



October 10, 2025

Meeting Notice
Village Council Meeting As
A Committee of the Whole
October 14, 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 as a Committee of the Whole on Tuesday, October 14, 2025, at 6:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the September 9, 2025 Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. Sidewalk Code Discussion
 - A. **Supporting Information** – None
- VI. Discussion on Council Rules
 - A. **Supporting Information** – Updated Draft of Council Rules (Exhibit A)
- VII. Blue Bag Ordinance
 - A. **Supporting Information** – Draft Ordinance (Exhibit B)
- VIII. Review Rate & Fee Schedule
 - A. **Supporting Information** – Proposed Rate & Fee Schedule & Rate Analysis (Exhibit C)
- IX. Personnel Policy Update
 - A. **Supporting Information** – Memo & Proposed Policy Changes (Exhibit D)
- X. Citizen Comments
- XI. Consider Other Business as Appropriate Under the Village Charter
- XII. Adjourn

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:30 September 9th, 2025**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:30pm by President of Council Dave Riggenbach.

Council Members Present: Louann Artiaga, Carrie Tuohy, Steve Fine, Steve Connelly, Larry Yunker and President of Council Dave Riggenbach

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Public Works Director Mike Hill

Guests Present: Mayor Richard Bingham

Motion by Councilman Connelly, seconded by Councilwoman Tuohy to approve the minutes of the August 12th, 2025 Committee of the Whole meetings. 6 ayes

CITIZEN COMMENTS ON COMMITTEE OF THE WHOLE AGENDA ITEMS

Council President Riggenbach asked if there were any citizens present to comment on the Committee of the Whole agenda items. There were none.

COUNCIL

Discussion on Council Rules

Councilman Fine started by highlighting some of the items that were up for review. He mentioned that it may be better to have separate legislation to dictate the meeting times rather than including and would like the Committee to discuss. Councilman Yunker pointed out that these rules were there to govern Council and not the public so there may be other items that need to be separated as well.

The Committee decided to address each item as they come up rather than reviewing all and commenting at the end. The first item to be discussed was whether the meeting times should be a separate ordinance. There was a consensus that it was the best way to go.

Then next item is what happens when meetings fall on a holiday. It will be rare. Councilman Yunker proposes that the meeting be moved to the following Tuesday or a Wednesday. There were a couple issues that were brought up such as the availability of Legal and other staff on Wednesdays since it is not a regular meeting night. Other concerns were that Committee of the Whole meets on the 2nd Tuesday of each month so that may cause a need to double up on meetings. Riggenbach stated that it may be better to use the 4th Tuesday of the month rather than doubling up meetings on another Tuesday. Councilman Connelly asked to consider whether the number of meetings should be lessened. This also could be included in the separate meeting times legislation. Riggenbach asked if they should entertain cancelling the meetings that fall on the holiday but if there is business needing discussed a “special meeting” could be scheduled. This was agreed upon by the consensus.

Councilman Fine continued to review portions of the rules and brought about few suggestions. Rule 6 was the next item reviewed. This concerns how much members can speak on a certain issue. A suggestion to rewrite was presented as follows: “Unless the meeting chair invites a

member to give an extended presentation on a topic, no member shall speak for at 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". This would give some flexibility without giving over control.

The next item of discussion was how the Council votes on legislation. Current rules state the Council must vote with "Yeas" or "Nays". Councilman Yunker proposes the addition to allow the ability to vote "present" as well. It shows that the member is there but does not feel it's appropriate to vote on the subject. It preserves the members' right to challenge. There is a difference between voting present and abstaining. Abstaining indicates a conflict of interest. Rigenbach indicated some hesitation on whether that leaves members off the hook for decision making. Council is elected to make decisions. Connelly found information showing that you cannot abstain to something you don't believe should come before Council. Should the definition of abstaining be added to the rules along with the procedure for abstaining. Administrator Daugherty reminded the Committee that the Robert's Rule of order provides multiple steps before the vote. Councilwoman Artiaga brought up a concern about voting as "all in favor" rather than by a "roll call vote" on some topics. It may be a good idea to come back to this topic at a later date. Councilman Fine summed up the discussion by reviewing the opinions brought forth in which we do a "roll call" vote on some of the items that only have one vote and that most think that it would be okay to stay with "yeas", "nays" or abstain with specific reason. Current rules state if you want to abstain it must be from request of the Solicitor or unanimous consent of the Council. More review of the voting section is needed. Councilman Fine will present some other options.

The next section is "effect of failure to follow these rules". No concerns with this section.

Next, there was a discussion on the Suspension of the Rules. Any rule can be suspended by a vote of $\frac{3}{4}$ of Council unless a rule specifically says it can't be suspended. This should be meeting specific. No other concerns.

The discussion will be continued at the next Committee of the Whole meeting.

FINANCE

Review and Discuss the Amended Appropriations

Administrator Daugherty explained the amended appropriation process. Ninety percent of the increases were due to Income Tax B, which is a non-cash transfer. There were other areas that were increased due to a revenue increase. There were just a few areas that needed to be increased.

Motion by Councilwoman Tuohy, seconded by Councilman Fine to recommend the amended appropriation to Council. 6 ayes.

Review and Discuss the Annual Amounts and Rates Resolution

Administrator Daugherty explained this annual resolution is to prepare for the next year. The rates have not changed since the co-op levy was passed. The amounts are estimated to increase due to the property revaluations. The numbers come from the Lucas County Auditor's office.

Motion by Councilman Connelly, seconded by Councilwoman Tuohy to recommend Amounts and Rates legislation to Council. 6 ayes.

GENERAL

Discussion on Tree Commission Planting Plan at Village Park

Councilman Connelly explained that the Tree Commission has had discussions on this topic and there is some confusion on the area of the park that they are making recommendations for. This will be for the eastern border of the playground. Where we will be removing the trail all the way to the front of the park. Administrator Daugherty offered to attend a Tree Commission meeting to provide clarity.

Discussion on Sensory Garden

Toledo Botanical Garden has a section that is accessible for people who are sensitive to certain smells, sounds, and visuals. It is handicap accessible. Councilman Connelly proposed we consider adding an area like this by the quarry or by the future library. Connelly will provide a link to the Metroparks site that shows the area. Mainly container plantings. We could look into grant options to create one. Public Service Director Hill was asked for thoughts. He is willing to look into it. May want to design and put a concrete price together to help when looking into grants.

