

Whitehouse

July 6, 2023

Meeting Notice
Village Council Meeting As
A Committee of the Whole
July 11, 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 as a Committee of the Whole on Tuesday, July 11, 2023 at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the June 13, 2023, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **Finance**
 - A. Proposed Amendment to the Pay Scale
 1. **Supporting Information** – Memo and Proposed Pay Scale (Exhibit A)
- VI. **General**
 - A. Discussion on Events Approval Process
 1. **Supporting Information** – Memo, Process Flow Chart, and Special Event Packet (Exhibit B)
- VII. Citizen Comments
- VIII. Consider Other Business as Appropriate Under the Village Charter
- IX. Adjourn

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:30pm June 13th, 2023**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:30pm by President of Council Rebecca Conklin Kleiboemer.

Council Members Present: Bob Keogh, Steve Connelly, Mindy Curry, Louann Artiaga, Richard Bingham, and President of Council Rebecca Conklin Kleiboemer

Council Members Absent: None

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Director of Public Services Steve Pilcher, Fire Chief Jason Francis, Clerk Nicole Hartbarger, Mayor Don Atkinson

Guests Present: Karen Gerhardinger, Dave Riggerbach, Wendy Gehring, Gary & Joy Turski (online)

Motion by Councilman Bob Keogh, seconded by Councilman Steve Connelly to approve the minutes of the May 9, 2023 meeting. 6 ayes

CITIZEN COMMENTS ON COMMITTEE OF THE WHOLE AGENDA ITEMS

Council President Conklin Kleiboemer asked if there were any citizen comments to be made regarding the agenda items. There were none.

GENERAL

Discuss Building Services & Inspection Service Options

Village Administrator Daugherty began the discussion by reviewing the history of the building and inspection services that Whitehouse has used in the recent past. Years ago, inspection services were used by Whitehouse through Lucas County and in more recent years this was changed to use Maumee City for services. The need arose to revisit who Whitehouse uses for these services due to slower service and response times from Maumee.

Daugherty and staff are suggesting that Council consider moving back to using Lucas County for Building & Inspection Services. He provided a cost comparison between Maumee and Lucas County along with several reasons why now using Lucas County could benefit Whitehouse. These reasons include the current Chief Building Official (CBO) having values in line with Whitehouse, staffing for Lucas County Building Services being fully equipped and the availability of an online web portal for residents and contractors to be able to self-help access information as needed beginning January 2024. It was also noted that overall Lucas County costs are less than current Maumee City costs for services.

Committee members shared the following comments and questions during their discussion:

- What are the wait times for people needing the Lucas County services? Daugherty commented that wait times would be significantly less than what we currently see with Maumee due to a much larger Lucas County staff.
- What would the contract length be with Lucas County? Daugherty commented that currently Whitehouse is in a year to year contract with Maumee City and we would look at a 3 year auto-renewable contract with Lucas County with similar language. Fees would be reviewed/updated yearly.
- When would the change occur if Whitehouse goes with Lucas County? Daugherty suggested a January 1, 2024 contract start date as this would give Whitehouse staff plenty of time to complete required administrative work, collect files, etc.
- Lucas County does use Oregon CBO as a back up in case of an emergency or being overwhelmed with requests.
- Lucas County is eager to begin contract negotiations and move forward with Whitehouse.
- Current concern among residents and contractors is the lengthy wait time for responses from Maumee City – would hope that moving forward with Lucas County would alleviate this problem.

Motion by Councilman Keogh, seconded by Councilwoman Artiaga to authorize Whitehouse Village staff to enter the negotiation process with Lucas County regarding Building and Inspection services. 6 ayes

Consideration of Rental Fee for Renovated Shelter House

Council President Conklin Kleiboemer began the discussion by reviewing the current fees and requirements to rent the shelter house as provided by Administrator Daugherty. Currently, village residents are not charged a rental fee. Non-residents are charged a \$50/day fee. Both residents and non-residents are required to put down a \$50 deposit that is returned after usage when the shelter house key is returned. Conklin Kleiboemer asked for thoughts and discussion on what the Village should charge going forward now that renovations are fully complete on the shelter house.

