



October 31, 2025

WHITEHOUSE COUNCIL AGENDA
November 4, 2025
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 708107151#. 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, November 4, 2025, at 6:30 PM. The meeting will be held in Council Chambers, Village Hall, 6925 Providence St., Whitehouse, Ohio

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 citizens' 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: Steve Bond, Community of Christ
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the October 21, 2025, Council Meeting
- VI. Adoption of Bills Dated October 31, 2025 and the Addendum bills dated November 4, 2025
- VII. Introduction of Persons to Appear Before Council
 - A. Request for Whitehouse Holiday Celebration
 - B. Request for Christmas Village 5K
- VIII. Committee Reports
 - A. Report on the Fallen Timbers Union Cemetery District Meeting
 - B. Report on the October 23, 2025 Tree Commission Meeting
- IX. Report of the Mayor
 - A. Recognition of Mike Hill & James Forrest-25 Years of Service
- X. Report of the Clerk of Council

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

- XI. Report of the Municipal Administrator
 - A. Request Authorization for Legislation Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters.
 - B. Request Authorization for Legislation Establishing Rules Governing the Conduct of the Council of the Village of Whitehouse, Lucas County, Ohio
 - C. Request Authorization for Legislation Adopting a Discretionary Time/Compensation Time/Rounds Credit Policy for the Village of Whitehouse
 - D. Operations Report Summary
- XII. Report of the Law Director
- XIII. Report of the Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. **Ordinance 17-2025:** Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters.
 - B. **Ordinance 18-2025:** Establishing Rules Governing the Conduct of the Council of the Village of Whitehouse, Lucas County, Ohio
 - C. **Ordinance 19-2025:** Adopting a Discretionary Time/Compensation Time/Rounds Credit Policy for the Village of Whitehouse
- XVI. Resolutions
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

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

Meeting called to order at 6:30pm by Mayor Rich Bingham.

Council Members Present: Louann Artiaga, Dave Riggengbach, Carrie Touhy, Steve Fine, Steve Connelly and Larry Yunker

Council Members Absent: N/A

Staff Present: Municipal Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Solicitor Kevin Heban, Police Chief Allan Baer, Fire Chief Jason Francis, Public Works Director Mike Hill and Clerk of Council Nicole Hartbarger

Guests Present: Nan Myers

Council Prayer was given by Shawn Bellner of Cedar Creek Church

Motion by Councilman Riggengbach, seconded by Councilman Connelly to approve the minutes of the October 7th, 2025, Council meeting. 6 ayes

Artiaga asks about the EMS bill of \$131,000, is this the full year; Daugherty confirms yes full year for all safety services for next year.

Motion by Councilwoman Artiaga, seconded by Councilman Riggengbach to approve the bills totaling \$151,591.55 dated October 17th, 2025, the Addendum bills totaling \$671,440.91 dated October 21st, 2025. 6 ayes

PERSONS TO APPEAR BEFORE COUNCIL

Mayor Bingham asked if there were any people to appear before Council. There were none.

COMMITTEE REPORTS

Mayor Bingham asked if there were any committee reports to share.

Report on the September 25th, 2025 Tree Commission Meeting

Connelly shares that old business was reviewed. Tree inventory completed in Whitehouse, some pear trees will be removed, updated inventory data was provided. Growth award progress, on track to qualify again. Urban Forestry conference coming up on October 23rd.

New business potential presentation from sanitary district. Sandra Park tree labeling, the commission will help with this.

Report on the October 14th, 2025 Committee of the Whole Meeting

Riggengbach shares major topics discussed were the sidewalk code and putting together some consistency for the walkability – solicitor to draft legislation. Council rules discussion

continued review – updates and changes from previous discussion – Fine will revise the language and send to Heban for final review. Rate and Fee schedule was reviewed and rates agreed upon, master fee schedule rates were agreed to. Personnel policy update for comp time was reviewed – under legal review now.

Mayor asks about comp time 80 hours max for the year with allowed 40 hours carryover, difference paid out.

Report of the October 21st, 2025 Finance Committee Meeting

Connelly shares review showed very healthy finances across the board. General Fund is in good shape. Currently, for 2025, 60-75% is spent of budget as expected. There is a conservative view of income tax.

REPORT OF THE MAYOR

Mayor Bingham shares a reminder that coffee with Mayor and Council at Copper Press on November 8th from 8:30-10:30am. Halloween is next Friday, October 31st, the Village will be passing out candy and hot dogs uptown at the shelter house. December 6th is Christmas in the Village, and it kicks off around 6pm.

Construction on the new pharmacy is continuing, looking at December for opening. Open House for Vision Church went very well.

TMACOG is asking for funding requests and ideas by November 20th for the state budget, 2027-2028 years. Mayor comments that the ditch project will be added. Daugherty comments that the planned bridge and some multi use path connectivity will be added as well. Daugherty confirms there is an application process and that will be reviewed and worked on. Artiaga says in anticipation of becoming a City and responsibility of state highway upkeep at that point is there anything we can request ahead of time; Daugherty comments that a roundabout on SR-64 at Cemetery would be something good to add.

Christmas toy collection contest with Waterville moving forward, starting on November 15th. There will be some marketing promos made coming up. Delta Institute, meeting on November 10th regarding grants and funding for the ditch maintenance.

BASF Corp has been bought out by Carlisle Group, Mayor meeting with new owners on Friday, will be asking about possibility of expanding their operations and possibly creating more jobs in Whitehouse. Carlisle Group is a large conglomerate.

Fine asks Mayor to contact Lucas County Commissioners to ask about increase in sewer rates going forward to 2027 – they provided 2026 but have followed up for 2027.

Several requests for information regarding data centers have come in; Mayor comments the Village has no room for a data center but cannot control what Waterville Twp. or other

municipalities do. Zoning does not allow it in Whitehouse and we do not have enough acreage to accommodate.

REPORT OF THE CLERK OF COUNCIL

Mayor Bingham asked for any items to report from Clerk of Council Hartbarger. There were none.

REPORT OF THE MUNICIPAL ADMINISTRATOR

Request Authorization for Legislation for 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

Daugherty shares that legislation is regular housekeeping that occurs every so often. Asking for authorization on action for tonight.

Daugherty shares that the November Committee of the Whole meeting agenda is pretty full, schedule for year-end appropriations has been shared. Staff succession plan has been shared as Council has asked. Daugherty says he will take any questions.

Operations Report Summary

Deputy Administrator Hartbarger shares that the comp time policy has been given to Murphree who handles the legal human resources topics for his review. He will have details ready for Council to review soon.

REPORT OF THE LAW DIRECTOR

Mayor Bingham asks Solicitor Heban for any items to report. There were none.

REPORT OF THE DEPARTMENT HEADS

Public Works Director Hill shares that water tower painting has been completed. Will be filled in the next couple of weeks and disinfection process will start. Construction on the new sign in front of the park has been started. Leaf pick up has also started. Fine asks about the TTHM that Hill referenced; Hill comments that mixers and blowers installed in water towers around five years ago TTHM is by product of chlorine, mixers and blowers counteract the high level of chlorine.

Police Chief Baer shares that tomorrow night KOGS will be hosted here at Village Hall. Trick or treat will have extra officers out on patrol. Stats reports have been shared.

Fire Chief Francis shares that he has been reviewing some raw data; CPR classes being taught have seen an increase, this year at 77 people already, last full year was 43. Working on getting out in the community more – next year planning on hosting CPR classes quarterly either at the station or classroom at Village Hall – if more than 10 people will go on site to business in town.

CITIZEN COMMENTS ON AGENDA ITEMS

Mayor Bingham asks for Citizen Comments pertaining to Agenda items. There were none.

ORDINANCES

Mayor Bingham asked Solicitor Kevin Heban for any ordinances to be reviewed or voted on. There were none.

RESOLUTIONS

Mayor Bingham asked Solicitor Kevin Heban for any resolutions to be reviewed or voted on.

- A. Resolution 16-2025:** 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

Motion by Councilman Yunker, seconded by Councilman Connelly to approve **Resolution 16-2025** to be read by title only, as an emergency. 6 ayes

Motion by Councilman Fine, seconded by Councilwoman Artiaga to approve to suspend the rules and have the second and third reading of **Resolution 16-2025** by title only. 6 Ayes

Motion by Councilwoman Artiaga, seconded by Councilman Fine to approve **Resolution 16-2025** by title only, declaring an emergency. 6 Ayes

Motion by Councilman Connelly, seconded by Councilman Yunker to adopt **Resolution 16-2025: 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.** Third reading vote by name. 6 Ayes

COUNCIL COMMENTS

Connelly shares he has a potential request; he comments that Riggenbach is gone for November Committee of the Whole meeting, and he himself may be as well – looking to move this meeting date. Tuohy shares she will be here on November 11th. Riggenbach defaulting to Fine on his previously shared reasons to not move – Fine comments if multiple will be missing it makes sense to move the date.

Motion by Councilman Riggenbach, seconded by Councilman Connelly to move the November 11th, 2025 Committee of the Whole meeting to November 13th, 2025 at the same time. 6 ayes

CITIZEN COMMENTS

Mayor Bingham asks if there are any citizen comments to share. There were none.