CITIZEN COMMENTS

Council President Riggenbach asks if there are any citizen comments to be heard. There were none.

OTHER BUSINESS

Councilman Fine thanked everyone for condolences and recognition of his mother's passing.

Administrator Daugherty stated the Councilman Fine went to a recent TMACOG meeting and heard news on the funding for the multi-use path on Weckerly. Councilman Fine reported that TMACOG voted to approve funding for the full amount requested. The year for the funding is yet to be determined but they are speculating possibly 2031. We cannot do work until the grant is available. It is possible for the funds to become available earlier if another project falls through. Council support has helped tremendously with obtaining the funding.

Councilwoman Tuohy asked about charges being added to the water bills. The fees are only added through the rate and fee schedule which is reviewed by Council annually. There have been no new rates since January.

ADJOURNMENT

Motion by Councilwoman Tuohy, seconded by Councilwoman Artiaga to adjourn the meeting at 7:25pm. 6 ayes

Respectfully submitted by Joshua Hartbarger, Acting Clerk of Council

ORDINANCE NO. - 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 1. 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	Standing 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	Amending resolution or ordinance
RULE 18	Approval of ordinances or resolutions
RULE 19	Village solicitor
RULE 20	Special hearings before council
RULE 21	Roberts Rules of Order
RULE 22	Amendments

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 ~~Council shall meet in regular session on the day following, and at the place and hour fixed by the rule governing the same 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 of 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.

(XX) Adoption of Bills. Council approval of bills since the last Council meeting.

(C) Introduction of persons appearing before Council. Introduction of delegations or citizens wishing to appear before Council.

(XX) Reports of committees, commissions, and boards.

(XX) Reports from the Mayor, Administrator, Law Director, Department Heads, and other public officials. Reports should be in writing as appropriate considering length and complexity.

(XX) Citizen comments on agenda items.

(XX) Ordinances.

(XX) Resolutions.

(XX) Council comments.

(XX) 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. No member shall speak more than once upon any subject, until every member choosing to speak shall have had an opportunity to be heard, not more than twice upon any subject, nor for a time longer than five minutes, without leave of Council upon a majority vote.

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 XX – 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 XX – 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 members 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:

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Yea

Nay

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

Present—May be used when a member believes that the question is not properly before the Council or is otherwise not a legally presented question.

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~~Every member present shall vote on any question on the call of the "yeas" and "nays" unless a member of Council abstains due to a conflict of interest or is excused by the request of the Solicitor or unanimous consent of the Council.~~ 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 and Present count with the majority vote on the subject. No vote shall be counted for a member who is not in attendance.

The final vote on any issue—including but not limited to approval of minutes, bills, and contracts—shall be conducted by name.

9. 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, "aye" and those voting "nay."

RULE 17 – 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 18 – 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 19 – 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 20 – 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 21 – 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 XX – 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 XX – 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.

WHEREFORE, this Ordinance shall take effect and be in force immediately after its passage.

Vote on Emergency Measure: Yeas: _____ Nays: _____

Effective Date: _____

Angela J. Kuhn, Mayor

ATTEST:

Susan Miller, Clerk

ORDINANCE NO. 2013 - _____

**AN ORDINANCE ENACTING ROSSFORD
MUNICIPAL CODE SECTION 521.13**

WHEREAS, this Ordinance is recommended by the Zoning Regulations and Technology Committee of the City of Rossford, Ohio; and

WHEREAS, the Council for the City of Rossford, Ohio has determined that the health, safety, and welfare of the citizens of Rossford is promoted by regulating the dissemination of certain material within the City; and

WHEREAS, the Zoning Regulations and Technology Committee of the City of Rossford and Council for the City of Rossford have received comments regarding the enactment of an Ordinance to regulate such conduct; and

WHEREAS, the City of Rossford is authorized to pass this Ordinance pursuant to its police powers and its home rule power; and

WHEREAS, the Council and the citizens of Rossford are concerned about the proliferation of litter and debris in the community which, in turn, leads to the creation of nuisance conditions that decrease the property values in the area and causes other social decay; and

WHEREAS, it has come to the attention of Council that deliveries of unsolicited written materials are being haphazardly delivered throughout Rossford by distributing such materials on sidewalks, yards, and driveways with no means to ensure that such items do not add to the litter problem created; and

WHEREAS, in some situations the premises where these unsolicited written items are disseminated are either vacant or the owners or occupants are not present in the area for various reasons allowing for the proliferation of the unsolicited written materials on these properties which poses a security risk to the owners and occupants; and

WHEREAS, the Council for the City of Rossford has determined that these unsolicited written materials have contributed to the litter and visual blight of private premises, public streets, sidewalks and other public places as well as damaging property, including, but not limited to, causing or contributing to sewage and/or drainage backups; and

WHEREAS, the Council for the City of Rossford wishes to ensure that these unsolicited written materials do not litter the streets, sidewalks, or other public places and yards and driveways of private premises, nor cause visual blight in the neighborhoods or damage property by causing or contributing to sewage and/or drainage backups; and

WHEREAS, this Ordinance is an effort to reduce unwanted litter and visual blight caused by unsolicited written materials and to further prevent damage to property as a result of sewage and/or drainage backups; and

WHEREAS, the Citizens of the City of Rossford and the City of Rossford officials have attempted to rectify this problem through contact with some of the providers of the unsolicited written materials but have not received an adequate accommodation to these concerns; and

WHEREAS, this Ordinance does not in any fashion deprive or diminish a private property owner's right to protect his or her premises from unsolicited or unwanted written materials.

NOW THEREFORE, Be It Ordained By The Council Of The City Of Rossford, Wood County Ohio, That:

Section 1. Rossford Municipal Code Section 521.13, Regulation of Unsolicited Written Materials, shall, and hereby is, enacted as follows:

521.13. Regulation of Unsolicited Written Materials.

(a) Definitions.

(1) Front Door. The street-facing entrance(s) to a principal structure. In the event no door faces the street, then any other door of a principal structure nearest the street shall be considered the front door for purposes of this section.