Committee members shared the following comments and questions during their discussion:

- There has not been, in recent history, any need for Whitehouse staff to care for or fix any issues due to rentals of the shelter house.
- With updates that have been made to the shelter house, renters now get more value including water usage, warming kitchen and tables and chairs.
- Currently, renters sign a form when they put their cash or check deposit down. Make sure we still use this form, possibly update language to include additional usage items.
- Public Works/Maintenance workers today would cost a very high level estimate of \$50/hr if the need arose to fix any damage caused by renters. Take this into consideration when reviewing the cost.
- What is our philosophy on the usage of municipal spaces? Several members commented that they would like the cost to stay free for residents because of it being a municipal space. There has been no damage issues to date, will hope for the same going forward as residents use.

- Suggestion of using credit cards to take payment for rental fee and deposit was made as this may help the village hold renters more accountable if damage occurs.
- Suggestion to collect data going forward on how many times the shelter house is rented, how much water is being used per rental or in general, how much electricity, etc.

Motion made by Councilwoman Curry, seconded by Councilman Bingham to recommend to council the updated rental prices of free rental with a \$100 refundable deposit for residents and \$100 rental with \$100 refundable deposit for non-residents. 6 ayes

CITIZEN COMMENTS

Council President Conklin Kleiboemer asked if there were any general citizen comments to be made. There were none.

OTHER BUSINESS

Council President Conklin Kleiboemer asked David Riggensch, Income Tax Committee Chairman, to give an update on the income tax issue being added to the November 2023 ballot. Riggensch commented that committee meetings are going well with good attendance and good ideas. The committee is currently working on a commercial for Whitehouse, similar to the 'Pure Michigan' campaigns where it will be shown what it takes to run the village. He hopes this will appeal to residents' emotional side. Regarding the technical side of residents, Riggensch stated that the team will have data slides, social media presence, and contact information ready within the campaign package. The committee will be looking to schedule public meetings where village departments review where their budgets/money is spent. Looking to have an informal townhall public meeting on Tuesday, July 25th, 2023. Council President Conklin Kleiboemer reminded council members to be aware of sunshine laws and being careful to not form a quorum during these planned public meetings. Riggensch has asked that residents and local businesses consider donating to this campaign as it will continue to cost money for flyers, videos, etc. The committee's next meeting will be held on June 27th, 2023.

Councilwoman Curry thanked the Chamber of Commerce and Wendy Gehring for all of their hard work in planning and hosting a successful 40th Cherry Fest this past weekend. Conklin Kleiboemer seconded the kudos and commented how different our village looks full of people downtown for a parade. Councilman Keogh commented that Cherry Fest committee is lucky to have a good space and facilities to host at, especially thanks to Director of Public Services Steve Pilcher and his team.

ADJOURNMENT

Motion by Councilman Bob Keogh, seconded by Councilman Bingham to adjourn the meeting at 7:19pm.

Respectfully submitted by Nicole Hartbarger, Clerk of Council



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ADMINISTRATION

Joshua Hartbarger
DEPUTY ADMINISTRATOR, COO

MAYOR

DONALD L. ATKINSON

COUNCIL

LOUANN ARTIAGA
RICHARD BINGHAM
REBECCA CONKLIN KLEIBOEMER
MINDY CURRY
ROBERT KEOGH
STEVE CONNELLY

TO: Mayor and Council

FROM: Joshua Hartbarger, Deputy Administrator

SUBJECT: Proposed Accounting Specialist Position

DATE: July 6, 2023

As you are all aware, we are currently in the process of implementing the approved organizational structure. During this process, an unexpected departure of our Planning Administrator position occurred. With any departure, it's imperative to reevaluate office workflow and address the current and future needs of the Village.

The creation of an Accounting Specialist position will not only fulfill these needs but prepare us for the future as well. Furthermore, this will also create a path of advancement for employees in administration aligning with the vision of the organization structure change. As with any promotion, we attempt to fill these positions from qualified and fitting internal candidates. We are fortunate to have an employee in administration that meets both. Jill Gundy has served the Village of Whitehouse for 15 years. She has also filled in almost every clerk and front office position. It is my recommendation to the Administrator that she fill this position. In order to complete this process, I am asking that you approve the adjustment to the pay scale. Attached you will find a copy of the proposed pay scale aligning with this change. If you have any questions, I would be happy to answer them.

