

# Whitehouse

November 2, 2023

## WHITEHOUSE COUNCIL AGENDA November 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](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 on Tuesday, November 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: Pastor Justin McCall, Zion United Methodist
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the October 17, 2023 Council Meeting
- VI. Adoption of Bills Dated November 2, 2023, the Addendum Bills Dated November 7, 2023 and the September 2023 Financial Statements
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
  - A. Report on the Fallen Timbers Union Cemetery District Meeting
- IX. Report of the Mayor
- X. Report of the Clerk of Council

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[whitehouseoh.gov](http://whitehouseoh.gov)**

- XI. Report of the Village Administrator
  - A. Upcoming Committee of the Whole Meeting to Discuss Pre-Budgetary Items
  - B. Report on Upcoming Administrative Actions
- 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

**CALL TO ORDER – ROLL CALL – PRAYER – PLEDGE OF ALLEGIANCE**

Meeting called to order at 6:30 PM by Acting Mayor Bob Keogh.

Council Members Present: Acting Mayor Bob Keogh, Steve Connelly, Mindy Curry, Richard Bingham, and Rebecca Conklin Kleiboemer

Council Members Absent: Louann Artiaga – excused absence by Mayor

Staff Present: Village Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Police Chief Allan Baer, Fire Chief Jason Francis, Council Clerk Nicole Hartbarger

Guests Present: Wendy Gehring, Tim & Carrie Tuohy, Rob Casaletta, Phil Whaley, Larry Yunker

Council Prayer was given by Shawn Bellner of Cedar Creek Church

Motion by Councilman Rich Bingham, seconded by Councilman Steve Connelly to approve the minutes of the October 3<sup>rd</sup>, 2023 Council Meeting. 5 ayes

Motion by Councilman Bingham, seconded by Councilman Connelly to approve the bills totaling \$143,336.74 dated October 12<sup>th</sup>, 2023 and the Addendum bills totaling \$521,560.08 dated October 17<sup>th</sup>, 2023. 5 ayes

**PERSONS TO APPEAR BEFORE COUNCIL**

Acting Mayor Keogh asked if there were any persons to appear before council. There were none.

**COMMITTEE REPORTS**

- A. Report on the October 6<sup>th</sup>, 2023 Fallen Timbers Union Cemetery District
- i. Cemetery District Trustee Conklin Kleiboemer shared that the meeting started with a financial report including stated revenue of around \$12,000 and current expenses of around \$57,500. These recent expenses included a new tractor and trailer.
  - ii. There was discussion on how far the District has come, from two \$50,000 loans to where they are today, even with some challenges, it is working out very well.
  - iii. Sexton reported that there have been 23 lots sold year to date and 45 funerals/interments year to date. He also stated the new tractor is to be delivered Tuesday.
  - iv. There is an electrical issue being taken care of in the maintenance building and the focus has been on keeping hours down on outside contractors. The recent audit has concluded and all went well.

**REPORT OF THE MAYOR**

Acting Mayor Keogh reminded all in attendance of the upcoming Halloween celebration in the Village on October 31<sup>st</sup>. He stated that the businesses will be open downtown and in/around the park from 5-6pm. He also commented that all the JED and other income areas have greatly helped with the Villages financial position.

**REPORT OF THE CLERK OF COUNCIL**

Acting Mayor Keogh asked for any items to report from Clerk Nicole Hartbarger. There were none.

**REPORT OF THE VILLAGE ADMINISTRATOR**

Acting Mayor Keogh asked for any items to report from Village Administrator Jordan Daugherty.

Administrator Daugherty mentioned that there are two items that need to be approved by Council to vote on later in the meeting as Ordinances.

Daugherty commented that Council needs to pass legislation, Ordinance 16-2023 later in the meeting, to approve the award of contract engineering services to Kleinfelder, Inc. This is for the upcoming Swanton Street improvements. He is asking that this be passed and approved as an emergency.