Regular

October 21, 25

ADJOURNMENT

Motion by Councilwoman Artiaga, seconded by Councilman Fine to adjourn the meeting at 7:01pm. 6 ayes

Duly Appointed Clerk of Council

Mayor

COUNCIL BILLS

10/31/2025

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Amazon	Fire	\$333.72		Supplies
Amazon	Administration	\$99.95	\$433.67	Supplies
AT&T	Fire	\$70.76	\$70.76	Phone Service
AT&T First Net	Police	\$43.95		Cell Phones
AT&T First Net	Fire	\$430.78		Cell Phones
AT&T First Net	Administration	\$136.72		Cell Phones
AT&T First Net	Parks	\$68.43		Cell Phones
AT&T First Net	Maintenance	\$68.43		Cell Phones
AT&T First Net	Streets	\$68.43		Cell Phones
AT&T First Net	Water	\$121.13		Cell Phones
AT&T First Net	Sewer	\$121.13	\$1,059.00	Cell Phones
Bon Secour Mercy Health	Fire	\$551.63	\$551.63	Medications
Bound Tree	Fire	\$1,050.00	\$1,050.00	EMS Supplies
Cintas Corp	Parks	\$12.98		Uniform Service
Cintas Corp	Maintenance	\$12.98		Uniform Service
Cintas Corp	Streets	\$12.98		Uniform Service
Cintas Corp	Sewer	\$12.98		Uniform Service
Cintas Corp	Water	\$25.94	\$77.86	Uniform Service
Earl Mechanical	Fire Levy	\$5,685.58	\$5,685.58	Generator Gas Line Installation
Four County	Fire	\$304.00	\$304.00	CPR Cards
MASI	Water	\$99.90	\$99.90	Water Sample Analysis
Ohio Gas Company	Maintenance	\$47.01		Natural Gas Charges
Ohio Gas Company	Fire	\$20.17		Natural Gas Charges
Ohio Gas Company	Lucas County ALS	\$20.16		Natural Gas Charges
Ohio Gas Company	Parks	\$27.26		Natural Gas Charges
Ohio Gas Company	Police	\$14.90	\$129.50	Natural Gas Charges
OHM Advisors	Capital Projects	\$1,037.32	\$1,037.32	Cemetery Road Resurfacing
Penn Care	Fire	\$60.42	\$60.42	EMS Supplies
Service Organization	Administration	\$17.00	\$17.00	FSA Service Fee
Woody Warehouse	Streets	\$5,875.00	\$5,875.00	Trees

\$16,451.64

\$16,451.64



Special Events
C7U-30Z

Balance
\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Mark Schriefer	C7U-30Z	Sep 18, 2025	--	--	--	--

Applicant Information

APPLICANT

Mark Schriefer

✉ mschriefer@whitehouseoh.gov

☎ (419) 877-5383 ext. 214



6925 Providence St, Whitehouse, OH 43571

📍 Same as mailing address

Coordinator/Contact Person

N/A

Event Information

Event Name

Whitehouse Holiday Celebration

Event Date (s)

December 6, 2025

Event Hours

3:30 PM - 7:30 PM

Estimated Attendance

4,000

Describe Event

Holiday Celebration in Downtown Whitehouse with a 5K**, parade, tree lighting, vendors, crafts for kids and a visit from the Big Man himself, SANTA CLAUS.

**The 5K is in conjuncture with the Holiday Celebration with Cycle Werks - But has an additional Special Event Permit Request.

Event Details

Non-Profit Organization

No

Will the Event Use Signage/Attraction Devices

Yes

Amplified Voice/Music

Will police security be needed?

Yes

Yes

Food/Beverage Sales ?

Alcoholic Beverage Sales?

No

No

F2 Permit & Approval Needed?

Will you be using tents?

No

No

Food Trucks on site?

Inflatable structures used?

No

No

Any Product Sales?

Temporary Fencing Used?

Yes

No

Traffic Barricades Needed?

Traffic Signage Needed?

Yes

Yes

Traffic Control and Direction Needed?

Yes

Other

***Attached Map of event is from 2024, this year's map will be very similar.

Requested Services

Map Upload

Police assistance will be required for the parade.

Payment for Services

Administration

Fire

N/A

N/A

Police

Public Service

N/A

N/A

Tent

Food Truck

N/A

N/A

Additional Information

Digital Signature

Proof of Insurance

Mark Schriefer

Fees

Whitehouse

DECEMBER 7TH, 2024

1. Whitehouse Tree Lighting, visits with Santa and *Fill the Front Loader Toy Collection!* Santa will be at the Shelter House from 3:30 PM - 5:30 PM, and again from 6:45 PM - 7:30 PM.

At 6:00 PM the parade will bring Santa south on Providence Street & immediately following we will light the tree at Village Park!

2. Run Toledo's Christmas Village 5K (4:30 PM) & Kids Reindeer Dash (5:30 PM) at CycleWerks.

3. Vendor Area under the pavilion at Whitehouse Village Park. Pick-up & turn in your craft passports here!

4. Hot Chocolate at General's.

CRAFTS

5. Character Plate at Julie's Fitness.

6. Magic Color Scratch Snowman at Adventure Spirits.

7. Hedgehog craft at Whitehouse Inn.

8. Wish Box craft at AB Aesthetics.

9. Candy Cane Craft at Whitehouse Bakery and Coffee Shop.

10. Letters to Santa with Whitehouse Library at The Buzz Diner.

11. Pom Pom craft at Look At Me.

12. Door Hanger Craft at the Historic Log Cabin (Daylight Hours Only). The Parade will begin here at 6:00 PM and end at Village Park (1) for the Annual Tree Lighting!



Courtesy: Google Maps



Special Events

A48-MRP

Balance

\$0.00

Applicant	Application #	Submitted	Issued	Starts	Expires	Identifier
Baily Weatherwax	A48-MRP	Sep 17, 2025	--	--	--	--

Applicant Information

APPLICANT

Baily Weatherwax

✉ Baily@runtoledo.com

☎ (734) 649-7966



26567 N Dixie Hwy #Suite 137, Perrysburg, OH 43551

📍 Same as mailing address

Coordinator/Contact Person

COORDINATOR/CONTACT PERSON

Baily Weatherwax

✉ Baily@runtoledo.com

☎ (734) 649-7966



26567 N Dixie Hwy #Suite 137, Perrysburg, OH 43551

📍 Same as mailing address

Event Information

Event Name

Christmas Village 5k

Event Date (s)

12/06/2025

Event Hours

4:30pm-5:45pm

Estimated Attendance

600

Describe Event

5k run/walk and kids run benefiting Hospice of Northwest Ohio.

Will need barricades for Heller Rd. and Providence/St. Louis for setup starting at 2 pm

Event Details

Non-Profit Organization

No

Will the Event Use Signage/Attraction Devices

Yes

Amplified Voice/Music

Yes

Will police security be needed?

Yes

Food/Beverage Sales ?

No

F2 Permit & Approval Needed?

No

Food Trucks on site?

No

Any Product Sales?

No

Traffic Barricades Needed?

Yes

Traffic Control and Direction Needed?

Yes

Alcoholic Beverage Sales?

No

Will you be using tents?

No

Inflatable structures used?

Yes

Temporary Fencing Used?

Yes

Traffic Signage Needed?

Yes

Other

Secure the start and finish line as well as the course route.

Requested Services

Bathroom house open by cycle works, Police assistance and streets closed.