Respectfully,

Joshua Hartbarger

Joshua Hartbarger

Exhibit A

**VILLAGE OF WHITEHOUSE
PAY CLASSIFICATIONS
7/11/2023**

CLASS	POSITION	STEP					
		1	2	3	4	5	6
		Hourly Rate Annual					
A	Police Chief, Director of Public Service, Finance Director, Fire Chief	\$ 59,837	\$ 64,731	\$ 69,623	\$ 74,513	\$ 79,410	\$ 85,066
A.1	Deputy Fire Chief, Deputy Police Chief	\$ 51,632	\$ 54,996	\$ 59,734	\$ 65,086	\$ 69,410	\$ 74,872
B	Sergeant, Tax Commissioner, Planning Administrator , Training Officer	\$ 23.11 \$ 48,063	\$ 24.73 \$ 51,429	\$ 27.00 \$ 56,167	\$ 29.58 \$ 61,518	\$ 31.66 \$ 65,843	\$ 34.28 \$ 71,305
B.1	Accounting Specialist	\$ 20.87 \$ 43,413	\$ 22.80 \$ 47,420	\$ 24.84 \$ 51,661	\$ 26.98 \$ 56,118	\$ 28.97 \$ 60,252	\$ 30.95 \$ 64,366
C	Building/Zoning Clerk, Account Clerk, Public Service Additional Pay (Public Service): Water Operator Class I License = \$.25 per hour Water Operator Class II License = \$.50 per hour Wastewater Collections Class II License = \$.25 per hour Supervisor = \$ 2.00 per hour	\$ 18.47 \$ 38,413	\$ 20.39 \$ 42,420	\$ 22.43 \$ 46,661	\$ 24.58 \$ 51,118	\$ 26.56 \$ 55,252	\$ 28.54 \$ 59,366
C.1	Office Assistant	\$ 14.37 \$ 29,886	\$ 16.20 \$ 33,700	\$ 17.44 \$ 36,271	\$ 18.64 \$ 38,777	\$ 19.64 \$ 40,856	\$ 21.18 \$ 44,048
D	Patrol Officer Additional Pay: Police Corporal = \$1.00 per hour	\$ 20.67 \$ 42,998	\$ 22.60 \$ 47,004	\$ 24.42 \$ 50,796	\$ 26.35 \$ 54,803	\$ 28.26 \$ 58,787	\$ 30.02 \$ 62,451
E	Paramedic (based on 2,990 hrs.) Additional Pay: Paramedic Chief = \$.70 per hour or \$2,000 annually Paramedic Captain = \$.35 per hour or \$1,000 annually Paramedic Lieutenant = \$.25 per hour or \$750 annually	\$ 16.06 \$ 48,013	\$ 17.65 \$ 52,786	\$ 19.06 \$ 56,974	\$ 20.87 \$ 62,395	\$ 22.58 \$ 67,507	\$ 24.15 \$ 72,219
F	Regular Part Time Employee Office Staff, Safety Asst. (25 hrs. wk)	\$ 18,679 \$ 14.37	\$ 21,062 \$ 16.20	\$ 22,669 \$ 17.44	\$ 24,236 \$ 18.64	\$ 25,535 \$ 19.64	\$ 27,530 \$ 21.18
G	Part Time Positions Police Department Patrolperson Auxiliary Police Officer Crossing Guard Seasonal Employees Recreation Director Seasonal (Pub. Svc./Park) Fire Department Paramedics EMT	\$ 16.05 \$ 13.85 \$ 13.85	\$ 17.19 per hour, for specialized duties and mandated training per crossing shift	\$ 18.33	\$ 19.57	\$ 21.18	\$ 22.02
H	Volunteer Fire Department Asst. Fire Chief Deputy Chief Captain Lieutenant Officers & Firefighters (includes drills up to 24 annually)	\$ 3,454.95 annually \$ 2,572.82 annually \$ 1,727.46 annually \$ 1,176.17 annually \$ 13.09			TO	TO	\$ 19.07
I	Full Time Fire Department EMT - Paramedic EMT - Basic EMT - Basic Float	\$ 16.06 \$ 14.43 \$ 14.43	\$ 17.65 \$ 15.51 \$ 15.51	\$ 19.06 \$ 16.60 \$ 16.60	\$ 20.87 \$ 17.70 \$ 17.70	\$ 22.58 \$ 18.78 \$ 18.78	\$ 24.15 \$ 19.87 \$ 19.87



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ADMINISTRATION

Jordan D. Daugherty
VILLAGE ADMINISTRATOR, CAO

MAYOR

DONALD L. ATKINSON

COUNCIL

LOUANN ARTIAGA
RICHARD BINGHAM
REBECCA CONKLIN KLEIBOEMER
MINDY CURRY
ROBERT KEOGH
STEVE CONNELLY

TO: Committee of the Whole members and the Mayor

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: A Discussion on Events Approval

DATE: July 6, 2023

Next Tuesday evening, I plan to facilitate a discussion on the event approval process. It is exciting to know that Whitehouse is a hospitable place to host events. This is evidenced by the fact that we receive many requests to utilize our streets, buildings, and staff to aid in these organized events. I believe I can speak for all staff members by saying we count it an honor to receive so much hosting interest.

