

Whitehouse

June 1, 2023

WHITEHOUSE COUNCIL AGENDA June 6, 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, June 6, 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: Pastor Shawn Bellner, CedarCreek Church
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the May 16, 2023 Council Meeting
- VI. Adoption of Bills Dated June 1, 2023, the Addendum Bills Dated June 6, 2023 and the April 2023 Financial Statements
- VII. Introduction of Persons to Appear Before Council
 - A. Request for Dancing In The Park on June 16, 2023
- VIII. Committee Reports
 - A. Report on the Fallen Timbers Union Cemetery District Meeting
 - B. Report on the May 25, 2023 Tree Commission Meeting
- IX. Report of the Mayor
 - A. Recognition of Amy Bartley
 - B. Presentation on Behalf of Billy Taylor

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 Authorizing the Transfer of Funds for Village Accounting Purposes (as an emergency)

- XII. Report of the Village Solicitor

- XIII. Report from Department Heads

- XIV. Citizen Comments on Agenda Items

- XV. Ordinances

- XVI. Resolutions
 - A. **Resolution 9-2023:** Authorizing the Finance Director of the Village of Whitehouse to Transfer Certain Funds for Village Accounting Purposes (as an emergency)

- XVII. Council Comments

- XVIII. Citizen Comments

- XIX. Adjournment

**COUNCIL BILLS
6/1/2023**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
ARS Refuse Service	Sanitation	\$51,036.66	\$51,036.66	Trash Pickup
AT&T	Fire	\$71.01		Phone Service
AT&T	Water	\$58.54	\$129.55	Phone Service
AT&T First Net	Police	\$12.87		Cell Phones
AT&T First Net	Fire	\$331.71		Cell Phones
AT&T First Net	Administration	\$47.01		Cell Phones
AT&T First Net	Water	\$23.50		Cell Phones
AT&T First Net	Sewer	\$23.51	\$438.60	Cell Phones
Atlantic Emergency Solutions	Fire	\$1,467.36	\$1,467.36	SCBA Flow Test
Badger Meter	Water	\$76.60	\$76.60	Meter Reading Software
Bradley Baker	Police	\$117.39	\$117.39	Employee Reimbursement
Buckeye State Pipe& Supply	Water	\$5,454.85	\$5,454.85	Meter Parts
Global Industrial	Maintenance	\$237.10		Cabinets
Global Industrial	Parks	\$237.10		Cabinets
Global Industrial	Sewer	\$474.20		Cabinets
Global Industrial	Streets	\$474.20		Cabinets
Global Industrial	Water	\$474.20	\$1,896.80	Cabinets
Independence Health	Fire	\$682.50		Testing
Independence Health	Sewer	\$99.00	\$781.50	Testing
Jam Small Engine Services & Sales	Fire	\$24.54	\$24.54	Oil
John Finley	Comm Plan	\$375.00	\$375.00	June Summer Concert
Kissflow	Administration	\$165.00	\$165.00	Software
Kristi Callif	Water	\$71.94	\$71.94	Utility Refund
Link Computer Corporation	Water	\$395.62		Utility Billing Software
Link Computer Corporation	Sewer	\$395.61	\$791.23	Utility Billing Software
Marlin Capital Solutions	Fire	\$705.39	\$705.39	Toughbooks Payment
MASI	Water	\$1,141.15	\$1,141.15	Water Sample Analysis
Memorial Professional Services	Administration	\$168.00	\$168.00	Promedica EAP
Menards	Capital Project	\$559.06		Supplies-Shelterhouse Renovations
Menards	Parks	\$5.20	\$564.26	Supplies
Ohio Gas Company	Maintenance	\$376.23		Natural Gas Charges
Ohio Gas Company	Fire	\$74.37		Natural Gas Charges

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Ohio Gas Company	Life Squad	\$74.36		Natural Gas Charges
Ohio Gas Company	Parks	\$148.35		Natural Gas Charges
Ohio Gas Company	Police	\$100.41	\$773.72	Natural Gas Charges
Ram Exterminators LLC	Maintenance	\$40.00		Bug Spraying
Ram Exterminators LLC	Life Squad	\$36.00	\$76.00	Bug Spraying
Shambaugh & Son	Maintenance	\$980.00	\$980.00	Fire System Test
T&J Mulch	Parks	\$96.00	\$96.00	Mulch
Time Clock Plus	Police	\$300.00	\$300.00	Software
Traffic Stop Uniform Supply	Fire	\$392.29		Uniform
Traffic Stop Uniform Supply	Police	\$1,084.54	\$1,476.83	Uniform
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	\$40.64		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	\$578.39	Cell Phones & Data
		\$69,686.76	\$69,686.76	