(2) Porch. An exterior appendage to a principal structure leading to a doorway, including any stairway attached thereto.

(3) Premises. A lot, plot or parcel of real estate including any structures, driveways or other impervious surfaces thereon.

(4) Principal Structure. A structure or combination of structures of primary importance on the premises and that contains the primary use associated with the premises.

(5) Unsolicited Written Materials. Any written materials which are delivered to any premises without the express invitation or permission, in writing or otherwise, by the owner, occupant or lessee of such premises.

(b) Unsolicited written materials delivered to a premises shall be placed in one of the following manners:

(1) where permitted, in a distribution box located on or adjacent to the premises; or

(2) on a porch, if one exists, nearest the front door of the premises;
or

- (3) so such materials are securely attached to the front door of the premises; or
 - (4) through a mail slot on the front door of the premises as permitted by the United States Postal Service Mail Manual; or
 - (5) between the exterior front door, if existent and unlocked, and the interior front door of the premises; or
 - (6) personally to the owner, occupant and/or lessee of the premises.
- (c) Notwithstanding any provision of this section, an owner, occupant and/or lessee of the premises maintains the right to restrict entry onto his or her premises.
 - (d) The provisions of this section do not apply to the United States Postal Service.
 - (e) Unsolicited written materials placed at a premises create a rebuttable presumption that the materials were placed at the premises by the owner, agent, manager and/or authorized distributor of the business, product, good, service, message or idea which is being advertised, promoted, endorsed or conveyed in such materials.
 - (f) Any placement of unsolicited written materials in areas on or adjacent to a premises other than as set forth in subsection (b) above shall be guilty of a minor misdemeanor for each such violation on a first offense; on each subsequent offense such person or entity is guilty of a misdemeanor of the fourth degree.

Section 2. All formal actions of Council relating to the adoption of this Ordinance and all deliberations of Council and any of its committees leading to such action were in meetings open to the public in compliance with law.

Council Persons voting aye: _____

Council Persons voting no: _____

Passed this ____ day of _____, 2013.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date of Mayor's Approval: _____

Approved as to form and content this _____ day of _____, 2013:

Kevin A. Heban, Law Director

Whitehouse

Schedule of Rates and Fees

January 1, 2025-2026

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 | \$ 19.06 \$19.44 |
| 2. Per 1,000 gallons thereafter | \$ 9.53 \$ 9.72 |

B. Water Rates (outside Village limits-110% Surcharge)

- | | |
|--|------------------------------------|
| 1. Minimum charge for one month or up to 2,000 gallons | \$ 40.04 \$40.84 |
| 2. Per 1,000 gallons thereafter | \$ 20.02 \$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 | \$12.56 \$13.82 |
| 2. Per 1,000 gallons thereafter | \$ 6.28 \$ 6.91 |
| 3. Minimum charge for one month for those residents not connected to the Village water system | \$ 47.05 \$51.76 |

E. Sewer Rates (outside Village limits-110% Surcharge)

1. Minimum charge for one month up to 2000 gallons for Non-residents	\$ 26.38 \$29.04
2. Per 1,000 gallons thereafter	\$ 13.19 \$14.52
3. Minimum charge for one month for non-residents not connected to the Village water system	\$ 98.80 \$108.70

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 due to non-payment of a bill	\$ 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	\$ 15.39 \$16.78
--	------------------------------------

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~~ \$100 Deposit (Given back once inspection complete)
2. ~~\$200~~ \$100 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

THE VILLAGE OF WHITEHOUSE

14-Oct-25

WATER ANALYSIS

Analysis to Determine Water Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates. No need to address the Capital Improvement Charges.

Assumes that the Village charges the necessary rate (1.97%) to cover the majority of budgeted cost to customers at a flat rate.

			2025	2026	2027
Beginning Fund Balance			\$ 1,926,312	\$ 1,766,808	\$ 1,620,755
Revenue			\$ 1,551,208	\$ 1,581,766	\$ 1,660,855
Expenses			\$ (1,710,712)	\$ (1,727,819)	\$ (1,636,614)
Surplus/(Deficit)			\$ (159,505)	\$ (146,053)	\$ 24,241
Ending Fund Balance			\$ 1,766,808	\$ 1,620,755	\$ 1,644,996
Less: Est. Capital Improvement Funds			(100,000)	(200,000)	(300,000)
Ending Operating Balance			\$ 1,666,808	\$ 1,420,755	\$ 1,344,996
			Net Change in Funds =		\$ (321,812)
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 47.65	\$ 48.59	\$ 48.59
at existing rate (and no annual increase)-			\$ 47.65	\$ 47.65	\$ 47.65
Difference			\$ -	\$ 0.94	\$ 0.94

Scenario if there are no changes to the rates.

			2025	2026	2027
Beginning Fund Balance			\$ 1,926,312	\$ 1,766,808	\$ 1,590,196
Revenue			\$ 1,551,208	\$ 1,551,208	\$ 1,628,768
Expenses			\$ (1,710,712)	\$ (1,727,819)	\$ (1,636,614)
Surplus/(Deficit)			\$ (159,505)	\$ (176,612)	\$ (7,846)
Ending Fund Balance			\$ 1,766,808	\$ 1,590,196	\$ 1,582,350
Less: Est. Capital Improvement Funds			(100,000)	(200,000)	(300,000)
Ending Operating Balance			\$ 1,666,808	\$ 1,390,196	\$ 1,282,350
			Net Change in Funds =		\$ (384,458)
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 47.65	\$ 47.65	\$ 47.65
at existing rate (and no annual increase)-			\$ 47.65	\$ 47.65	\$ 47.65
Difference			\$ -	\$ -	\$ -

Historical Rate Increases

2014	11.9%
2015	50.1%
2016	0.0%
2017	8.1%
2018	6.0%
2019	1.0%
2020	4.5%
2021	3.5%
2022	0.0%
2023	1.0%
2024	1.0%
2025	10.0%
Average	8.1%

THE VILLAGE OF WHITEHOUSE

14-Oct-25

SEWER ANALYSIS

Analysis to Determine Sewer Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates.

Assumes that the Village charges the necessary rate (10.0%) to cover the budgeted cost to customers at a flat rate.