Motion by Councilwoman Conklin Kleiboemer, seconded by Councilwoman Curry to request authorization for legislation authorizing the award of a contract for engineering services with Kleinfelder, Inc., as an emergency. 5 ayes

The next item that Daugherty discussed is the need to request authorization on Ordinance 17-2023. Daugherty informed Council this ordinance is to award a contract to Jones & Henry Engineering, Ltd. for consulting services on sewer work in an older area of town. Public Services Director Pilcher and team do a great job of being proactive, these are some harder areas to work with and are showing some decay and we need to get ahead of any problems.

Motion by Councilwoman Conklin Kleiboemer, seconded by Councilwoman Curry to request authorization for legislation authorizing the award of a contract for engineering services with Jones & Henry Engineering, Ltd., as an emergency. 5 ayes

Daugherty finished up with a reminder that starting next month budgetary items will be addressed during meetings and those topics will culminate in December meetings in order to get through appropriations. He invites anyone to stop by with questions, the bulk of work on budgets will be completed at the November Committee of the Whole meeting.

**REPORT OF THE VILLAGE SOLICITOR**

Acting Mayor Keogh asked Solicitor Kevin Heban for any items to be reported. There were none.

### **CITIZEN COMMENTS ON AGENDA ITEMS**

Acting Mayor Keogh asked for Citizen Comments pertaining to Agenda items. There were none.

### **ORDINANCES**

Acting Mayor Keogh asked Solicitor Kevin Heban for any ordinances to be reviewed or voted on. The two previously discussed ordinances are ready to be voted on.

Motion by Councilman Bingham, seconded by Councilwoman Conklin Kleiboemer to approve **Ordinance 16-2023: Authorizing the Award of a Contract for Engineering Services with Kleinfelder, Inc.**, as an emergency. 5 Ayes

Motion by Councilwoman Conklin Kleiboemer, seconded by Councilman Bingham to approve to suspend the rules and have the second and third reading of **Ordinance 16-2023** by title only and declaring an emergency. 5 Ayes

Motion by Councilwoman Conklin Kleiboemer, seconded by Councilman Bingham to accept **Ordinance 16-2023** and to pass said Ordinance and declaring an emergency. Third reading vote by name. 5 Ayes

Motion by Councilman Bingham, seconded by Councilwoman Curry to approve **Ordinance 17-2023: Authorizing the Award of a Contract for Engineering Services with Jones & Henry Engineering, Ltd.**, as an emergency. 5 Ayes

Motion by Councilwoman Curry, seconded by Councilman Bingham to approve to suspend the rules and have the second and third reading of **Ordinance 17-2023** by title only and declaring an emergency. 5 Ayes

Motion by Councilwoman Conklin Kleiboemer, seconded by Councilman Bingham to accept **Ordinance 17-2023** and to pass said Ordinance and declaring an emergency. Third reading vote by name. 5 Ayes

### **RESOLUTIONS**

Acting Mayor Keogh asked Heban for any resolutions to be reviewed or voted on. There were none.

### **OTHER ITEMS DISCUSSED**

#### **Department Heads**

Fire Chief Jason Francis shared with council that the Fire Departments recent open house event was a success. They had several hundred people stop by, it was a great turn out.

Public Services Director Steve Pilcher shared that the fall construction and roadway projects are underway; road milling has taken place and asphalt is to start soon, it will conclude with

yard restoration. He also shared that leaf collection started this past Monday and will continue into December. He said the team is currently preparing the winter equipment and gearing up for Christmas décor.

Police Chief Allan Baer shared that their upcoming event with KOGS (Keep our girls safe) still has several openings and encourages people to share. He also shared that the Police Department is wrapping up end of year budget items.

### **Council Comments**

Council member reminded all in attendance that the next Tax Levy open meeting to share financial information is upcoming on October 24<sup>th</sup> at Village Hall. Deputy Administrator Hartbarger confirmed that he is working with Dave Riggerbach to share the meeting info with the community.

A question was asked regarding the upcoming November Committee of the Whole meeting where budget reviews will take place – does it make sense to move the start time to a bit earlier to give more time for review as this meeting tends to go long. All council and staff seemed in agreement on this – will be reviewed again during the November council meeting and vote will take place if necessary to move the start time.

