



November 14, 2025

WHITEHOUSE COUNCIL AGENDA
November 18, 2025
6:30 P.M.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 708107151#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page. Please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, November 18, 2025, at 6:30 PM. The meeting will be held in Council Chambers, Village Hall, 6925 Providence St., Whitehouse, Ohio

Welcome and thank you for attending the Whitehouse Village Council meeting. The purpose of the Village Council meeting is to conduct the official business of the Village of Whitehouse and to hear citizens' comments pertaining to items that appear on the agenda and comments for future consideration. We welcome and encourage your participation. If you wish to make a comment, please wait to be recognized then state your name and address for the record. Please make your comments as concise as possible to allow time for others who wish to make comments. The Mayor presides over the Council meeting and has the authority to take the actions necessary to maintain order and proper decorum among those present. Thank you for your cooperation.

- I. Call to Order
- II. Roll Call
- III. Prayer: Warren Clifton, Hope United Methodist
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the November 4, 2025, Council Meeting
- VI. Adoption of Bills Dated November 14, 2025, the Addendum bills dated November 18, 2025, and the September 2025 Financial Statements
- VII. Introduction of Persons to Appear Before Council
- VIII. Committee Reports
 - A. Report on the November 13, 2025 Committee of the Whole Meeting
- IX. Report of the Mayor
- X. Report of the Clerk of Council

- XI. Report of the Municipal Administrator
 - A. Request Authorization for Legislation Establishing Pay Classifications, and Benefit Steps for Employees of the Village of Whitehouse, Lucas County, Ohio; Repealing Ordinance No. 19-2024
 - B. Operations Report Summary
- XII. Report of the Law Director
- XIII. Report of the Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. **Ordinance 17-2025:** Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters. (2nd Reading)
 - B. **Ordinance 18-2025:** Establishing Rules Governing the Conduct of the Council of the Village of Whitehouse, Lucas County, Ohio (2nd Reading)
 - C. **Ordinance 19-2025:** Adopting a Discretionary Time/Compensation Time/Rounds Credit Policy for the Village of Whitehouse (2nd Reading)
 - D. **Ordinance 20-2025:** Establishing Pay Classifications, and Benefit Steps for Employees of the Village of Whitehouse, Lucas County, Ohio; Repealing Ordinance No. 19-2024
- XVI. Resolutions
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

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

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

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

Council Members Absent: N/A

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

Guests Present: Stephen Bond, Judy Miller, Kellie Zenz, Becky King, Char Prichett, Jill Gundy, Jennifer Herman, Kelsea Blaskis, James Forrest, Emma Forrest, Paul Wielinski, and Landon Smith

Council Prayer was given by Pastor Stephen Bond of Community of Christ Church

Motion by Councilman Riggenbach, seconded by Councilman Connelly to approve the minutes of the October 21st, 2025, Council meeting. 6 ayes

Artiaga asks about the trees line-item expense of \$5,875, is this designated for any particular area. Hill confirms these are for throughout the Village, replacing other trees that came down along with trees that new homeowners purchase when buying their home.

Motion by Councilman Riggenbach, seconded by Councilwoman Artiaga to approve the bills totaling \$16,451.64 dated October 31st, 2025, the Addendum bills totaling \$355,233.03 dated November 4th, 2025. 6 ayes

PERSONS TO APPEAR BEFORE COUNCIL

Mayor Bingham asked if there were any people to appear before Council.

Request for Whitehouse Holiday Celebration and Christmas Village 5k

Hartbarger speaks for the two events that are upcoming on December 6th, 2025. The two events are done in conjunction with one another as in past years. He comments a map was included for the 5k race in the Council packet, nothing has changed for this route from previous years. He shares that fire and police have both approved the plans. Hartbarger shares that after the 5k race the holiday parade and tree lighting will occur.

Motion by Councilwoman Artiaga, seconded by Councilwoman Tuohy to approve the request for the Whitehouse Holiday Celebration and the Christmas Village 5k race on December 6th, 2025. 6 ayes

COMMITTEE REPORTS

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

Report on the Fallen Timbers Union Cemetery District Meeting

Yunker shares that the commission met on November 20th, 2025. Duncan and Yunker present, Anderson absent. The previous meeting minutes were approved. There was a reported \$11k expense since the last meeting and a cash balance of \$427,084.95. The Sexton report included deeds sold for cemetery lots and internments. Contractors were in to put in new floors in office building – turned out very nice. Items on the list to purchase included an air compressor and shop vac, these have been purchased. Lawn cutting continued and leaf pick up started, along with stump removal from several cemeteries. Trees were purchased in conjunction with Whitehouse purchasing power for the back portion of Whitehouse Cemetery. JC Helminiak has been contracted as additional seasonal help through the end of the year.

Report on the October 23rd, 2025 Tree Commission Meeting

Connelly reports that old business included tree inventory updates; more trees planned to arrive soon. There are more trees being planted than what were removed. Laurie Mauro will complete a tree commission training. No December meeting.

