webchecks

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Triotech Corporation	Administration	\$914.25	\$914.25	Office 365 & AntiVirus
		\$25,264.70	\$25,264.70	

Whitehouse Tree Commission
April 27, 2023

Attendees: Brian Petrell, Staff Representative; Sheri Luedtke, President; Amy Schultz, Vice President; Elliot Tramer; Diane DeYonker; Dianne Toffler; Richard Bingham, Council Representative; Chris Manzey.

Call to Order: The meeting was called to order at 7:34 pm

Approval of Minutes: The minutes from the March 23, 2023 were changed to reflect that only ONE Horsechestnut, rather than three was scheduled to be removed from Wesley Farm. The motion to approve the updated minutes was moved by Diane DeYonker, second by Elliot Tramer, and unanimous agreement.

Old Business:

- Arbor Day, to be celebrated with 3rd graders from the Elementary School on Monday, May 8th at 2:00 pm, was discussed. Tyler Woody will provide 150 saplings and will talk to the children about proper planting techniques. Rebecca Conklin-Kleiboemer will read the Mayor's Proclamation. Sheri will get the Proclamation from Jill Gundy; will contact Jill Gundy about getting plastic bags for the saplings; Sheri will ask Jill Gundy to print handouts for the children; Sheri will contact the Mirror about this event; and Sheri will provide teachers with 5 videos and activity sheets. Chris Manzey will find last year's tree puzzle sheets. Dianne Toffler will help Sheri with putting bags for children together. Amy Shultz will write tree descriptions for Shingle Oaks and Black Locust to be read at the event. All members who are helping with the event will meet at the Elementary School parking lot.
- Growth Award. Elliot Tramer emphasized the necessity to document the Tree Commission's sponsored activities with photos. So far, the Tree Commission has the Arbor Day activity, Steph Miller's Seminar about Tree planting on May 3rd, and the Grant for Tree planting at Sandra Park. Dianne Toffler will explore getting a copy printed of the Master Tree map for the Village.
- Tree Inventory. Three trees were taken down on Belken. Zip Ties holding the Tree Value signage on the trees along the bike trail need to be lengthened.
- Forms and documents. Nothing new.
- FaceBook. A discussion ensued about what should be posted on the Tree Commission's FaceBook page. Spotted Lantern Fly would be timely because these pests are currently in Ohio. We should advertise Steph Miller's Seminar on 5/3 at the Whitehouse Library at 7:00 pm. Elliot and Chris will provide snacks and Sheri will contact Steph Miller to see what electronics she will need.

New Business:

Tree City USA meeting will be at the Crossroads Evangelical Church in Wauseon (845 E. Leggett St.) at 10:15 am. Those Tree Commissioners attending will meet at the Village Hall at 9:15 am. Sheri Luedtke and Brian Petrell will drive themselves, while the others will carpool.

Adjournment: the meeting was moved to be adjourned by Amy Schultz, second by Dianne Toffler, and unanimous vote. Meeting adjourned at 8:18 pm.

Respectfully submitted,
Christine Manzey

VILLAGE OF WHITEHOUSE
BOARD OF ZONING APPEALS MINUTES
May 3, 2023

Board members present: Julie Studer, Dennis Kennedy, Wendy Gehring and Dave Riggerbach. Also present were John and Kendal Shaffer, Planning Administrator Tiffany Bachman and Zoning Clerk Jennifer Herman.

The Board of Zoning Appeals (BZA) meeting was called to order by Julie Studer at 6:01 p.m.

First item on the agenda was to elect officers for the 2023 year. Julie Studer made a motion to elect Mike Walters as Chairman, Dennis Kennedy seconded, motion passed. Dennis made a motion to elect Julie Studer as Vice Chairman, seconded by Dave Riggerbach, motion passed. Julie made a motion to elect Wendy Gehring as Secretary, seconded by Dave, motion passed.

Second item on the agenda is to approve the minutes of the October 5, 2022, meeting. Dennis made a motion to accept, seconded by Dave. Motion passed 4-0.

Third item on the agenda is to review, discuss and finalize a ruling regarding Appeal #01-2023, submitted by John and Kendal Shaffer, homeowners, for construction of a front porch. The home was built on the thirty-five-foot building line set back, so the porch would extend past that. Dave asked if the current deck extends beyond the line, the homeowners confirmed it does. Dennis said he drove by the house and wanted to confirm they were adding the gables onto the front as well, yes, they are. They are putting an addition onto the back of the house with cathedral ceilings, which will raise the pitch of the roof beyond the current roof, so the front gables will tie it all together. The gables will have wood shingles on the front and wood pillars on the porch. Dennis asked if they would grant the variance for the porch if it would impact any drainage issues for being past the building line. Tiffany said it would not. Dave made a motion to grant the variance for the porch, Wendy seconded. Motion passed 4-0.

With no other business to come before the committee, Dennis made a motion to adjourn, Dave seconded. The meeting was adjourned at 6:13 pm.

Respectfully submitted,

Tiffany Bachman
Planning Administrator

Fallen Timbers Union Cemetery District
Village of Whitehouse, City of Waterville, and Waterville Township
Joint Meeting – O.R.C. 759.27 and 759.341
May 8, 2023
6:00 PM

City of Waterville Mayor Tim Pedro called the meeting to order at 6:00 PM.

Roll Call:

City of Waterville: Mayor Tim Pedro, Council Members Mary Duncan, Rod Frey, Todd Borowski, John Rozic, Barb Bruno. Anthony Bruno's absence was formally excused.

Village of Whitehouse: Mayor Don Atkinson, Council members Louann Artiaga, Mindy Curry, Steve Connelly, Bob Keogh, Richard Bingham, and Rebecca Conklin Kleiboemer.