			2025	2026	2027
Beginning Fund Balance			\$ 502,862	\$ 339,530	\$ 253,422
Revenue			\$ 876,194	\$ 963,813	\$ 1,060,195
Expenses			\$ (1,039,526)	\$ (1,049,921)	\$ (1,060,420)
Operating Surplus/(Deficit)			\$ (163,332)	\$ (86,108)	\$ (226)
Ending Fund Balance			\$ 339,530	\$ 253,422	\$ 253,196
Less: Capital Improvement Funds					
Ending Operating Balance			\$ 339,530	\$ 253,422	\$ 253,196
			Net Change in Funds =		
					\$ (86,334)
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 31.40	\$ 34.54	\$ 34.54
at existing rate (and no annual increase)-			\$ 31.40	\$ 31.40	\$ 31.40
Difference			\$ -	\$ 3.14	\$ 3.14

Scenario if there are no changes to the rates.

			2025	2026	2027
Beginning Fund Balance			\$ 502,862	\$ 339,530	\$ 165,803
Revenue			\$ 876,194	\$ 876,194	\$ 902,480
Expenses			\$ (1,039,526)	\$ (1,049,921)	\$ (1,060,420)
Surplus/(Deficit)			\$ (163,332)	\$ (173,727)	\$ (157,941)
Ending Balance			\$ 339,530	\$ 165,803	\$ 7,862
Less: Capital Improvement Funds			-	-	-
Ending Operating Balance			\$ 339,530	\$ 165,803	\$ 7,862
			Net Change in Funds =		
					\$ (331,668)
Ave. household consuming 5,000 gal. would pay per mo. the following:					
at new rate-			\$ 31.40	\$ 31.40	\$ 31.40
at existing rate (and no annual increase)-			\$ 31.40	\$ 31.40	\$ 31.40
Difference			\$ -	\$ -	\$ -

Historical Rate Increases

2014	0.0%
2015	0.0%
2016	0.0%
2017	5.9%
2018	12.1%
2019	15.0%
2020	3.5%
2021	1.0%
2022	0.0%
2023	14.0%
2024	0.0%
2025	15.0%
Average	5.5%

THE VILLAGE OF WHITEHOUSE

14-Oct-25

SANITATION ANALYSIS

Analysis to Determine Sanitation Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates.

Assumes that the Village charges the necessary rate (9.00%) to cover some of the budgeted cost to customers at a flat rate.

			2025	2026	2027
Beginning Program Surplus/(Deficit) Balance		Estimate	\$ (181,042)	\$ (194,407)	\$ (204,721)
Revenue			\$ 324,588	\$ 353,801	\$ 364,415
Expenses			\$ (337,952)	\$ (364,115)	\$ (375,038)
Operating Surplus/(Deficit)			\$ (13,365)	\$ (10,314)	\$ (10,624)
Ending Fund Balance			\$ (194,407)	\$ (204,721)	\$ (215,345)
Ending Operating Balance			\$ (194,407)	\$ (204,721)	\$ (215,345)
***This is the amount subsidized by the General Fund		***	Net Change = \$ (20,938)		
Household would pay per mo. the following:					
at new rate-			\$ 15.39	\$ 16.78	\$ 16.78
at existing rate-			\$ 15.39	\$ 15.39	\$ 15.39
Difference			\$ -	\$ 1.39	\$ 1.39

Scenario if there are no changes to the rates.

			2025	2026	2027
Beginning Program Surplus/(Deficit) Balance			\$ (181,042)	\$ (194,407)	\$ (233,934)
Revenue			\$ 324,588	\$ 324,588	\$ 334,325
Expenses			\$ (337,952)	\$ (364,115)	\$ (375,038)
Operating Surplus/(Deficit)			\$ (13,365)	\$ (39,527)	\$ (40,713)
Ending Fund Balance			\$ (194,407)	\$ (233,934)	\$ (274,647)
Ending Operating Balance			\$ (194,407)	\$ (233,934)	\$ (274,647)
***This is the amount subsidized by the General Fund		***	Net Change in Funds = \$ (80,240)		
Household would pay per mo. the following:					
at existing rate (and no annual increase)-			\$ 15.39	\$ 15.39	\$ 15.39
Difference			\$ -	\$ -	\$ -

Historical Rate Increases

2014	0.0%
2015	0.0%
2016	0.0%
2017	0.0%
2018	27.6%
2019	0.0%
2020	4.5%
2021	6.0%
2022	6.0%
2023	6.7%
2024	8.0%
2025	8.5%
Average	5.6%



MEMORANDUM

TO: Mayor, Council, Jordan Daugherty

FROM: Joshua Hartbarger

SUBJECT: Proposed Policy Change – Item 7 section 400 and Item 6 section 200. Compensatory time, Discretionary time and Rounds Credit.

DATE: 10/9/2025

Mayor and Council,

ADMINISTRATION

Joshua Hartbarger
DEPUTY ADMINISTRATOR, COO

Attached you will find a proposed change to item 7 section 400 in the personnel policy. Currently, our personnel policy doesn't allow for the "banking" of compensatory time. Below I have bullet pointed the recommended changes to the policy as this change is difficult to point out in a "redline" format. You will also find the complete current sections of 200 and 400 of the policy as well as the employee classifications. This proposal has also been given to legal for review.

Proposed changes Item 7 Section 400:

- Allows employees to accrue and use compensatory time each calendar year in lieu of overtime pay.
 - 80 hours maximum for A, B, C, and D employees a year
 - 24 hours maximum for Class E and I employees
- Allows employees to "rollover" accrued compensatory time each calendar year into the following calendar year in lieu of overtime pay.
 - 40 hours maximum for A, B, C, and D employees a year
 - 24 hours maximum for Class E and I employees
- Moves rounds credit under item 7 section 400 as it references compensatory time. Removes rounds credit from item 6 section 200. Rounds credit reflects past practice.
- Better defines the current practice with discretionary time regarding banking or payout.
- Clear guidelines for department head monitoring, accrual, and payout.

This proposal has come from department heads, and payroll / pension representatives working together to understand the feasibility and impact of implementing this policy from employee suggestions. Furthermore, this policy allows the employee more flexibility in time off while balancing the operational needs of the departments. We respectfully recommend this policy change in unison.