Request for Special Event

Village of Whitehouse
PO Box 2476, Whitehouse, OH 43571
Phone: (419) 877-5383/ Fax: (419) 877-5635

Name of Event: Dancing In The Park
Coordinator/Contact Person: Lauren Sells
Address: 7030 Whiddenmill Dr.
Phone: 419-343-4318 Email: sbsdancestudio@yahoo.com
FAX: _____
Event Date(s): June 16th Event Hours: 5-9
Estimated Number of Attendance: 100
Brief Description of Event: Dance performance in the pavillion

Will the Event Use Signage/Attraction Devices? ___ Yes No
Amplified Voice/Music? Yes ___ No
Food/Beverage Sales? Yes ___ No possibly Alcoholic Beverage Sales: ___ Yes ___ No
Product Sales? ___ Yes No Other (explain): _____
If YES to any of the above, please explain: possible some snacks + drinks (water/soda)

Identify any Village services, public facilities, or equipment you are requesting in conjunction with this event:
() Police Assistance () Streets Closed Enclosed Shelterhouse Pavilion () Other
Explain: Shelter to put dancers things + pavillion for the performance

PLEASE supply a map highlighting the property, temporary structures (identifying use and activity), pedestrian ways and/or streets that will be impacted by this event.

Payment for Services: The Event Coordinator/Contact Person/Sponsoring Entity shall make payment for services payable to *The Village of Whitehouse*. Payment must be received by the Village of Whitehouse no later than ten (10) business days after the event.
Total Number of Employees Required: _____ Total Amount Required per Employee: \$ _____/hr.
TOTAL Amount to be submitted to the Village of Whitehouse by Event Coordinator: \$ _____

READ THE FOLLOWING BEFORE SIGNING

The submittal of this event form does not ensure approval of the event.

Be advised, the Village cannot accommodate every event and some events may require reimbursement for services rendered. You must attach to this application either an Insurance Policy or a Certificate of Insurance that includes the policy number, amount of coverage, and the provision that the Village of Whitehouse is included as an Additional Insured. The insurance requirements depend on the risk level of the event.

The applicant agrees to defend, indemnify, and hold harmless the Village of Whitehouse from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Village of Whitehouse by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of this activity

Signature: Lauren Sells Date: 5/31/23

Meeting Notice

Tree Commission

May 25, 2023

Call to Order at 7:31 pm

Attendees: Brian Petrell, Staff Rep., Sheri Luedtke, Pres., Amy Schultz, Vice Pres., Elliot Tramer, Chris Manzey, Diane De Yonker, Dianne Toffler, and Michelle Tippie.

Approval of minutes of April 27, 2023. Elliot Tramer, first motion and Diane De Yonker seconded

Old Business:

Sheri Luedtke submitted a picture of decaying River Birch on Wildwood cul de sac in Birch Point. Sheri has arranged to have tree removed. All approved.

Review the Tree City Award meeting:

The meeting held in Wauseon, Ohio, and was well attended by 200 regional tree commissioners and staff. A program was presented by Nate Andre from Andre Farms LLC a nonprofit organization. The subject was composting. It was suggested Whitehouse Tree Commissioners would like to visit the composting facility in Wauseon. They recycle yard waste, animal waste and other food waste that would otherwise go to a land fill.

Arbor Day Celebration:

Rebecca Conklin Kleiboemer read the proclamation. Students were well behaved. Brian Petrell was very organized for the planting. Holes were dug and students were helpful filling them with soil.

Sheri updated the information about Arbor Day trees. Toledo Edison donated 150 saplings of Arborvitae and Dogwoods. 125 trees were given to the students in packets which included coloring books, a puzzle page, and a story starter. The remainder of the trees will be used at Whitehouse farmer's market.