Waterville Township: Trustees Julie Theroux and Kim Anderson

Also present were City of Waterville Administrator Jon Gochenour, Law Director Phil Dombey, Village of Whitehouse Administrator and Clerk Jordan Daugherty, FTUCD Treasurer and Clerk Tiffany Bachman, FTUCD representative Rory Hartbarger and Troy DeWitt, and Karen Garhardinger.

After the Pledge of Allegiance, motion by Rod Frey to accept the Joint Meeting minutes of May 9, 2022. Seconded by Richard Bingham. All ayes.

Motion by Mindy Curry to accept Rebecca Conklin Kleiboemer to fill Whitehouse's seat on the FTUCD for an additional three-year term. Seconded by Louann Artiaga. All ayes.

Motion by John Rozic to adopt the 2024 FTUCD appropriations. Seconded by Louann Artiaga. All ayes.

Motion by Rod Frey to set the FTUCD Property Tax Millage at .46 mills for 2024. Seconded by Steve Connelly. All ayes.

Other items discussed:

- 2024 Appropriates similar to previous years with exception that contracted services are increasing
- Existing debt service to municipalities has two years left
- Will need to monitor ending balance in fund considering is gradual decline
- Board will need to look at needed millage in future years
- Approved millage impacts following year's collections
- Consider addressing cemetery trees at same time that other tree work is conducted in Whitehouse or Waterville to save money
- Expressed appreciation to FTUCD representatives and Board members for excellent work and cooperation
- Learned of two grants awarded to the District, one to help digitize records and the other to assist in tree removal. Much thanks to Kim Anderson for taking lead in this process
- Memorial Day Commemoration on May 29, 2023 10:00 AM at the Whitehouse Veteran's Memorial Park and 11:00 AM at Wakeman Cemetery in Waterville

- President of Mercy Hospital Bob Baxter to speak from 6:00 pm to 7:00 pm at Zion Lutheran Church , 22 North Second Street , Waterville. Citizens from Whitehouse, Waterville Township and the City of Waterville are invited

Motion by Bob Keogh to adjourn at 6:25 PM. Seconded by Richard Bingham. All ayes.

Respectfully submitted,

Jordan Daugherty
Acting Clerk

ORDINANCE NO. 5 - 2023

AN ORDINANCE AMENDING WHITEHOUSE MUNICIPAL CODE SECTION 955.03(b)(4), RESIDENTIAL WASTE COLLECTION REGULATIONS AND DECLARING AN EMERGENCY

WHEREAS, the Council for the Village of Whitehouse believes it would be in the best interest of the residents of the Village to amend the regulations relating to the storage and collection of residential waste within the Village; and

WHEREAS, after obtaining citizen comments and considering the matter, Council wishes to amend the regulations within the Codified Ordinances of the Village of Whitehouse.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, THREE-FOURTHS (3/4) OF ALL MEMBERS ELECTED THERETO CONCURRING, THAT:

Section 1. Whitehouse Municipal Code Section 955.03(b)(4), entitled Residential Waste Collection Regulations, which reads as follows:

(4) All approved containers shall be kept or placed behind the front building line and to not be visible from street view. They shall not be kept or placed upon the street, alley, sidewalk or other public places.

is hereby repealed.

Section 2. New Whitehouse Municipal Code Section 955.03(b)(4), entitled Residential Waste Collection Regulations, which reads as follows:

(4) All approved containers shall be kept or placed behind the front building line. They shall not be kept or placed upon the street, alley, sidewalk or other public places.

is hereby enacted.

Section 3. It is found and determined that all formal actions of Council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the Village of Whitehouse and the State of Ohio.

Section 4. This ordinance is hereby determined 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 adoption of this ordinance is necessary to provide updated refuse regulations for residents of the Village.

WHEREFORE, this Ordinance shall take effect and be in full force at the earliest possible time allowed 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: _____, 2023.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

VILLAGE OF WHITEHOUSE

May 16, 2023

ADMINISTRATION

- 04-17-23 1. March 31, 2023: Income Tax Collection = \$894,858.86
Compared to last year = \$795,200.08 (12.53% increase)
JEDD & JEDZ collections = \$1,046,453.38
- 02-19-19 2. Safety and Health Report: Last lost time injury was January 14, 2019

ADMINISTRATIVE ACTIVITIES

COMMUNITY DEVELOPMENT

SUBDIVISION DEVELOPMENTS

GRANTS

05-02-23

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. Out to bid. Bid opening date – 4/20/23. Bid Over Engineer's Estimate. Will need 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. Request authorization for Administrator to advertise for bids.
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

- 04-13-23
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. **Tree Commission Urban Forestry Grant-Whitehouse** Applied for and was awarded a 10,000 matching grant to be used for the planting of trees. These trees will be planted at Sandra Park. The trees will be selected by the Tree Commission. Public Works Department will assist in the layout and planting. Planting will take place in fall 2023.

STREETS

WATER

04-13-23

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. Awarded to Kyle J. Sherman Excavating-\$200,216.00
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. Awarded to Kyle J. Sherman Excavating-\$265,358.00.
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

- 04-04-23** 1. **Building Permits:** 3 new homes as of 05-11-23.
- 05-16-23** 2. **Public Works:**
- 1. Water Department
 - a. Valve Exercising
 - b. Hydrant Maintenance Programs
 - 2. Sewer Flushing & Manhole Evaluations
 - 3. Storm Water Inspections – Outfalls & Asst. Management
 - 4. Street- Spring/Summer 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 21, 2023 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 March 23, 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