Respectfully,

Joshua Hartbarger

Joshua Hartbarger

MAYOR
RICHARD BINGHAM

COUNCIL
LOUANN ARTIAGA
STEVE CONNELLY
STEVE FINE
DAVE RIGGENBACH
CARRIE TUOHY
LARRY YUNKER

DRAFT PROPOSAL

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 Calander year.

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

Compensatory Time -

Any 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.

Current

200 - WORK CONDITIONS AND HOURS

To provide consistency and order to the workplace, it is necessary to establish a framework of policy regarding general working conditions of all employees. This serves as a guide to employees and provides a structure within which specific employment related issues could be addressed.

1. HOURS OF WORK

The regular workweek for full-time employees will vary with departments and assigned tasks, but will generally consist of eighty (80) hours work performed within fourteen (14) consecutive calendar days. The exceptions to this would be where necessary work schedules are created to administratively serve the public and for protection of the health, safety and welfare of our community, (i.e., police, paramedics and maintenance) Lunch and break periods will be staggered so as not to curtail services to the public. See your supervisor for exact work schedules.

A full-time employee shall be those who work at least 80 hours within 14 consecutive calendar days throughout the entire calendar year in the administration, public works, and police departments and an average of fifty-six (56) hours per week in the Fire Department (firefighters/paramedics).

Work schedules - For purpose of clarity, the term "work schedules" is used in the Manual to denote the specific daily and/or weekly work schedule for each department.

Daylight Savings Time - Employees on duty when time changes will be paid for actual hours worked. (Minus one (1) hour in spring, plus (1) hour in the fall).

2. JOB ASSIGNMENTS

Only authorized work assigned by a supervisor is permitted. To permit flexibility, and to allow necessary work to be accomplished, employees may be requested to perform duties not necessarily specific in a job description or department but related to the general nature of a position or the general need of the Village.

3. REPORTING ABSENCE

Employees shall report all absences from work prior to the start of their regularly scheduled workday or within fifteen (15) minutes after the start of the workday to their on duty supervisor or their Department Head.

Upon return to the workplace after being absent because of illness or injury, the employee shall apply for sick leave with his supervisor. Where extended sick leave is necessary beyond (3) days, see Page 37 - Sick Leave. All sick leave records and forms will be filed with the Village Administrator or his delegate.

When absence is due to illness or injury, failure to follow this procedure shall be justification for disallowing the use of sick leave for that day or period of time.

When an absence is anticipated and is not due to illness, bereavement leave or of an emergency nature, the supervisor and/or Village Administrator must give prior approval.

4. SAFETY

To assist in providing a safe and healthy work environment for employees, residents, and visitors, the Village has established a workplace safety program. This program is a top priority for the Village. Each department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes through the Safety Team suggestion box. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees shall immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and, when

applicable, initiate insurance and workers' compensation benefits procedures.

5. REST AND MEAL PERIODS

Each workday, full-time nonexempt employees are provided with one 15-minute rest period. To the extent possible, the rest period will be provided in the middle of work periods. Employees are required to take their rest period in areas provided by the Village. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

Employees are reminded that they are required to adhere to the Village Rules of Conduct (detailed on page 48) during any rest and meal periods.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Most employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Supervisors will notify those employees that are required to work through their meal times and will be compensated for that time.

6. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Prior to approval of overtime, supervisors shall attempt to fill work requirements using employees who are not in overtime positions.

Overtime compensation is paid to all non-exempt employees at a rate of time and one half of regular rates of pay only for all hours actually worked in excess of 80 hours within 14 consecutive calendar days. (Excused sick and vacation time will constitute scheduled work time). Overtime situations may include:

- 1) Time for work on a holiday when the employee would otherwise be provided this holiday.
- 2) Time of work resulting from call-in or callback, not in the regular work schedule.
- 3) Time for attendance at a meeting, class or activity that is during non-scheduled work hours when requested by the supervisor or the Administrator.

- 4) Time for travel to and from meetings in compliance with Fair Labor Standards Act (FLSA).

Firefighter/Paramedic shall be paid overtime compensation at a rate of time and one half of regular rates of pay only for all hours actually worked in excess of fifty-three (53) hours. (Excused sick and vacation time will constitute work time.)

Overtime will be paid after fifteen (15) minutes of work over the scheduled hours of work, in increments of 15 minutes.

For Police and Firefighter/Paramedic personnel eight (8) hours holiday pay for holiday not worked does not constitute scheduled work time in figuring overtime hours.

~~**Rounds Credit** - Public Service employees have the option of earning overtime pay or compensatory time for rounds on weekends and holidays. It is estimated that it takes 2 3/4 hours daily for rounds. Annually, the employee may chose to be paid at one and one half times their hourly rate or earn compensatory time of one and one half times the hours worked. 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.~~

REMOVED

7. MANDATORY OVERTIME

On certain occasions it should be understood that there is a possibility of mandatory overtime.

8. ON CALL

The definition of "on call" is when "an employee is required to respond to an emergency when called on his pager, but is free to go about his personal business until the call is received." The employee will be paid travel time to and from the emergency.

9. PROMOTIONS

Promotional selection shall be open to all Village employees who meet the minimum qualifications for the position. Promotions shall be based upon demonstrated capability, quality of work performed and professional character, as measured through performance evaluation(s), and length of service. Length of service shall not be the compelling criteria.

10. GRIEVANCE PROCEDURE

An employee who feels himself aggrieved by an action arising from the interpretation or administration of the Personnel Policies and Procedures Manual shall observe the following procedure in presenting his grievance:

1. The employee shall first discuss the grievance with his/her supervisor within forty-eight (48) hours of the action complained of or the employee's knowledge of its occurrence. The supervisor shall attempt to resolve the matter and respond to the grievance within 72 hours excluding weekends and holidays. Failing to obtain a satisfactory resolution, the employee shall proceed with the procedure outlined in Step 2.
2. The employee shall reduce his grievance to writing, and shall submit the formal written grievance to the Village Administrator within 48 hours of the answer from his supervisor. The Village Administrator, in consultation with the supervisor and the employee shall attempt to resolve the grievance, and shall respond in writing to the grievance within seven (7) calendar days. Failing to obtain a satisfactory resolution, the employee shall proceed with the procedure outlined in Step 3.
3. The employee shall submit his written grievance to the Personnel Committee, within 48 hours after having received an unsatisfactory response as outlined in Step 2. The grievance will be reviewed by the Personnel Committee according to the procedure that it shall establish for investigating grievances. The Committee shall, within thirty (30) days, submit its decision which action shall close this grievance procedure.

11. USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, laws, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and

care of equipment or vehicles used on the job.

Some employees, who are on call, may be furnished with a vehicle that they may take home. These vehicles are to be used for Village purposes only.

Any employee involved in a motor vehicle accident involving Village owned or leased vehicles will immediately notify their supervisor and the law enforcement agency having jurisdiction. The employee will be required to submit to a drug and alcohol test as per the regulations under the Drug Free Workplace Policy. (See Section 600.2)

Any employee/individual who uses a Village owned vehicle, operates under the same laws and regulations as the general public (includes use of seat belts). No employee is exempt from receiving traffic citations or criminal arrests while working for the Village. If an employee accumulates 6 or more points on their operator's license, the employee shall not operate a Village owned vehicle until such time as the total points fall below 6 points. The Village may, at any time, review any employee's driving record and status of accumulated points.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

The Village of Whitehouse prohibits the use of tobacco in vehicles and buildings.

12. VALID DRIVER'S LICENSE & INSURANCE CERTIFICATION

All employees, elected officials, and volunteer firefighters are required to verify they have a valid driver's license and valid proof of insurance. Annually, an Affidavit as to a Valid Driver's License and Insurance Certification form will be furnished to each individual to be signed, notarized and returned to the Finance Director.

13. USE OF PRIVATE VEHICLES

The occasion may arise when an employee may need to use his or her own privately owned vehicle for Village purposes. In the event that an employee is asked to use their vehicle, the employee will be compensated for its use. Compensation will be paid at the current rate for each mile traveled (as determined by the Internal Revenue Service), upon receipt of an expense voucher signed by the employee and supervisor. Employees should contact the Finance Director for the current rate of compensation.

14. USE OF RADIOS

Communication radios are provided for the use of employees to assist them in performing their job duties. The radios provide a rapid communications link with other Village employees and supervisors. The misuse of the radios slows down productivity, annoys other users on the same frequency, and violates Federal Communications Commission rules. The misuse of radios is prohibited. Examples of misuse are: use of vulgar language, playing music, and unnecessary talking or noise on the radio. When using the radios employees need to make sure no one else is talking, and must identify himself or herself by unit number.

Anyone misusing the radios will be subject to disciplinary action, up to and including termination of employment.

15. EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Village operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits. Employees in essential operations will be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

16. VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities of the Village, only authorized visitors are allowed in the workplace. The department supervisor will give authorization for visitors. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Village's premises, employees should immediately notify their supervisor.

Current

400 - EMPLOYEE BENEFIT PROGRAMS

1. OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

Membership in the Ohio Public Employee's Retirement System (PERS) is compulsory for all employees. State statute permits the employee's contribution to be refundable ninety (90) days after termination of employment with the Village. See your OPERS manual for further details. The Village and the employee both contribute to this fund.

2. OHIO POLICE AND FIREMEN PENSION FUND

All full-time police and Firefighter/Paramedic personnel are required to participate in the Police and Firemen's Disability and Pension Fund. The fund provides disability and pensions to members and their surviving spouses, children and dependent parents. The Village and the employee both contribute to this fund.

3. SOCIAL SECURITY AND MEDICARE

All part time Firefighter/Paramedic personnel and volunteer firefighters are required to participate in the Social Security Retirement System. The Village and the employee both contribute to the program.

Class A through G (except Class G Fire Department): Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, of former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected. The Windfall Elimination Provision covering your retirement benefit and the Government Pension Offset Provision covering your spouse's benefit. See the Finance Director for more information.

All Village employees hired after April 1986 will contribute to Medicare. The Village and the employee both contribute to the program.

4. HEALTH AND DENTAL INSURANCE

The Village of Whitehouse under group coverage may pay health and dental insurance for all eligible permanent full-time employees. At the time of

employment, each eligible employee will be enrolled. An employee may waive either benefit if employee is comparably covered under another insurance plan. Family coverage is also provided under these policies. The Village has an incentive plan for employees that waive the health insurance coverage if a plan is available through other means. See the Finance Director for more information.

Under the current health insurance policy a dependent attending college out of the health insurance network area is covered under the Village's health insurance through the age of 26, this coverage is for emergencies only. Once a student is stabilized, it will be necessary for further treatment to be given by the primary care physician and all prescription administered through the network of pharmacies. A dependent attending college out of the health insurance network area may request reimbursement from the Village for health insurance through the university they are attending. However, the student will be dropped from the Village health insurance policy. To request more information concerning this option, contact the Village Administrator or Finance Director.

5. LIFE INSURANCE

The Village will provide a life insurance and accidental death and dismemberment policy for each permanent full-time employee under a group plan. Each employee covered names his own beneficiary, which may be changed at anytime by the employee upon written request. The Village Council determines the amount of the coverage. Such a policy will not be effective after the employee leaves the Village service. A notice of Conversion privilege will be provided to continue the premium on an individual basis, after termination of employment.

6. VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

All regularly scheduled full-time employees and Class F employees are granted annual vacation leave with pay according to the following accrual rate:

CONTINUOUS LENGTH OF SERVICE

ANNUAL RATE

After	1 year (Class E + F)	1 week
After	1 year (Class A - D)	2 weeks
After	2 years (Class E + F)	2 weeks
After	8 years (Class A - F)	3 weeks
After	12 years (Class A - F)	4 weeks
After	20 years (Class A - F)	5 weeks

Vacation time may be taken in increments of one-half (1/2) hour or more. No more than five (5) days of unused vacation days may be carried forward to the next year following the year that it was earned. Firefighter/Paramedics may carry forward no more than 56 hours of earned vacation time.

Any employee may request and receive one average week of vacation pay in addition to scheduled work pay for vacation not taken in any one year.

If an employee is on vacation and becomes ill, switching vacation time to sick time will not be permitted.

A minimum of one-week vacation must be taken per year.