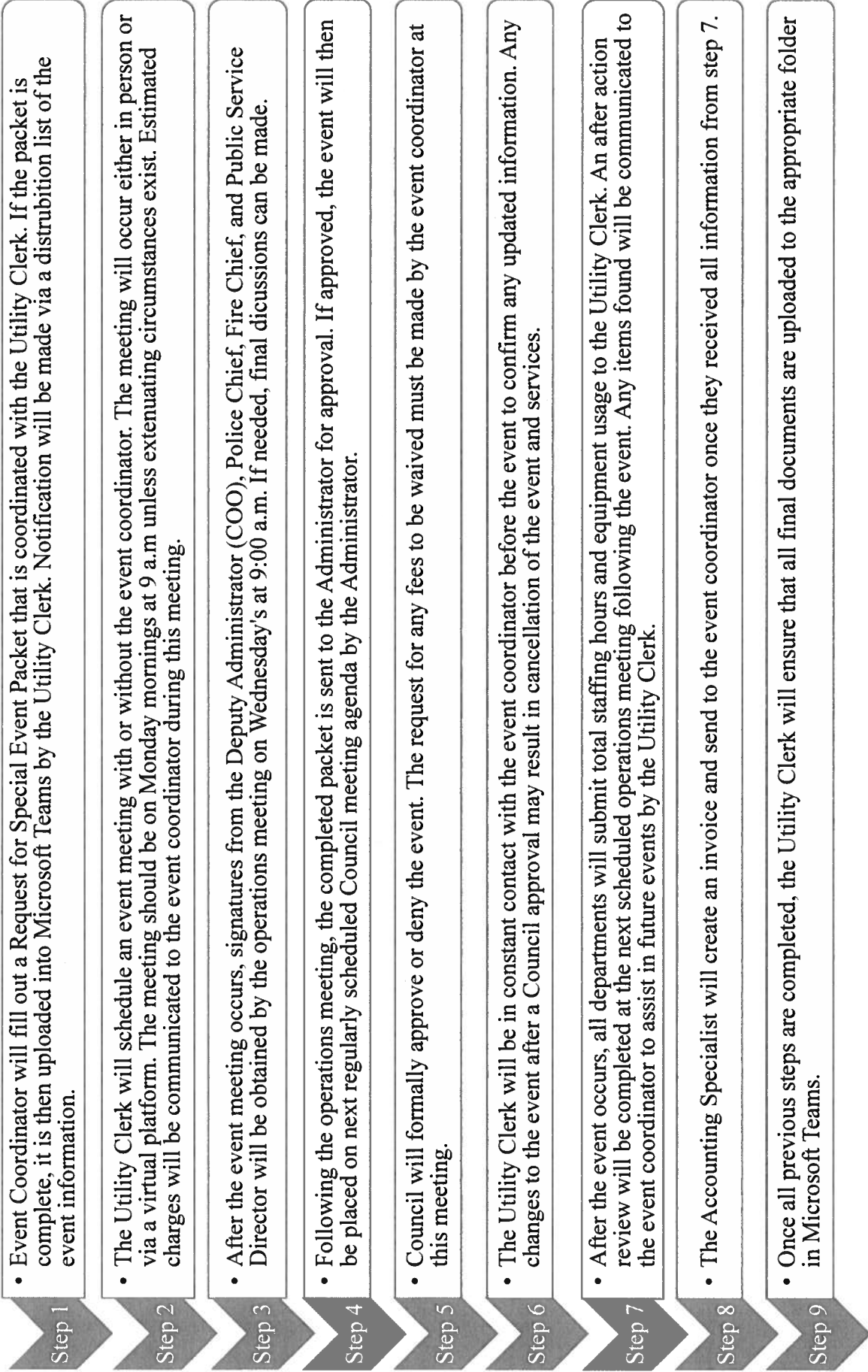
During our discussion, it is also important to consider our type of community, the current demand for services, and the ability to provide add-on event requests given our staffing level. On the one hand, we desire to offer our services to ensure we host all events in a safe and orderly manner. On the other hand, the demand for add-on events can result in significant staffing and service challenges. From an operations perspective, we suggest a few topics to aid in our discussion. They are as follows: a) capping the number of staff-resourced events per year, b) requiring a 60-day minimum time frame from event request to the actual event, and c) operational authority to reject event requests due to impracticality or constructive impossibility (e.g., staff shortage, too large of event scope, etc.). It is my hope that we can discuss these topics and others to ensure that our community expectations are met with operational quality, warm hospitality, and staffing efficiency. I look forward to considering these matters with you on Tuesday.