Map Upload**Payment for Services****Administration**

0

Police

7

Tent

0

Fire

0

Public Service

0

Food Truck

0

Additional Information**Digital Signature**

Baily Weatherwax

Proof of Insurance**Fees**

TOTAL	\$0.00
PAID	\$0.00
BALANCE DUE	\$0.00

Communication

Workflow

1. In Person or Virtual Meeting Completed - COMPLETED

Assignee: Jennifer Herman

2. Police Chief Review - ACTIVE

Assignee: Brad Baker

3. Fire Chief Review - INACTIVE

Assignee: Jason Francis

4. Public Service Director Review - INACTIVE

Assignee: Mike Hill

5. Deputy Administrator / COO Review - INACTIVE

Assignee: Josh Hartbarger

6. Administrator Approval - INACTIVE

Assignee: Jordan Daugherty

7. Scheduled for Council - INACTIVE

Assignee: Jennifer Herman

8. Council Approval - INACTIVE

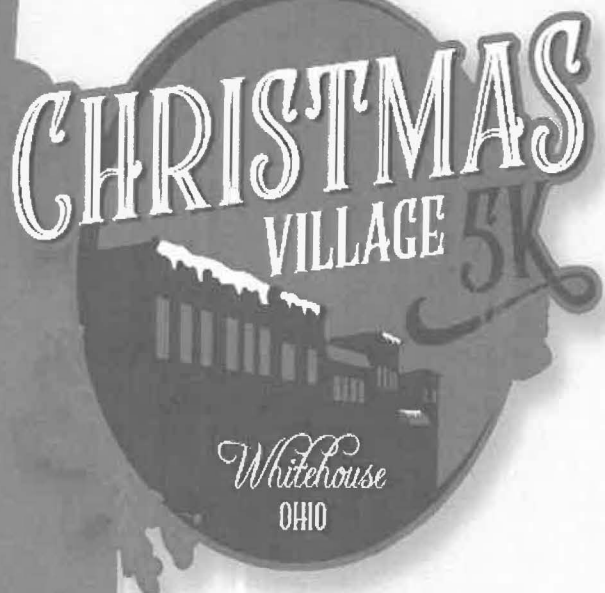
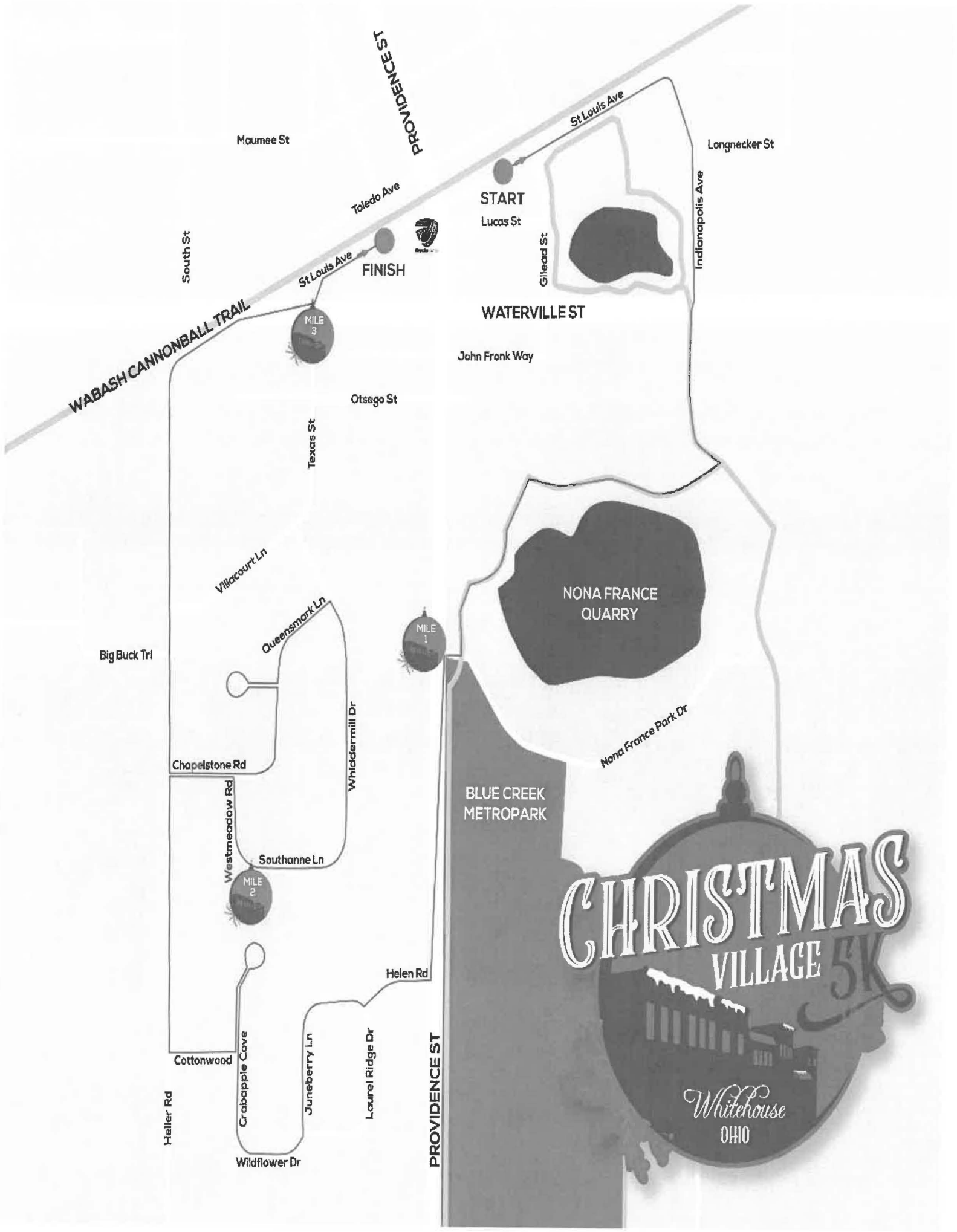
Assignee: Josh Hartbarger

9. Issue Special Event Approval - INACTIVE

Assignee: Jennifer Herman

10. Payment for Services - INACTIVE

Assignee: Jennifer Herman



Village of Whitehouse Tree Commission Meeting
October 23, 2025

Meeting called to order : 7:30 pm

Attendees :

Elliot Tramer, Chistine Manzey, James F, Diane De Yonker, Angie Boudouris, Laurie Mauro

Old Business:

New Member recruitment

Elliot reached out to prior Tree Commission member, Michelle Tippie as discussed at last meeting. Michelle is unable to rejoin at this time. Tree commission plans to continue to actively recruit potential members.

Tree inventory

Goal for removal of Bradford Pear is 10 to 15 trees a year, related to recent storm damage
Bradford tree was removed in Village Meadows since last meeting.

Trees have been ordered and planned arrival on 10/29/25 from Woody Warehouse, 56 trees.
North branch trees, ordered 7, plan to arrive in two weeks.

James reports that Village of Whitehouse plants trees only in the fall, reports has better survival rate.

Currently, 23 trees have been removed in the last 12 months, 63 trees to be planted in the next 2 to 3 weeks. Elliot coming in planning more trees than are removed is necessary for the Tree City USA, renewal application and for growth award points.

To date 2/3 of the Village's trees have been inventoried, plan to inventory last third of trees in 2026, Tree Commission goal is to do complete inventory every three years.

Growth Award

Discuss points needed for 2025 growth award. Reviews indicate we are in good shape for a new award.

Discussed that leaf removal will no longer earn points for the growth award, which can be replaced with mulching

Reviewed idea to file a community annual report to Council at the end of the year(three points), Laurie discussed what that might look like.

Suggestion to continue to review the award categories to find new projects to consider

Laurie will complete Tree Commission Academy

Reminders

November meeting has been changed to November 13th at 7:30 PM

Stephanie Miller from Ohio Urban Forestry will assess silver maples on 11/14/25 at 11 AM

There will be no Tree Commission meeting in December 2025

First meeting of 2026 will be on January 22 at 7:30 PM

Forms and docs

Nothing to submit

New Business

America in Bloom 2025 awards(confirm that I got awards correct)

America and Bloom awards had 360 cities in 44 states the Village of Whitehouse is a national winner of Flower Power for the best hanging basket project

-runner-up for floral impact

-runner-up urban forestry

Recognition of Sheri Luedtke

Had to be rescheduled, at this time date has not been confirmed

Northwest Ohio Urban Forestry Conference, attended by five tree commission members 10/23/25, in Bluffton, Ohio.

Learning points

-communities discussed grants that they had been awarded, Bowling Green received a grant for the USDA for \$415,000 and is being used on the removal of pear trees. Discussed how Whitehouse Tree Commission could look into applying for more grants that might be available for our community

-toxic/ invasive plants were discussed, poison hemlock, giant hogwart, and wild parsnip were highlighted

-Ohio invasive plant council website was recommended for further information [OPIC.info](https://www.opic.info)

-leaving leaves and debris piles in yards was discussed in the importance to leave habitat for winner habitat

Discussed putting an article on Facebook page of the importance of leaving debris and leaves over the winter

- biological control of pest discussed benefits over using chemicals, consider placing on Facebook page with pyramid of pest control.

- fish emulsion as a deer deterrent.

- tree, planting guide pamphlets, given to all participants, plan to give to the community

Laurie tree Academy

Laurie presented Excel sheet, this could be used as an annual report to present to the Council.

Lori reviewed the Excel sheet with the committee.

Laurie will also work on completing an orientation notebook for new members, committee agreed this would be helpful for new members.

Story Book Walk

Committee has three books ready to be laminated

Recommendation to post America and Bloom awards on story walk

Silver maples

Stephanie Miller of Ohio Urban Forestry will visit the Village of Whitehouse on 11/14/25 at 11 AM to assess silver maples in the park in long-term management

Ideas for community seminar in spring of 2026

Toledo area sanitary District (TASD)-mosquito sprain, volcano mulching, benefits of leaving leaf debris

Consider hosting a Tree Academy

Sandra Park tree labeling

Was completed since last meeting, difficulty in matching trees on the map with the trees in the park. One map was provided by Chuck Kethel and one map was from the original plantings. James will contact Chuck to discuss discrepancies in maps.

James also recommended that when trees are labeled they use the same aluminum signs with a QR code that are already in the Whitehouse Park for continuity. James will discuss with Chuck and Mike.

Reported to James that some of the trees were damaged at the base from mowing or trimming equipment. Fences that are currently protecting the trees from frisbee golf do not appear adequate, James to evaluate.