All requests for any time off must be presented to the supervisor for approval at least two (2) weeks in advance. All efforts will be made to stagger vacation times so as not to curtail services to the public. Smaller increments, per the above, will be approved at the discretion of the supervisor. No full-time employee will be permitted to use vacation time that has not been earned. Upon resignation or separation from the Village, employees shall receive payment for all accumulated annual vacation leave at the earned rate of compensation providing all conditions have been met.

7. DISCRETIONARY/COMP TIME

EXPANDED - See Draft

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 personnel) 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.

Any use of earned comp time must be approved by the supervisor prior to use.

8. SICK LEAVE

Sick leave will be granted and accrued to each full-time employee at the rate of .0575 hours per one hour work period (4.6 hours for each eighty (80) work hours), beginning with the first day of employment. Sick leave may be taken by employees up to the full amount on their leave records, but employees may not use negative sick leave or sick leave that has not yet been accumulated. All absences included in this section not chargeable to sick leave, due to insufficient leave accrued, will be charged to either annual leave or leave without pay.

An employee may utilize his or her sick leave allowance for:

- 1) Absence due to personal illness or physical incapacity
- 2) Personal exposure to contagious disease
- 3) Illness of a member of the immediate family*
- 4) Medical and dental examinations and associated treatment

*Immediate family includes, spouse, parent, children of the employee, siblings, in-laws, legal guardian of a child.

Failure to report an injury or illness within the first fifteen (15) minutes after the start of the workday can be considered justification for disallowing sick leave for that day or period of time. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided that the employee can return to do essentials of the job and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

If restrictions are indicated and the employee is unable to fulfill the full array of job specifications and responsibilities, light duty work may be available, at the discretion of the supervisor and/or the Administrator before the employee can return to work. If the supervisor and/or the Administrator do not approve the "return to work" form due to incorrect information or improper release of the employee, the Administrator shall prevent the individual from returning to work until the problem is corrected. This applies to any and all Village employees.

For statutory positions, or for those positions not under the direct control of the Administrator or Mayor, Council will convene to govern these positions.

If an employee misses more than four (4) consecutive days of work without a physician's excuse, the employee is subject to disciplinary action up to, and including, permanent discharge. No employee will be permanently discharged for violation of this sick-leave policy of the Village without a hearing before the Personnel Committee.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Thirty-three percent (33%) of accrued leave may be paid to an employee at retirement or beneficiary at death based on rate of pay for his average work week at the time of retirement or death. For the purpose of calculating accumulated sick leave hours paid out at retirement, only sick leave hours earned and accumulated while employed at the Village of Whitehouse will be considered and paid. Any credit for sick time earned at a previous employer will not be considered in calculation of the sick time payout at retirement. When sick time is used in the normal course of employment, the sick time credited from previous employment will be used first. The remaining accumulated sick time hours earned and unused while employed at the Village will be calculated for retirement payout.

Employees using earned sick leave shall be considered as working, for the purpose of accumulating sick leave.

A. Unauthorized Use of Sick Leave

1. Failure to notify supervisor of medical absence;
2. Failure to provide physician's verification when required; (Return to work)
3. Fraudulent physician verification.

B. Misuse of Sick Leave

Use of sick leave for that which it was not intended or provided

C. Pattern Abuse

Consistent periods of sick leave usage, for example:

1. Before, and /or after holidays;
2. Before, and /or after weekends or regular days off;
3. After pay days;
4. Any one specific day;
5. Absence following overtime worked;
6. Half days;
7. Continued pattern of maintaining less than 40 hours of sick leave in any one 80 hour pay period;
8. Excessive absenteeism- use of more sick leave than granted.

D. Procedure

1. Physician's Verification

At the Agency Head or designee's discretion, the employee may be required to provide a statement, from a physician, who has examined the employee or the member of the employee's immediate family, for all future illness. The physician's statement shall be signed by the physician or his/her designee. This requirement shall be in effect until such time as the employee has accrued a reasonable sick leave balance. However, if the Agency Head or designee finds mitigating or extenuating circumstances surrounding the employee's use of sick leave, then the physician's verification need not be required. Should the Agency Head or designee find it necessary to require the employee to provide the physician's verification for present or future illnesses, the order will be made in writing using the "Physician's Verification" form with a copy to the employee's personnel file. These employees who have been required to provide a physician's verification will be considered for approval only if the physician's verification is provided within three (3) days after returning to work.

2. Unauthorized Use or Abuse of Sick Leave

When unauthorized use or abuse of sick leave is substantiated, the agency Head or designee will affect corrective and progressive discipline, keeping in mind any extenuating or mitigating circumstances. When progressive discipline reaches the first suspension, under this policy, a corrective counseling session will be conducted with the employee. The Agency Head or designee will jointly explain the serious consequences of continued unauthorized use or abuse of sick leave. If the above does not produce the desired positive change in performance, the Agency Head or designee will proceed with progressive discipline up to and including termination.

3. Pattern Abuse

If an employee abuses sick leave in a pattern, per example noted in the section under definitions (not limited to those listed), the Agency Head or designee may reasonably suspect pattern abuse. If it is suspected, the Agency Head or designee will notify the employee in writing that pattern abuse is suspected. The Agency Head or designee will use the "Pattern Abuse" form for notification. The notice will also invite the employee to explain, rebut, or refute the pattern abuse claim. Use of sick leave for valid reasons shall not be considered a basis for pattern abuse.

9. HOLIDAYS

The following and such other days as the Whitehouse Village Council may fix are holidays with pay for all regular full-time employees. Class F personnel will receive their regular scheduled workday hours as holiday pay. The Village observes the following holidays:

New Year's Day	-	January 1
Martin Luther King Day	-	Third Monday in January
President's Day	-	Third Monday in February
Good Friday	-	Half Day
Easter Sunday	-	(Class E Only)
Memorial Day	-	Last Monday in May
Independence Day	-	July 4
Labor Day	-	First Monday in September
Veteran's Day	-	November 11
Thanksgiving Day	-	Fourth Thursday in November
Day after Thanksgiving	-	(Not including Class E)
Christmas Eve	-	December 24
Christmas Day	-	December 25
New Year's Eve	-	December 31 (half day)

When a holiday falls on a Saturday, the preceding day shall be observed. When a holiday falls on a Sunday, the following day shall be observed. Police and Firefighter/Paramedics shall observe the holiday on the day of the declared national holiday.