Tree Inventory:

30 trees to be replaced in the fall of 2023 plus Sandra Park planting. Eighty trees total according to Brian Petrell. Two trees on Linden to be replaced because of storm damage. New trees already planted are being watered. A Silver Maple that is aged and damaged will be removed from the community park because of hazard.

Forms and Docs:

Map update was given. The city of Whitehouse provided the tree commissioners with new copies of maps of the city. They will be filed in the cabinet.

Wednesday, May 31, 2023, the tree commissioners will audit the cabinet.

May 25, 2023

Continued from page one:

Old Business:

Facebook Ideas. Mulching a tree will be submitted again also information concerning invasive bugs.

Information concerning EAB, ALB, Potted Lantern Fly, Gypsy Moth, and Hammered Head Worm will be posted on Facebook. Sheri will also visit local nurseries and vineyards to give them information concerning these invasive bugs.

New Business:

Jim Szczerbiak, 9871 Julianna Lane, Whitehouse, Ohio attended the meeting. From his property he had two compromised Horse Chestnuts removed by the village and needed an update on new planting. Brian could not tell him when trees would be replaced, but they are ordered. Mr. Szczerbiak also questioned the owner purchase vs city. Brian answered his questions. A Catalpa Tree is planned for the space according to the tree plan.

Mr. Szczerbiak thanked the tree commissioners and noted he would like to serve on committee. He also thought that Mark and Austin did a very professional job removing sick trees and they were very nice to work with.

Other Issues:

It was discussed that this is the time to get information out to people concerning the invasive bugs. Facebook format will be used and information given to local nurseries and vineyards.

Adjourn:

Amy Schultz, first motion and Diane De Yonker seconded

Respectfully submitted
Dianne Apple

RESOLUTION NO. 9-2023

A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, TO TRANSFER CERTAIN FUNDS FOR VILLAGE ACCOUNTING PURPOSES; FORMAL VERIFICATION OF SAID TRANSFER AND DECLARING AN EMERGENCY.

WHEREAS, it is the recommendation of the Administrator, of the Village of Whitehouse, Lucas County, Ohio, that the Village administratively transfer certain funds between duly established accounts within the Village of Whitehouse, Lucas County, Ohio, accounting system; and

WHEREAS, this Council is desirous of implementing said transfers and hereby approving same:

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, Lucas County, Ohio, is hereby duly authorized and directed to complete and enter upon the accounting records of the Village of Whitehouse, Lucas County, Ohio, the following funds transfers:

AS ATTACHED IN EXHIBIT A HERETO.

SECTION II: It is hereby found and determined that all formal actions with respect to said accounting fund transfers were adopted pursuant to this Resolution in an open meeting of this Council, with full disclosure and approval herein, and the deliberations of this Council and any of its committees that resulted in such fund transfer action were in compliance with all legal requirements as required by Village Charter.

SECTION III: 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 inhabitant, and for the further reason that this Resolution is necessary to provide orderly transfer documentation as to the accounting records of the Village of Whitehouse, Lucas County, Ohio; in order that necessary funding for said accounts indicated herein can be completed.

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

VOTE ON EMERGENCY MEASURE: Yeas _____ Nays _____

Adopted and effective June 6, 2023 as an EMERGENCY MEASURE

Donald L. Atkinson, Mayor

ATTEST:

Susan M. Miller, Clerk of Council

EXHIBIT A
June 6, 2023
Transfers

FROM	AMOUNT	TO
Income Tax A (2071)	\$415.00	Streetscaping (4205)
Income Tax A	\$25,000.00	Shelterhouse Improv (4904)
Income Tax A	\$9,562.50	Crack Seal (4906)
Income Tax A	\$6,816.59	Ind Pkwy/Weckerly (4917)
Income Tax A	\$10,000.00	Street Resurf (4940)
General Fund (1000)	\$1,557.91	Whitehouse Arbor (4924)
Water (5101)	\$10,000.00	Elevated Tank (4930)
Income Tax B	\$680,053.61	General Fund (1000)

VILLAGE OF WHITEHOUSE

June 6, 2023

ADMINISTRATION

- 05-15-23 1. April 30, 2023: Income Tax Collection = \$1,395,670.83
Compared to last year = \$1,190,305.44 (17.25% increase)
JEDD & JEDZ collections = \$1,321,168.43
- 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

- 06-06-23** 1. **Building Permits:** 3 new homes as of 06-01-23.
- 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