Arbor Day tree plantings

Trees planted this year have a stone at the base for identification

Discuss that Arbor Day tree planning in the past has had a greater variance of trees this year mostly sycamores were planted, recommendation to go back to having more variation in tree planning on Arbor Day

Champion Tree

Discussion that there was a champion tree in the Whitehouse cemetery that has not been verified, James has talked with the cemetery manager and nothing showed up on an Internet search.

Budget

Printing materials (Trifold board) and lamination of materials discussed. Chris will work with Jill at the Village Hall

Adjournment

So moved: 8:50 PM, Chris moved; Angie second

Respectfully submitted,

Angie Boudouris

ORDINANCE NO. 17-2025

AN ORDINANCE AMENDING AND UPDATING THE VILLAGE OF WHITEHOUSE SCHEDULE OF RATES AND FEES PURSUANT TO VARIOUS BUILDING, ZONING, REGISTRATION, AND ANCILLARY OTHER MATTERS, AND DECLARING AN EMERGENCY

WHEREAS, upon review by the Administrator of the Village of Whitehouse and this Council, it is the determination of this Council to update and amend various fees for charges as enumerated in the Village of Whitehouse Code and Administrative provisions thereto in accordance with the review of applications and violations of said fees.

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:

SECTION I: That the Village of Whitehouse, Lucas County, Ohio Schedule of Rates and Fees as published and available in the Administrative Offices of the Village, is hereby amended, updated and/or summarized effective January 1, 2026, pursuant to Exhibit "A" attached hereto and incorporated by reference herein.

SECTION II: That any and all Ordinances, Resolutions, Administrative Codes and Orders, or parts thereto, contrary to the provisions of Exhibit "A" of this Ordinance shall be hereafter repealed and/or amended in conformity with the provisions of the Schedule of Rates and Fees established in Exhibit "A" hereto.

SECTION III: It is hereby found and determined that all formal actions of this Council including any of its committees concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal

requirements as set forth by Village Charter.

SECTION IV: This Ordinance 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 inhabitants and for the further reason that said Schedule of Rates and Fees is incorporated herein as Exhibit "A" has been determined by this Council to represent full and fair payment of monies due for permitting regulations and fees and matters covered therein, to afford the administration of the rates and fees for the benefit of the citizens of the Village of Whitehouse, Lucas County, Ohio, on a timely and proper basis.

WHEREFORE, this Ordinance shall be in full force and effect upon its passage and approval as provided 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: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Kevin A. Heban, Solicitor

Whitehouse

Schedule of Rates and Fees

January 1, 2026

Exhibit "A"

I. BUILDING AND ADMINISTRATIVE FEES (Fees Are Non-Refundable)

A. Residential Permits (One, Two & Three family dwellings and their Accessory Structures)	
1. Permit Base Fee	\$ 60.00
2. Additional fee per gross square foot (100 sf minimum)	\$ 0.20
B. Commercial Permit (All Structures other than Residential)	
1. Permit Base Fee	\$ 75.00
2. Additional fee per gross square foot (100 sf minimum)	\$ 0.20
C. Certificate of Occupancy	\$ 75.00
D. Residential Plan Review (One, Two & Three family dwellings and their Accessory Structures)	
1. Plan Review Base Fee	\$ 50.00
2. Additional fee per gross square foot (100 sf minimum)	\$ 0.03
3. Resubmissions	
a. 1 st Resubmission	Free
b. 2 nd Resubmission	\$ 75.00
c. 3 rd Resubmission and each thereafter	\$150.00
E. Commercial Plan Review (All Structures other than Residential)	
1. Plan Review Base Fee	\$ 75.00
2. Addition fee per gross square foot (100 sf minimum)	\$ 0.03
a. 1 st Resubmission	Free
b. 2 nd Resubmission	\$150.00
c. 3 rd Resubmission and each thereafter	\$300.00
F. Resubmissions (After initial Plan Approval)	\$ 75.00
G. Phased Approvals (for each phase after initial application)	
1. Base Fee	\$ 75.00
2. Additional fee per gross square foot (100 sf minimum)	\$ 0.03
H. Permit Renewal, or original permit fee, whichever is less	\$100.00
I. Reinspection fees	
1. 1 st Reinspection	Free
2. 2 nd Reinspection	\$150.00
3. 3 rd Reinspection and each thereafter	\$300.00
J. Special Inspections for health, safety and certificate of occupancy for an existing building.	
1. Inspection Fees (includes building, electrical, plumbing, HVAC, fire alarm and suppression)	\$600.00

K. After Hour Inspections (anytime outside normal business hours)	
1. Contiguous to the work day	\$150.00
2. Not Contiguous to the work day	\$300.00
L. Board of Building Appeals (total fee)	\$200.00
1. Payable to City of Toledo, Division of Building Inspection	\$150.00
2. Payable to Lucas County Building Regulations	\$ 50.00
M. Demolitions	\$ 75.00
N. Fireplaces, each	\$ 75.00
O. Non-Structural alterations (roofs, siding, doors and windows), per alteration	\$ 75.00
P. Signs	
1. Permit Base Fee	\$ 75.00
2. Additional fee per foot per sign face	\$ 0.50
Q. Special Services, per hour	\$100.00
R. Drainage Regulations, Subdivision Site Plan Review (collected for the Lucas County Engineer)	\$100.00
S. Illegal or Unauthorized Work Double the required permit fees plus:	
1. 1 st Offense	\$250.00
2. 2 nd Offense	\$500.00
3. 3 rd Offense	\$1,000.00
4. 4 th Offense	\$2,000.00
5. 5 th Offense and each thereafter	\$3,000.00
T. Illegal Occupancy	\$1,000.00
U. State of Ohio Board of Building Standards mandated fees	
1. Residential	1%
2. Commercial	3%
V. Replacement Plans	
1. Base Fee	\$ 50.00
2. Additional fee per drawing sheet	\$ 5.00
W. Copy/Printing Fees, per 8-1/2"x11" or 11"x17" sheet	\$ 2.00
X. Mailing Fees	
1. 11x17 or smaller	\$ 5.00
2. All others	\$ 10.00
Y. Credit Card Convenience Charge	By Credit Card Processor

II. FIRE ALARM AND SUPPRESSION FEES

A. Fire Alarm and Suppression (includes plan review, permit and inspections)	
1. 1 to 25 devices	\$150.00
2. Each device over 25	\$ 2.00
B. Fire Pumps and Stanpipes (includes plan review, permit and inspections)(each)	\$200.00

III. ELECTRICAL FEES

A. Residential (One, Two & Three family dwellings and their Accessory Structures)	
1. New Residential base fee per unit	\$ 90.00
2. Existing Residential alteration fee per unit	\$ 75.00
B. Commercial (All Structures other than Residential)	
1. Commercial base fee per unit	\$100.00
2. Existing Commercial alteration fee per fixture/circuit	\$ 6.00
C. Services; including solar arrays or photovoltaic modules in all Occupancies, per amp (services over 200 amps require plan review)	\$ 0.50
D. Underground Service inspections, per service	\$ 75.00
E. Temporary Service, per service	\$ 75.00
F. Service Release (Edison Release)	
1. Permit base fee, per services	\$ 75.00
2. Additional fee per amp	\$ 0.50
G. Generators	
1. Permit base fee, per generator	\$ 75.00
2. Additional fee per amp	\$ 0.50
3. Generators over 200 amps require plan review	
H. Swimming Pool (includes bonding, underground, wiring and final inspections)	\$300.00

IV. PLUMBING FEES

A. Residential (One, Two & Three family dwellings and their Accessory Structures)	
1. Permit base fee per unit	\$ 90.00
2. Additional fee per fixture	\$ 6.00
B. Commercial (All Structures other than Residential)	
1. Permit base fee per unit	\$100.00
2. Additional fee per fixture	\$ 6.00
C. Underground inspection, per run	\$ 75.00

V. HVAC FEES

A. Residential (One, Two & Three family dwellings and their Accessory Structures)	
1. Fee per heating or cooling unit (new or replacement) includes duct	\$100.00
2. Alteration or addition to existing duct or hydronic system, per unit	\$ 75.00
B. Commercial (All Structures other than Residential)	
1. New permit base fee	\$100.00
2. Additional fee, per gross square foot (100 sf minimum)	\$ 0.05
3. Replacement fee, per heating or cooling unit	\$100.00
4. Alteration fee, per system	\$100.00
5. Type 1 and Type 2 hoods fee, per hood	\$150.00
C. Geothermal Systems, per system	\$150.00

VI. PRESSURE PIPING FEES

A. Permit base fee per unit	\$ 75.00
B. Additional fee per fixture	\$ 6.00
C. Underground inspection, per run	\$ 75.00

VII. ZONING PERMITS AND FEES

Fees required under the Zoning Code of the Village of Whitehouse shall be as follows:

A. Petition for Zoning Map / Text Amendment: Less than 1 acre	\$100.00
1 to 5 acres	\$200.00
Over 5 acres	\$300.00
B. Petition for a Special Use Permit: Less than 1 acre	\$200.00
1 to 5 acres	\$300.00
Over 5 acres	\$400.00
C. Petition for a Planned Unit Development: Less than 1 acre	\$200.00
1 to 5 acres	\$300.00
Over 5 acres	\$400.00
Plus Escrow for Plan Review	\$500.00
D. Appeal to Board of Zoning Appeals	\$100.00
E. Preliminary Plat Review and Submittal: Up to 5 acres	\$100.00
6 to 10 acres	\$200.00
11 to 20 acres	\$400.00
Over 20 acres	\$600.00
Plus Escrow for Plan Review	\$500.00
F. Resubmittal of a Preliminary Plat (12 months after original approval) 10% of original fees (E). Two resubmittals allowed for a total of 3 years	
G. Final Plat Review and Submittal	\$150.00
Plus Per Lot	\$ 5.00
Plus Escrow for Plan Review	\$500.00
H. Zoning Permits: New structures/additions, including garages	\$ 50.00
Sheds, accessory buildings, pools, and decks	\$ 25.00
Fences	\$ 10.00
Signs	\$ 20.00
I. Petition for Preliminary Discussion to Planning Commission	\$ 75.00
J. Commercial Site Plan Review by Planning Commission	\$100.00
K. Minor sub-division / lot split (less than five parcels)	\$100.00

VIII. BUSINESS REGISTRATION FEES (in addition to any County / State licenses required)

A. Fees for licenses required by Chapter 731 of the Whitehouse Codified Ordinances, within the Village shall be:	
1. Vendor / Solicitor license (door-to-door)	
a. annual, per person	\$ 25.00
B. Other registration fees	
1. Ice cream vendor's license (annual)	
a. for each motor vehicle	\$ 50.00
b. for each non-motorized vehicle	\$ 25.00
2. Public fireworks exhibition permit (per exhibition)	\$100.00

IX. REGISTRATION FEES FOR SKILLED TRADESMEN

Fees for Certificate of Registration required by Chapter 1323 of the Codified Ordinances for the performance of work within the Village by certain skilled tradesmen shall be as follows:

- A. Contractor's registration and renewal fees. Fees for electrical, plumbing, steamfitter, HVAC, refrigeration, and fire suppression system contractors shall be:
 - 1. Original registration \$ 50.00
 - 2. Annual registration renewal \$ 40.00
- B. Original registration fees and annual registration renewal fees for sewer, sign, sidewalk, drive apron and curb cut contractors shall be:
 - 1. Original registration \$ 50.00
 - 2. Annual registration renewal \$ 40.00
- C. Original registration fees and annual registration renewal fees for all contractors who are not otherwise specified in this Section, shall be:
 - 1. Original registration \$ 50.00
 - 2. Annual registration renewal \$ 40.00
- D. Contractors whose principal place of business is located within the Village limits shall not be required to pay the Contractor Registration Fee. The Contractor Registration Form and all required documentation concerning state licensing and proof of Worker's Compensation shall be required along with the completed form.

X. RIGHT OF WAY INFRASTRUCTURE

- A. Right-of-way infrastructure permit \$100.00

XI. FEES FOR DIVISION OF WATER AND SEWER

Fees for the Division of Water, including water and sewer rates and tap fees shall be:

- A. Water Rates (**within Village limits**)
 - 1. Minimum charge for one month or up to 2,000 gallons \$ 19.44
 - 2. Per 1,000 gallons thereafter \$ 9.72
- B. Water Rates (**outside Village limits-110% Surcharge**)
 - 1. Minimum charge for one month or up to 2,000 gallons \$ 40.84
 - 2. Per 1,000 gallons thereafter \$ 20.42
- C. Monthly Water Capital Improvement charge per meter by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$ 2.50
1"	\$ 6.25
1-1/2"	\$12.50
4"	\$50.00
6"	\$82.50

- D. Sewer Rates (**within Village limits**)
 - 1. Minimum charge for one month or up to 2,000 gallons \$ 13.82
 - 2. Per 1,000 gallons thereafter \$ 6.91
 - 3. Minimum charge for one month for those residents not connected to the Village water system \$ 51.76

E. Sewer Rates (outside Village limits-110% Surcharge)	
1. Minimum charge for one month up to 2000 gallons for Non-residents	\$ 29.02
2. Per 1,000 gallons thereafter	\$ 14.51
3. Minimum charge for one month for non-residents not connected to the Village water system	\$108.68

F. Monthly Sewer Capital Improvement charge per meter by meter size:

<u>Meter Size</u>	<u>Charge</u>
5/8" – 3/4"	\$ 4.01
1"	\$ 8.53
1-1/2"	\$ 16.03
4"	\$ 61.20
6"	\$100.33

G. Additional miscellaneous charges:

1. Water shut-off/turn on fee	\$ 20.00
2. Employee over-time to cover cost of turning water back on if payment is made after 4:00 p.m.	\$ 75.00
3. Deposit for all rental properties before service is turned on	\$100.00
4. Replace frozen water meter	Cost of meter plus labor
5. 10% late payment on bills paid after due date	
6. Collection fee charged to all delinquent bills if no prior arrangements have been made for payment	\$ 10.00
7. Fee for tampering with meter	\$ 250.00
8. Bulk water, plus cost per gallon	\$ 25.00
9. Damaged service line	Cost of parts plus labor
10. Unauthorized use of hydrant, theft of water	\$ 250.00
11. Bulk Water Hydrant Meter Set Up (Rental Fee), plus cost per gallon	\$100.00

H. Water and sewer tap fees for new construction

1. Sewer tap fee for Village residents	\$1,100.00
2. Sewer tap fee for non-Village residents	\$2,310.00
3. Water tap fee for Village residents	\$1,000.00
4. Water tap fee for non-Village residents	\$2,100.00
5. Storm Sewer tap fee for Village residents	\$ 100.00
6. Fireline or fire suppression line	Cost of materials plus inspection

XII. FEES FOR REFUSE SERVICES

Monthly fee for weekly residential refuse and recycling collection	\$ 16.32
--	----------

XIII. FEES FOR MOWING GRASSES, WEEDS AND RANK VEGETATION

Per Chapter 521.11 of the Whitehouse Municipal Code, when the Village is required to mow, property owners shall be charged the hourly rate of:

A. For the first offense in any calendar year	\$ 160.00 hr
B. For the second offense in any calendar year	\$ 200.00 hr
C. For the third offense in any calendar year	\$ 250.00 hr
D. With increments of an additional \$50.00 per hour per offense per calendar year	

XIV. FEES FOR STREET TREES

A per tree fee for street trees will be charged to the contractor / owner at the time zoning permits are issued for individual lots. The Village of Whitehouse will plant such trees at the appropriate time as lots are developed.

\$ 450.00 per tree

XV. FIRE DEPARTMENT

A. Inspections

1. Inspection fees – One (1) initial inspection, and (1st) re inspection for commercial and residential day care and foster home properties per year is no charge. A Second (2nd) re inspection from a failed initial re inspection for the year will be - \$250.00. The third (3rd) re-inspection will be \$500.00 plus documentation turned over to the Village Solicitor for legal review.
2. One (1) open burning per year is no charge. Second (2nd) open burn response per calendar year will be \$250.00 per occurrence. This includes any open burning greater than 3x3x3 with non-clean burning wood. If the open burn has other materials in it besides class A materials (Wood, paper) and/or air packs need to be worn, a \$250.00 fine will be given on the first (1st) occurrence.
3. Food Truck Inspections - \$25.00
4. Food Truck 1st re-inspection from an initial failed inspection - \$75.00
5. Fireworks Aerial Display - \$125.00/hr. – requires a minimum of four personnel. This cost includes a brush truck, water tender, and a command officer.
6. Tent permit 0-700 square feet (no sides) – No charge
7. Tent permit 400 square feet and above with at least one (1) side - \$50.00

B. Fire Alarms

1. 1-2 per year are free
2. 3rd per calendar year - \$500.00
3. 4th per calendar year - \$550.00
4. 5th and over per calendar year - \$600.00
5. Nuisance alarms per year will be at the Fire Chief's discretion to determine fees.

C. Incidents

1. Hazardous Materials Responses – See LEPC

D. Fire Prevention

1. Meetings with building officials about non-compliant tenants and building owners regarding fire and/or building code violations. Meetings - \$50.00/hour per inspector. One (1) hour minimum charge.

E. Personnel

1. Fire Department Vehicles at events – See current FEMA rate
 2. Fire Watch (per personnel/per hour) - \$50.00
- *Invoices will be sent to tenants or business owners.