Council member asked Public Services Director Pilcher about a complaint that has been heard regarding a sewage smell. Pilcher shared that there has been some review into this area and some chemicals input for testing – they are waiting to hear back test results on this as of now. Pilcher was also asked about the trees that were to be planted with the recent Tree Grant – he confirmed that all trees planted so far have been with the grant.

It was also shared that there is still a lot of positive commentary regarding the disc golf course that is being discussed and planned. Great for the community.

### **CITIZEN COMMENTS**

Acting Mayor Keogh asked if there were any Citizen comments to be heard. During this time, newly hired police officer, Officer Wagner, introduced himself. He shared that he started in July and has had a good experience so far, he is glad to do whatever he can to help out around Whitehouse and is happy to be here.

### **ADJOURNMENT**

Motion by Councilman Bingham, seconded by Councilwoman Curry to adjourn the meeting at 6:52pm. 5 ayes

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Duly Appointed Clerk of Council

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Mayor

**COUNCIL BILLS  
11/2/2023**

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
A. W. Board of Education	Police	\$3,066.60		Fuel
A. W. Board of Education	Fire	\$1,169.52		Fuel
A. W. Board of Education	Sanitation	\$235.86		Fuel
A. W. Board of Education	Maintenance	\$791.69		Fuel
A. W. Board of Education	Streets	\$193.51		Fuel
A. W. Board of Education	Life Squad	\$677.61		Fuel
A. W. Board of Education	Water	\$338.47		Fuel
A. W. Board of Education	Sewer	\$591.90	\$7,065.16	Fuel
Advanced Eco Systems, Inc.	Fire	\$2,217.00	\$2,217.00	F500 Foam
Ag-Pro Companies	Streets	\$267.70	\$267.70	Parts
Amazon	Administration	\$203.69		Supplies
Amazon	Police	\$292.00	\$495.69	Supplies
ARS Refuse Service	Sanitation	\$24,950.73	\$24,950.73	Trash Pickup
AT&T	Fire	\$70.51		Phone Service
AT&T	Water	\$64.39	\$134.90	Phone Service
AT&T First Net	Fire	\$365.18		Cell Phones
AT&T First Net	Administration	\$47.13		Cell Phones
AT&T First Net	Water	\$23.57		Cell Phones
AT&T First Net	Sewer	\$23.56	\$459.44	Cell Phones
Badger Meter	Water	\$96.20	\$96.20	Meter Reading Software
Better Business Bureau	Administration	\$346.75	\$346.75	Annual Dues
Breanna Barney	Water	\$71.94	\$71.94	Utility Refund
Certified Tax Refunds	Tax	\$7,657.62	\$7,657.62	Tax Refunds
ESO	Fire	\$6,280.34		Annual Software
ESO	Fire	\$291.35	\$6,571.69	Monthly Software
Froggy's Fog	Fire	\$119.99	\$119.99	Training Smoke
Galls	Police	\$480.78	\$480.78	Uniform
Johnson Controls Security Solutions	Maintenance	\$764.58	\$764.58	Quarterly Alarm Fee
Kathie Brahaney	Water	\$71.94	\$71.94	Utility Refund
Kleinfelder	Capital Project	\$7,838.00	\$7,838.00	Elevated Water Tank
Marlin Capital Solutions	Fire	\$705.39	\$705.39	Toughbooks Payment
MASI	Water	\$83.35	\$83.35	Water Sample Analysis
Memorial Professional Services	Administration	\$168.00	\$168.00	Promedica EAP