Any police officer or firefighter/paramedic not scheduled to work on a holiday, shall receive eight (8) hours of holiday pay. If on vacation (and not scheduled to work the holiday), the employee will be granted holiday pay.

Police and Firefighter/Paramedics scheduled to work that request sick-leave, comp time or vacation time off on a holiday, shall not be entitled to the eight (8) hours of holiday pay.

Police and Firefighter/Paramedics who work on a holiday shall be compensated at the regular rate for hours worked plus regular rate for holiday. (For example: 8 hours holiday + 8 hours for hours worked.)

When actual hours worked in a week are 40, and an employee works a holiday on a regular scheduled day off, the employee earns his regular holiday pay, holiday pay at straight time because of working the holiday, and holiday worked pay at time and one-half because of being over 40 hours. (Ex. 8 hrs. Holiday Pay (he earned if he hadn't worked), 8 hrs. Holiday Pay at straight time and 8 hrs. Holiday Worked at time and one half.)

Since part-time police officers and firefighter/paramedics (Class G) are not paid holiday pay, they shall be compensated at the rate of double their hourly rate when scheduled to work on a holiday. All fire personnel (excluding Chief) follows Class E holiday schedule. Class H, and temporary/seasonal employees are not entitled to holiday pay.

Police and firefighter/paramedics that are on extended leave and can't be called to work; (sick, family medical, etc.) will not be paid holiday pay.

Salaried employees, who are required to work on any holiday, will be allowed an extra day's pay at regular time, or an additional day of vacation leave in accordance with the desires of the employee, with the approval of the employee's supervisor.

Paid time off for holidays will be counted as hours worked for the purposes of determining overtime.

10. UNIFORMS:

Police and Firefighter/Paramedic personnel will be provided with uniforms, which include shirt, pants, coats, and hats.

Police personnel will also be provided with a duty belt holster, handcuff case, and magazine pouch.

Public Service employees will be provided with work uniforms, which include pants and shirt.

Annually, the Village will reimburse Public Service employees 50% of the cost of one complete outerwear (coat & Overall bibs) and one pair of work boots. To receive this reimbursement, submit to your supervisor the receipt showing the purchase of the item. A purchase order will be processed and a check will be cut after the next regular scheduled council meeting. Annual reimbursement amount limit is \$200.00 for outerwear and work boots.

11. WORKER'S COMPENSATION INSURANCE

The Village provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses shall inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately & an injury report be filled out. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Village nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Village.

The Village has adopted a Transitional Work Program to assist the injured worker in returning to work. A Transitional Work Program (TWP) is an organized process to help employees with injuries and disabilities to remain at work or return to work in a safe and timely fashion. Employees involved in a TWP are temporarily assigned meaningful, productive work activities that they can perform, with their physician's approval. This process involves the employee, supervisor, physician and other healthcare professionals who work together to develop and support the employee's transitional work plan. The TWP helps the employee to return to full duty within eight weeks.

Our Transitional Work Program is designed to: 1) protect jobs for employees with injuries and disabilities, 2) eliminate the frustration and personal consequences of disabilities among employees, 3) control the costs of workers' compensation, and 4) maintain the employee's employment and full wages.

12. WORKER'S COMPENSATION HANDICAP REIMBURSEMENT FORM

The Village of Whitehouse is required by the Industrial Commission of Ohio to submit an annual report listing those persons who are handicapped as defined in Section 4123.343 (A) of the Revised Code. Annually, an employee will be required to fill out a form as provided by the Industrial Commission of Ohio. This information is kept confidential and separate from your personnel file.

When it can be demonstrated that one of these handicap conditions pre-existed and delayed recovery from an industrial injury, a portion of the cost of the worker's compensation claim can be charged to a Surplus Fund. This handicap reimbursement from the Surplus Fund does not in any way jeopardize the benefits to an injured employee. More favorable adjustments are granted by the Industrial Commission in those claims where the employer had registered the claimant as a handicapped employee.

13. UNEMPLOYMENT COMPENSATION

Basic unemployment compensation is provided to employees who meet certain criteria at the termination of employment with the Village as required by state law.

14. JURY DUTY

The Village encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If the employee receives jury pay from the court, the Village shall deduct from the employee's pay an amount equal to the jury pay earned. If parking tolls are unreimbursed by the court, the employee may seek reimbursement from the Village. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees
Class F employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the Village or the employee may request an excuse from jury duty if, in the Village's judgment, the employee's absence would create serious operational difficulties.

The Village will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits, will continue to accrue during paid jury duty leave.

15. WITNESS DUTY

The Village employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses as a result of their employment by the Village, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the Village. Employees are free to use any available paid leave benefit to receive compensation for the period of this absence. Vacation benefits may be used for paid time off based upon the discretion of the employee.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to

accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

16. BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Village's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements. It is the responsibility of the employee to notify their supervisor or Finance Director of a qualifying event.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates plus an administration fee. The Village provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Village's health insurance plan. The notice contains important information about the employee's rights and obligations.

Whitehouse

VILLAGE OF WHITEHOUSE CLASSIFICATIONS 1/1/2025

CLASS	POSITION
A	Police Chief, Director of Public Service, Finance Director, Fire Chief
A.1	DPS Superintendent, Police Captain
A.2	Police Lieutenant
B	Sergeant & Training Officer
B.1	Accounting Specialist
C	Building/Zoning Clerk, Account Clerk, Public Service
C.1	Office Assistant
D	Patrol Officer
E	Paramedic
F	Regular Part Time Employee Office Staff, Safety Asst. (25 hrs. wk)
G	Part Time Positions
	Police Department
	Patrolperson
	Crossing Guard
	Seasonal Employees
	Recreation Director
	Seasonal (Pub. Svc./Park)
	Fire Department
	Paramedics
	AEMT
	EMT
H	Volunteer Fire Department
	Platoon Chief
	Captain
	Lieutenant
	Officers & Firefighters
I	Full Time Fire Department
	EMT - Paramedic
	A EMT
	EMT - Basic
	EMT - Basic Float