XVI. POLICE DEPARTMENT

A. Impounded Animals

1. First Offense – Pick-up fee: \$15.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded
2. Second Offense – Pick-up fee \$45.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded
3. Third or Subsequent Offense – Pick-up fee \$70.00 plus a \$5.00 impoundment fee for each day thereof during which the animal has been impounded

B. Webchecks

1. FBI \$30.00
2. BCI \$35.00
3. Both \$65.00

C. Underspeed Vehicle Inspections

1. Residents \$25.00
2. Non-Residents \$50.00

XVII. SPECIAL EVENT FEES

- A. \$50.00/hour per Village Employee
**Two hour minimum charge per employee

XVIII. SHELTER HOUSE RENTAL

- A. Village Residents
1. \$100 Deposit (Given back once inspection complete)
2. No Rental Fee
B. Non-Residents
1. \$200 Deposit (Given back once inspection complete)
2. \$200 Rental Fee
C. Penalty for Non-Compliance of provided "Rules for the Shelter House"
1. \$50.00 per hour (minimum charge of 1 hour)
D. Non-Returned Key/Card Fee
1. \$50.00

XIX. Public Record Requests

- A. Black & White Copies (8½ x 11 or 8½ x 14): \$0.05/page
B. Color Copies (8½ x 11 or 8½ x 14): \$0.10/page
C. 11 x 17 Black & White Copies: \$0.10/page
D. 11 x 17 Color Copies: \$0.20/page
E. DVD/CD: \$1.00/ea.
F. Flashdrive: actual cost of flashdrive
G. Body Cam Footage: Cost of redaction service + medium provided on
H. Review of Records only: No charge

ORDINANCE NO. 18 - 2025

**AN ORDINANCE ESTABLISHING RULES GOVERNING THE CONDUCT
OF THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY,
OHIO, AND DECLARING AN EMERGENCY.**

WHEREAS, this Council finds it is necessary to enact revised and updated rules for the conduct of the government of the Village of Whitehouse, Lucas County, Ohio.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (4/6) of all members elected thereto concurring:

SECTION I. That Ordinances Nos. 13-70, 5-75, 3-80, and 4-87 shall be and hereby are repealed in their entirety.

SECTION II: That the following shall serve as the index to the rules:

RULE 1	Meetings
RULE 2	Holiday meetings
RULE 3	Presiding committee officers
RULE 4	Committees
RULE 5	Schedule of business
RULE 6	Conducting discussions
RULE 7	Receiving motion when question is before council
RULE 8	Handling motions for reference to committee
RULE 9	Motions to reconsider
RULE 10	Motion to take from the table
RULE 11	Motion to postpone indefinitely
RULE 12	Motion for the question
RULE 13	Motion to amend
RULE 14	Motion on question of privilege
RULE 15	Motion that matter be taken from committee
RULE 16	Majority defined; three-fourths defined
RULE 17	Preparing legislation
RULE 18	Voting on legislation
RULE 19	Amending resolution or ordinances
RULE 20	Approval of ordinances and resolutions
RULE 21	Village solicitor
RULE 22	Special hearings before Council
RULE 23	Roberts Rules of Order
RULE 24	Effect of failure to follow these rules
RULE 25	Suspension

SECTION III: Except as otherwise provided by law or the Village charter or specifically waived by Council, the following are hereby adopted and enacted as the rules of order of the Council of the Village of Whitehouse:

RULE 1 – Meetings.

Notwithstanding the provisions for regular meetings, Council may, by motion, dispense with any regular meeting or change the day and hour of holding any regular meeting.

RULE 2 – Holiday meetings.

When any regular meeting of the Council falls due on a legal holiday, the meeting shall be cancelled. The Council may choose to schedule a special meeting to replace the cancelled meeting.

RULE 3 – Presiding committee officers.

The chair of a meeting shall preserve order and decorum and confine members in debate to the question. He/she may in common with any other member call any member to order who shall violate any of the rules, and shall, when in the chair, decide all questions or order, subject to any appeal to the Council on the demand of two members. On such appeal there shall be no debate, but the member making the appeal may briefly state his/her reasons for the same, and the presiding officer shall have the same right to a similar statement.

RULE 4 –Committees.

- (A) Organization of committees. Council may organize itself into standing and special committees and select the Council members to serve on committees as it deems appropriate. Standing committees are those which are permanent in their functions, but they may have a change in membership from one Council to the next. Except for the Committee of the Whole, three is the usual number appointed to comprise a committee.
- (B) Referring matters to committees, commissions, and boards. Council may refer matters to committees, commissions, and boards as it deems appropriate. Those bodies shall meet, investigate, study, deliberate, and report to Council findings and/or recommendations as appropriate. Substantive and/or complex reports and recommendations should be in writing as practicable. Minority reports may also be presented, if desired, either written or oral.
- (C) Committee of the Whole. This is a meeting of the entire Council as a committee, but the President of the Council will preside. Referral to this committee may take place at the direction of the majority of Council or when a major situation or problem arises on which it is felt that every member of Council should express him/herself but debate or discussion in the regular meeting would consume too much time, and interfere with the regular order of

business. Members of the Committee of the Whole may also discuss matters that have not been referred by Council.

RULE 5 – Schedule of business.

The schedule of business for conducting meetings of Council shall be as follows:

- (A) Roll Call. Roll call of members to determine if a quorum is present. Absent councilmen/women should be excused by motion for cause.
- (B) Minutes. Reading and approval of minutes of the previous meeting, and correction of errors of omission or commission therein, if there be any.
- (C) Adoption of Bills. Council approval of bills since the last Council meeting.
- (D) Introduction of persons appearing before Council. Introduction of delegations or citizens wishing to appear before Council.
- (E) Reports of committees, commissions, and boards.
- (F) Reports from the Mayor, Administrator, Law Director, Department Heads, and other public officials. Reports should be in writing as appropriate considering length and complexity.
- (G) Citizen comments on agenda items.
- (H) Ordinances.
- (I) Resolutions.
- (J) Council comments.
- (K) Citizen comments.

RULE 6 – Conducting discussions.

Unless the meeting chair invites a member to give an extended presentation on a topic, no member shall speak for a time longer than five minutes without giving another member an opportunity to speak. As the chair deems appropriate, he may insist that all members who want to speak on a topic take turns.

RULE 7 – Receiving motion when question is before council.

When a question or a proposition is before the Council or under debate, or when a motion has been made, no motions shall be received except the following:

- (a) To adjourn.
- (b) To table the motion – lay it aside until later.
- (c) To request that discussion end, and that any motion being considered be voted upon. (Call for the question, as it is usually called.)
- (d) To postpone any action on a motion until some stated future time.
- (e) To refer the proposal to a standing or special committee.
- (f) To amend the main motion.
- (g) To postpone any action for an indefinite time.

These motions shall have precedence in the order in which they are arranged. Motions listed as (a) and (c), above shall be decided without debate.

RULE 8 – Handling motions for reference to committee.

When a motion is made for reference of any subject to a standing committee, and it is moved to substitute therefor a select or special committee, the question of reference to a standing committee shall be put first.

RULE 9 – Motions to reconsider.

A motion to reconsider a subject that may have been acted upon favorably must be made before adjournment of that session of Council. A motion to reconsider any other subject may be made not later than the next regular meeting after such action was taken. A motion to reconsider may be made only by any member who voted on the winning or prevailing side. A motion to reconsider shall be in order at any time except when a motion on some other subject is standing.

A motion to reconsider, being laid on the table, may be taken up and acted upon at any time when the council is engaged in the transaction of new or miscellaneous business.

No motion to reconsider shall be made more than once on any matter or subject, and the same number of votes shall be required to reconsider the action of Council, as was required to pass or adopt the same.

RULE 10 – Motion to take from the table.

A motion to take from the table shall be in order when that order of business is being transacted in which such matter to be taken up was laid upon the table, or under the head of new or miscellaneous business, and such motion shall be decided without debate, provided the mover may be permitted to state briefly his reasons for the motion.

RULE 11 – Motion to postpone indefinitely.

If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

RULE 12 – Motion for the question.

The motion shall be in the form, “Call for the question?” or similar language. It shall be admitted only when motioned and seconded by members, and until decided shall preclude further debate on all amendments and motions. If the motion for the question is demanded on an amendment, it shall apply only to the amendment. If the motion for the question is carried, the main question shall be put without further debate.

However, if the motion for the question is carried, but before it is actually put in execution, the motion to which it is directed may be tabled.

RULE 13 – Motion to amend.

A motion to amend may contain but one amendment. An amendment once rejected may not be moved again in the same form.

RULE 14 – Motion on question of privilege.

Questions of privilege shall be:

First: Those affecting the rights of the Council collectively, its safety, dignity, and the integrity of its proceedings.

Second: The rights, reputation, and conduct of the members of the Council individually, in their capacity as such members.

A question of privilege shall have precedence over all questions except a motion to adjourn.

RULE 15 – Motion that matter be taken from committee.

When any ordinance, resolution, petition, or other matter has been referred to a committee, and said committee fails, within a reasonable time, to report or to offer a valid reason for its failure to report, any member of Council shall have the right to make a motion that such ordinance, resolution, petition, or matter be taken from the committee to which such matter has been referred; that the same may be laid before Council for action. Such motion shall be decided without debate, provided that the member making the motion may state his reason briefly for the motion.

RULE 16 – Majority defined; three-fourths defined.

Whenever the term “majority” is used herein, unless otherwise expressly indicated, it shall be held to mean a majority of those elected to Council; likewise, whenever a three-fourths or five-sixths vote is indicated, it shall mean three-fourths or five-sixths of the members elected to council, pursuant to the provisions of ORC 731.44.

RULE 17 – Preparing legislation.