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Menards	Maintenance	\$244.50		Supplies
Menards	Streets	\$118.70		Supplies
Menards	Capital Project	\$35.84	\$399.04	Supplies-Decant
Midwest Radar & Equipment	Police	\$360.00	\$360.00	Radar Calibrations
Mirror Newspapers	Water	\$150.00		Help Wanted Ad
Mirror Newspapers	Capital Project	\$1,350.00	\$1,500.00	Bid Advertisements
ODP	Administration	\$27.96		Office Supplies
ODP	Maintenance	\$26.99		Office Supplies
ODP	Police	\$62.91	\$117.86	Office Supplies
OHD, LLLP	Fire	\$3,590.00	\$3,590.00	3 yr. Calibration & Warranty
Ohio Compost	Streets	\$70.00	\$70.00	Concrete Disposal
Ohio Gas Company	Maintenance	\$48.02		Natural Gas Charges
Ohio Gas Company	Fire	\$19.55		Natural Gas Charges
Ohio Gas Company	Life Squad	\$19.55		Natural Gas Charges
Ohio Gas Company	Parks	\$94.30		Natural Gas Charges
Ohio Gas Company	Police	\$12.97	\$194.39	Natural Gas Charges
Perrysburg Residential Sealcoating	Streets	\$3,400.00	\$3,400.00	Asphalt Patch Work
Ram Exterminators LLC	Maintenance	\$40.00		Bug Spraying
Ram Exterminators LLC	Life Squad	\$36.00	\$76.00	Bug Spraying
Steve Rogers Ford	Police	\$73.09	\$73.09	Vehicle Repair
Thomas Equipment	Capital Project	\$155.00	\$155.00	Decant Pad
Traffic Stop	Fire	\$227.50		Uniform
Traffic Stop	Police	\$1,329.82	\$1,557.32	Uniform
Treasurer, State of Ohio	Fire	\$150.00	\$150.00	VFDF Annual Fee
Triotech	Administration	\$67.50	\$67.50	IT Services
Tyler Fisher	Water	\$71.94	\$71.94	Utility Refund
Vance Outdoors	Police	\$8,760.00	\$8,760.00	Ammunition
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	\$40.75		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	\$578.50	Cell Phones & Data
Wood County Landfill	Streets	\$269.66	\$269.66	Cell Phones & Data
		\$81,957.15	\$81,957.15	Street Sweepings Disposal



# VILLAGE OF WHITEHOUSE

November 7, 2023

## ADMINISTRATION

- 11-07-23 1. October 31, 2023: Income Tax Collection = \$3,156,684.96  
Compared to last year = \$2,842,709.61 (11.04% increase)  
JEDD & JEDZ collections = \$2,477,974.37
- 02-19-19 2. Safety and Health Report: Last lost time injury was January 14, 2019

## ADMINISTRATIVE ACTIVITIES

## COMMUNITY DEVELOPMENT

## SUBDIVISION DEVELOPMENTS

- 10-17-23 1. **Savanna Lake Plat 2** – All utilities completed. Construction of street underway.

## STREETS

10-17-23

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. Out to bid - bid opening date 9/21/23. Bid awarded to Geddis Paving & Excavating in the amount of \$845,000.00
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. Bid Opening – June 15, 2023. Awarded to Henry W. Bergman, Inc. - \$163,442.87. Project to start the week of October 9, 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.
4. **North Texas St. (Lone Oak Ditch to Swan Creek), Bond St., Cemetery Rd (Intersection at SR 64)** – 2025 OPWC Street Resurfacing

## PARKS & RECREATION

- 10-17-23 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 2025.

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. Trees planted first week of October.

## STREETS

### WATER

09-19-23

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. Grant awarded for construction of new .5 MG Elevated Water Storage Tower - \$1,874,138.00

### 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 26<sup>th</sup> 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

09-19-23

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. Pad is 80% completed.

## **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 7<sup>th</sup> Drop off – 99 vehicles filling 2-40 yd. dumpsters., January 14<sup>th</sup> Drop off – 76 vehicles partially filling 2-40 yd dumpsters.

## **MISCELLANEOUS**

**10-12-23**

1. **Building Permits:** 8 new homes as of 11-2-23.

**10-17-23**

2. **Public Works:**
  1. Water Department
    - a. Valve Exercising
    - b. Hydrant Maintenance Programs-completed for 2023
  2. Sewer Flushing & Manhole Evaluations
  3. Storm Water Inspections – Outfalls & Asst. Management
  4. Fall Preparations & tree trimming. – Leaf pickup begins Oct. 16<sup>th</sup> and runs through December.

## **Boards and Commissions**

- A. Board of Zoning Appeals
  1. Pending approval of September 6, 2023 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 September 18, 2023 meeting minutes
- E. Records Commission
  1. Pending approval of June 6, 2023, 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 August 24, 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