Respectfully,

Jordan D. Daugherty
Village Administrator

Village of Whitehouse Special Event Process

Event Name: _____ **Event Date:** _____



Whitehouse

Request For Special Event Packet

(Updated 7/5/2023)

All events need a minimum of sixty (60) days for approval from the time of application to the event day.



Request for Special Event
Village of Whitehouse
PO Box 2476, Whitehouse, OH 43571
Phone: (419) 877-5383 / Fax: (419) 877-5635
Email: VOWevents@whitehouseoh.gov

Name of Event: _____
Coordinator/Contact Person: _____
Address: _____
Phone: _____ Email: _____
FAX: _____
Event Date (s): _____ Event Hours: _____
Estimated Number of Attendance: _____
Brief Description of Event:

Yes No (Is this event for a non-profit organization?)

Will the Event Use Signage/Attraction Devices	_____ Yes _____ No
Amplified Voice/Music	_____ Yes _____ No
Food/Beverage Sales	_____ Yes _____ No
Alcoholic Beverage Sales	_____ Yes _____ No
Tent Rental	_____ Yes _____ No
Food Trucks	_____ Yes _____ No
Inflatable (i.e., bounce house)	_____ Yes _____ No
Product Sales	_____ Yes _____ No
Temporary Fencing	_____ Yes _____ No
Traffic Barricades	_____ Yes _____ No
Traffic Signage (No Parking)	_____ Yes _____ No
Security	_____ Yes _____ No
Traffic Control and Direction	_____ Yes _____ No
F2 Permit & Approval	_____ Yes _____ No
Other (Explain)	

Identify any Village services, public facilities, or equipment you are requesting in conjunction with this event. (IE: enclosed shelter house, police assistance, streets closed).

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.

All events need a minimum of sixty (60) days for approval from the time of application to the event day.

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. All numbers below are estimated based on the information provided by the coordinator. Billing will be in actual hours with a minimum of 2 hours billing per event.

Estimated Employee Hourly Rates:

Department	Hourly Rates	# Employees*	Total
Administration	\$40.00		
Fire	\$40.00		
Police	\$40.00		
Public Service	\$40.00		

* Department heads determine the number of employees needed for an event.

** There will be a two (2) hour minimum fee for all employees involved in the event.

Estimated Equipment Rates:

Current FEMA Fee Schedule

Inspection and Building 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		
Shelter House / Pavilion Rental (No charge for resident)	\$100.00 / Non-Resident	N/A	
Key / Security Deposit	\$100.00 (Refundable if returned and no damage or cleaning to property)	N/A	

ESTIMATED EVENT TOTAL: Personnel _____ Other _____ Total _____

All events need a minimum of sixty (60) days for approval from the time of application to the event day.

READ THE FOLLOWING BEFORE SIGNING

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

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 Village of Whitehouse as additionally 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, claim 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 whomever and which damage, injury, or death, arises out of this activity.

In addition, by signing the form below, the event coordinator is agreeing that they, or a representative, need to present this event to Whitehouse Village Council during a regularly scheduled council meeting. If the event coordinator or representative is not present, they waive the right for the event fees to be waived if it was previously requested.

If you are submitting this form online, print your name in the signature block. Before you or your representative present your event, this form will need an official signature.

Signature: _____ Date: _____

Attachments if needed:

____ Ohio Revised Code Section 4303.202 F-2 Permit Legislation. [CLICK HERE](#)

____ Ohio Department of Commerce/Division of Liquor Control: *How to Apply for a Liquor Permit.* [CLICK HERE](#)

____ Tent, Bounce House, and/or Food Truck Application. [CLICK HERE](#)

All events need a minimum of sixty (60) days for approval from the time of application to the event day.

INTERNAL USE ONLY

Event Approval Signatures

Deputy Administrator / COO

Police Chief

Fire Chief

Public Service Director

Approved for Council Presentation

Village Administrator

Date to appear before Council

Council Outcome