When ordinances and resolutions are to be prepared, Council shall by majority vote, request their preparation by the Solicitor. The Village Solicitor has the responsibility of preparing legislation in the manner prescribed by law.

RULE 18 – Voting on legislation.

(A) Separate votes. Ordinances and resolutions shall always be voted upon separately.

(B) Readings. Ordinances and resolutions will be read before the Council votes whether to approve. If three-fourths of the members approve, an ordinance or resolution will be read by title only. Non-emergency ordinances will be read three times, each reading at a different meeting.

(C) Emergency measures. A vote shall be taken on the emergency. In order to pass an emergency measure, the affirmative vote of five-sixths members of Council on the emergency clause is required.

(D) Call for Vote. Each meeting the Clerk shall start with a different member of Council when calling for a vote on ordinances and resolutions.

(E) Voting.

When a vote is called, each member present shall vote with one of the following responses:

Yea

Nay

Abstain—May be used when a member has a conflict of interest.

Any member not being excused, who refuses to vote on any question when the yeas and nays are being taken, shall be deemed guilty of contempt of the Council, and may for such contempt be censured by a majority vote of the Council. When counting votes, votes for Abstain count with the majority vote on the subject. No vote shall be counted for a member who is not in attendance.

(F) Clerk to enter vote in the minutes. The Clerk shall enter in the minutes the vote on all ordinances and resolutions, together with the names of those voting for each response.

RULE 19 – Amending resolution or ordinances.

It shall be in order to amend a resolution or ordinance at any time, however, any amendments after a second reading must be reviewed and read at the next subsequent meeting before a vote and final action on the legislation is taken.

RULE 20 – Approval of ordinances and resolutions.

Every Ordinance and Resolution duly passed by this Council shall be signed by the Mayor and Clerk prior to being effective and duly posted according to law. Failure to sign such Ordinance or Resolution shall not constitute a veto of same.

RULE 21 – Village solicitor.

The Village Solicitor shall, when requested by any member of Council, give a verbal opinion on any question of law concerning Village affairs, in open council, but he may if he deems the matter of importance take a reasonable time to submit his opinion in writing. He shall not be required to draw any ordinance or resolution except upon a majority vote of the members.

The Village Solicitor, when requested by the chairman of a committee to which any ordinance or resolution has been referred, shall assist in the examination of such ordinance or resolution.

RULE 22 – Special hearings before Council.

Upon written request or petition of any elector or taxpayer of the Village, and by the affirmative three-fourths (3/4) vote of elected council members; a special public hearing may be ordered by this Council on any matter pending before this Council. Said special public hearing shall be at such time and place designated by the Mayor. No special hearing held pursuant to this rule shall be scheduled during any regular or special meeting of this Council.

RULE 23 – Roberts Rule of Order.

In the absence of any rule upon the matter of business, the Council shall be governed by “Roberts Rules of Order.”

RULE 24 – Effect of failure to follow these rules.

Failure to strictly adhere to these Rules, as distinguished from the consequences whatever they may be of failure to follow any Charter or statutory provisions, shall not render void or ineffective any action of Council.

RULE 25 – Suspension.

Any of these Rules may be suspended for the current meeting, except where otherwise provided by the Village Charter or statute, by a three-fourths vote of all members elected to Council, except as may be otherwise provided in the Council Rules.

SECTION IV: That all ordinances or parts of ordinances inconsistent herewith shall be and hereby are repealed.

SECTION V: This ordinance is deemed an emergency measure, is necessary for the immediate preservation of the public health, safety and welfare, and for the further reason that it is necessary to promptly submit this matter to the Board of Elections and to allow sufficient time to notify the citizens of Whitehouse of the proposed amendment.

FINAL VOTE ON THE MEASURE: Yeas: _____ Nays: _____

First Reading: _____

Second Reading: _____

Third Reading: _____

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

ORDINANCE NO. 19-2025

**AN ORDINANCE ADOPTING A DISCRETIONARY
TIME/COMPENSATION TIME/ROUNDS CREDIT POLICY FOR THE
VILLAGE OF WHITEHOUSE**

WHEREAS, the Village of Whitehouse Council has adopted a Policy Handbook which contains regulations regarding certain personnel policies that govern Village employees; and

WHEREAS, the Council for the Village of Whitehouse desires to amend the Village Policy Handbook, and any and all other related sections and material, by updating the policy for Discretionary Time/Compensation Time/Rounds Credit for officers and employees of the Village.

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:

SECTION I: That the present Village Policy Handbook dealing with Discretionary Time/Compensation Time/Rounds Credit is repealed and, in its place, a new policy for Discretionary Time/Compensation Time/Rounds Credit, which policy is attached as Exhibit A. is hereby adopted.

SECTION II: The new policy attached as Exhibit A shall become effective on January 1, 2026.

Section III: It is hereby found and determined that all formal actions of this Council, including any of its committees, concerning and relating to the adoption of this Ordinance were adopted in an open meeting and the deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter and O.R.C. 121.22.

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

FINAL VOTE ON THE MEASURE: Yeas: _____ Nays: _____

First Reading: _____

Second Reading: _____

Third Reading: _____

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

7. DISCRETIONARY TIME / COMPENSATORY TIME / ROUNDS CREDIT

Discretionary Time -

Firefighter/Paramedic shall be given three (3) hours of discretionary time per workweek. Said discretionary time shall be credited at the end of the quarter in which it is given. If a Firefighter/Paramedic resigns or is terminated before the end of the quarter, no credit for that quarter would be given.

All full-time employees will receive 8 hours (10 hours for Class E and I) of discretionary time on January 1st of each year.

Any discretionary time accumulated over the course of a year must be used in the same year in which it was accrued. No more than 40 hours (56 hours for Class E personnel) of unused discretionary time may be carried forward to the next year following the year that it was earned. Discretionary time is not eligible for payout. Any time not used or banked is lost at the end of the calendar year.

Discretionary time shall not be counted as hours worked for purposes of calculating overtime.

Compensatory Time -

Any non-exempt employee of the Village of Whitehouse (Administration; Public Works; Fire; and Police) may elect to "bank" or save compensatory time (comp time) in lieu of overtime pay.

If compensatory time is banked, it shall be accumulated at the rate of one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked.

Compensatory time shall be counted as hours worked for purposes of calculating overtime.

Compensatory time shall only be granted for overtime work which was required and approved by the Department Head.

If an employee elects to "bank" compensatory time in lieu of overtime pay for eligible overtime worked, the employee must request compensatory time using the applicable form (provided by payroll). Request for compensatory time must be submitted with the employee's time card (and applicable form) which the overtime was worked, otherwise the employee will be paid for the overtime. Eligible compensatory time for class A, B, C, and D employees would be any overtime earned after 80 hours in a typical pay period. For class E and I employees, eligible overtime to "bank" is not regularly scheduled overtime. To be eligible, the class E or I employee must have worked over the standard pay week (48, 55, and 65) and crossed the overtime threshold for class E and I employees of 53 hours.

Requests for banked comp time shall be in whole numbers only. Once the comp time has been banked, it can only be paid out in accordance to this policy.

Class A,B,C, and D employees may bank or accumulate no more than eighty (80) hours of unused compensatory time credit at any one time in the same year. Only forty (40) hours of compensatory time may be rolled over into the next year.

Class E and I employees may bank or accumulate no more than Twenty-Four (24) hours of unused compensatory time credit at any one time. Only Twenty-Four (24) hours of compensatory time may be rolled over into the next year.

Payout of compensatory time will occur on the payroll that contains December 31st in the pay period (typically the 2nd pay in January). If an employee does not submit a payroll form indicating appropriate rollover or does not submit a form to payroll by December 31st then all banked compensatory time will be paid out.

For employees whose employment is terminated for any reason, payout of all banked unused compensatory time will be on the last paycheck the employee receives. The rate of compensation for each compensatory time hour in this situation shall be calculated as the regular rate in effect for the employee at the time of separation.

Using comp time will be in accordance with this manual or department policy.

Rounds Credit -

Public Service employees may earn compensatory time for rounds on weekends and holidays. It is estimated that it takes 2 3/4 hours daily for rounds. Only forty (40) hours of compensatory time will be permitted to be carried over into the next year. Any time over forty hours, will be paid with the December 31, pay period. Rounds Credit time shall not be counted as hours worked for purposes of calculating overtime.



**Operations Report and Status Update
November 4th, 2025**

DEPARTMENT UPDATES

Administration-

- Compensatory time update

Police-

- Prescription Pill/Drug Take Back was very successful: Collected 83.5 lbs during event and an additional 33.0 lbs in PD Bin (July through October). Year Total: 155.2 lbs!
- Begin working 2025 Collaborative Reporting/Compiling data.
- Kick-Off Whitehouse Holiday Cheer Toy Drive (Toys for Tots).

Fire-

- Response Times

Public Service-

- Park Trail Paving
- Leaf Collection on Schedule

SAFETY AND HEALTH REPORT

02-01-25 None

ZONING

11-04-25

1. **Permits (Total Count for 2025):**
 - 16 New Home
 - 32 Contractor Registrations
 - 29 Fence Permits
 - 15 Shed Permit
 - 4 Non-Temporary Sign Applications
 - 2 Temporary Sign
 - 9 Pool Permit
 - 1 Garage
 - 2 Driveway / Sidewalk
2. **Zoning Cases:** 1 Case turned over to Maumee Courts. Case was dismissed (6/17/2025). 1 Case referred to LCHD (10/01/2025).
3. **Zoning Report:** (Attached) 2025 Current

COMMUNITY DEVELOPMENT

06-03-25

Special Events

1. Easter Event- March 29th, 2025
2. Summer Concert Series – May 15, June 19, July 17, 2025
3. Arbor Day – May 2nd with a rain date of May 5th 1:30pm
4. Bridge Dedication May 8th at 6:30pm
5. 3rd Grade Events – May 9th 1:30pm Stations, May 15th 1:30pm arrive Mock Council
6. Memorial Day May 26th 2025
7. Cherry Fest- June 12, 13, and 14th 2025
8. Dancing in the Park – June 26th Evening
9. Founders Day – July 2nd, 2025 (Fireworks)
10. Ice Cream with Mayor and Council – August 16th at 12:00-2:00pm
11. Halloween – Friday, October 31st
12. Coffee with Mayor and Council – November 8th 830-1030am Copper Press
13. Christmas Event – Saturday, December 6th, 2025

SUBDIVISION DEVELOPMENTS

04-15-25

1. Whitehouse Square Townhomes – Surveying Began April 2025.

STREETS

10-07-25

1. **North Texas St. (Lone Oak Ditch to Swan Creek), Bond St., Cemetery Rd (Intersection at SR 64)** – 2025 OPWC Street Resurfacing. To Kleinfelder for Engineering as of January 2025. Advertised in paper for Bid (March 2025). Bid Opening April 3rd at 2pm (April 2025). Bid Awarded to Gerken Paving (May 2025) Approximate start date is (June 23rd 2025) Project started (June 26 2025). Completed end of July 2025. Completed August 2025
2. **Waterville St. Resurfacing** – Providence St. to Oak Crossing Lane. Approved through OPWC/Small Government Funding Program-schedule year 2025. Mill & Fill project. To Kleinfelder for Engineering as of January 2025. Advertised in paper for Bid (March 2025). Bid Opening April 3rd at 2pm (April 2025). Bid Awarded to Gerken Paving (May 2025). Approximate start date is (June 23rd, 2025). Project started. (June 26, 2025). Completed end of July 2025. Completed August 2025
3. **Finzel Road Improvements** – Resurfacing 4600' of Finzel Road from SR64 Roundabout to Anthony Wayne Jr. High School. This is a Surface Transportation Block Grant (STBG) funded project. Project cost is anticipated to be \$644,730 and grant funding is \$466,180. Project year is 2028. Scope Walk through Scheduled 10/22/25.
4. **Cemetery Rd. Improvements** - Resurfacing 3000' of Cemetery Rd. From the Wabash Trail to Weckerly Rd. OPWC funding 2026 project year. Pre Construction Meeting held on 9/23/25

PARKS & RECREATION

11-04-25

1. **Disc Golf** – Public Works Staff is working with volunteers on construct improvements at Sandra Park to include the disc golf course. Equipment procured. Course 50% completed (April 2025). Almost Completed (May 2025). Tee signs ordered (June 25, 2025). Completed 10/21/2025

2. **Park Sign & Front Park Design** – Reconstruction of Whitehouse Park sign and Landscape design for front of park along Providence St. between St. Louis and Lucas St. Working with Edge Group on Concept May 2025. Projected fall 2025 start. Work Started (10/16/2025) Grant funding applied for to finish (10/29/2025)
3. **Story Book Walk** – Installation completed March 2025. Researching ideas on new books.
4. **Asphalt Trail in Park** - Mill and Resurface trail, remove Gilead St. through park. Projected start date Fall 2025. Started 10/29/2025.
5. **Shelter house Improvements** - Upgrade to a 4 seasons facility. Start date Fall 2025 Projected start date Fall 2025.
6. **Caboose Maintenance** - Repair holes in metal and repaint exterior. Start Date 2025 Projected start date Fall 2025. Cleaned out and ready to start repairs (10/10/2025)

WATER

11-04-25

1. **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. Plans to OEPA for review. Bid opening-July 12th. Apparent low bidder-Maguire Iron for \$2,753,000. Awaiting award. Awarded to Maguire Iron. Anticipated to start mid-November. Start date pushed back to February. Groundbreaking occurred in February 2025. Foundation Poured (March 2025). Site work being completed for steel (April 2025). Steel work has begun (May 2025). Stages of water tower constructed painting in July (June 25, 2025). Tower erected July 15, 2025. Painting will be end of July. Project completion estimated November 2025. Painting to begin August 2025. Painting moved to September. Painting began 9/30/2025. Painting Completed (10/14/2025) Mixer and Sprayer installed. Cathodic Protection installed. December 7 projected substantial completion date (10/29/2025)

WASTE WATER

08-01-25

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.
2. **Sanitary Sewer Collection System Evaluation** – Contacted with Jones & Henry to review sanitary sewer inspection data and make recommendation for future maintenance efforts. Recommendation to perform cast in place sectional liners and rehab manholes. Estimated project cost \$1,050,456.00. Council approved project for Water Pollution Control Fund nomination. Jones & Henry to make

application – Fall 2024. Announced as an intended project for funding through Water Pollution Control Loan Fund for 2026.

3. **Force Main Hydrogen Sulfide Mitigation** – Working with OHM on testing for solutions. Oxygenation system is not a recommended option we do not have enough flow and head pressure to make it optimal (10/14/2025).

STORM SEWER

08-19-25

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. Lucas County Representatives will be at Whitehouse answering ditch petition questions on July 30, 2024 – 4-8 p.m. Final Hearing is August 6, 2024 at 2 p.m. at the Lucas County Commissioners. Hearing postponed. Recessed to July 15, 2025. Mayor has been meeting with Lucas County and other Elected officials looking for alternative source funding. Lucas County Commissioners approved August 2025.
2. Loan Oak Ditch Cleaning – In progress. Cleaned from SR 295 to Oak Brook (May 2025)

SANITATION

10-07-25

1. Established 2025 bulk drop off/curbside dates. The drop-off dates will be January 3rd-4th & 10th-11th, March 21-22. The curbside pickup dates will be June 28th, September 27th. Total Residents served for January was 377. March Drop off 189 residents served (206 loads). Recycled 3000lbs of steel (April 2025). June Curbside 1563 homes and 69 tons of refuse. September Curbside 1607 Homes and 58.25 tons of refuse.
2. Established 2026 bulk drop off/curbside dates. Drop off dates are 1/2,1/3,1/9,1/10, 3/27,3/28. Fridays are 8:30am – 4:00pm and Saturdays are 8:00am – Noon. Curbside cleanups are 6/27 and 9/26.

MISCELLANEOUS

02-01-25

None

INCOME TAX AND JEDD/JEDZ

11-04-25 Income Tax (As of September 30, 2025)

a. Whitehouse Income Tax Collections

- i. 2025 = \$3,220,236.43
- ii. 2024 = \$2,838,120.69
- iii. Year to Date Comparison = 13.46% Increase

b. MTJEDD

Date	2nd Qtr. 2025	YTD
Receipts	\$345,271.89	\$1,222,314.71
Refunds	\$35,417.76	\$90,913.02
Grants Paid	\$0.00	\$559,385.83
Subtotal	\$309,854.13	\$572,015.86
Maintenance Fund	\$30,985.42	\$57,201.59
Retainage Fund	\$3,098.55	\$5,720.17
Net Tax Revenues	\$275,770.16	\$509,094.10
MTJEDD Disbursement	\$206,827.62	\$381,820.58
Whitehouse Disbursement	\$68,942.54	\$127,273.53

c. STJEDZ

Date	3rd Qtr. 2025	YTD
Receipts	\$432,946.95	\$1,385,057.06
Refunds	\$2,576.92	\$14,048.89
Grants Paid	\$0.00	\$20,000.00
Expenses	\$0.00	\$4,272.00
Subtotal	\$430,370.03	\$1,346,736.17
STJEDZ Disbursement	\$322,777.52	\$1,010,052.13
Whitehouse Disbursement	\$107,592.51	\$336,684.04

Current Open Cases for Council Report								
Priority	Case	Topic	Status	Date opened	Due Date	Address Num	Street	
Normal	25-0028	Property Maintenance	Open	03/25/2025	11/07/2025	10820	WATERVILLE ST	
Normal	25-0034	Property Maintenance	Open	08/07/2025	11/07/2025	6735	INDIANAPOLIS ST	
Normal	25-0039	Parking Complaint	Open	09/03/2025	11/04/2025	6527	WECKERLY DR	
Normal	25-0040	Boat Parking	Open	09/15/2025	11/07/2025	10940	STILES RD	
Normal	25-0042	Property Maintenance	Open	10/14/2025	11/04/2025	7304	JUNEBERRY LN	