American Bloom honors were discussed. Three story book walk titles are ready for lamination. Sandra Park tree labeling is now complete. Arbor Day planning focusing on sycamores.

REPORT OF THE MAYOR

Recognition of Mike Hill & James Forrest – 25 years of Service

Mayor Bingham comments that one of the best things he gets to do is recognize long-term employees; he comments why Whitehouse is such a great place, is because of the employees within the Village. Previous Mayors and Councils and staff have created a place where employees stay for a long time.

Hill and Forrest have been with the Public Service department for 25 years. Mayor hands out a clock to both along with certificates recognizing their many years of service.

Mayor comments that we have tried to honor Sheri Luedtke for several weeks now, but some health issues have made this hard. Several of her friends here tonight to represent Sheri to be honored. Mayor Bingham shares that Sheri is a huge part of this Village and the Tree Commission. She has taught Mayor a lot about the importance of the trees in our community. Hard to thank someone who has served for as many years as Sheri has. Mayor reads some words about Sheri's service and her help to the community. She cares deeply, not for recognition, but knowing it is the right thing to do. Sheri has embodied what it means to serve. On behalf of the Village of Whitehouse, Mayor thanks Sheri for her dedication and service to the Village of Whitehouse.

Mayor Bingham reminds all that Coffee with Mayor and Council is this Saturday from 8-10:30am. Halloween in the Village was a success up town – WTOL was there live streaming through the evening.

Construction is continuing at the new pharmacy in town, press releases going out shortly to newspapers and tv channels. TMACOG is asking for budget fund requests, the last day for requests is in November. Christmas contest with Waterville will be starting around November 10th – collecting donations for toys for tots. Delta Institute meeting helping with watershed grant is this upcoming Monday along with County Commissioners, goal is to lower tax burden for residents. Mayor comments that they met with BASF purchaser, Carlisle Group – discussed options for growth in Whitehouse – will meet with them again. Fine asked Mayor to submit a request to County Commissioners for rate estimates for upcoming year. LCHD sent Mayor and staff the estimated bill for the next five years – does look like it is going down.

Mayor Bingham brings up the topic of SNAP benefits and those who are not receiving their governmental pay for a period of time now – including those at the 180th Fighter Wing. Mayor is asking if Village can offer a \$100 Kroger gift card to those who are currently on SNAP benefits or a federal military member who is not receiving pay – he comments they would require ID and able to prove they currently receive those benefits and live within the Village limits. Tuohy comments that before it gets hard to staff to handle this – can we look at buying actual food to hand out instead. Fine comments that he is reading that some federal benefits might be paid out soon, but not all. Yunker agrees it could be an administrative burden to vet who gets the benefits – should we look at instead supporting the organizations locally who supply the food such as food pantries. Mayor comments that food pantries are already overwhelmed. Fine comments, we can ask these pantries if there is anything we can do to help allow them to serve more people such as volunteering time. Artiaga comments that Zion food pantry does not check for proof of income or screen for SNAP benefits – but they are short staffed. Connelly comments the Mayor's heart is in the right place, hard to deny supporting the assistance when people are in need – concerned with logistical steps, needs some time to think through best approach. Artiaga asks Administrator Daugherty about what account a donation could come from and how much – Daugherty says community support fund is currently fully used, would need to add more to it through appropriations. Riggensbach agrees would need more time to think about this topic – really does want to help people, if we can figure out how in a way that doesn't create potential concerns, he is fully supportive. Riggensbach comments his take away is to have a conversation on how to execute this. Connelly asks if we can table the topic until November 13th; Mayor comments bringing it up now because people are struggling right now. Heban comments that another jurisdiction he works with instead of toys this year are changing their donation requests to a food drive. Riggensbach asks how exactly Mayor envisions this working; Mayor comments that the resident would come in and provide proof of EBT/SNAP card and their ID proving residency in Whitehouse and they would get their gift card; along with federal employees who can provide proof of federal employment and Whitehouse residency. Artiaga asks about a

straight money donation to a local food bank for them to use their bulk purchasing power. All seem to like this idea. Tuohy suggests asking them to provide necessity boxes with the donation they give. Riggenbach comments on a lot of value in taking a few days to understand what the gift card commitment would be and if they can make this work. Fine asks if we can authorize the funding today and authorize Village staff today and then finalize how to execute in the next few days. Heban says it can be an open-ended authorization. Fine suggests \$2,500 range; Heban comments make it up to \$2,500.

Motion by Councilwoman Artiaga, seconded by Councilman Connelly to donate up to \$2,500 for local food supply and authorizing administration to provide funds. 6 ayes

REPORT OF THE CLERK OF COUNCIL

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

REPORT OF THE MUNICIPAL ADMINISTRATOR

Request Authorization for Legislation Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters.

Daugherty comments that this is the legislation for the previously recommended rates and fee schedule that was reviewed. He asks for this to be authorized tonight.

Motion by Councilman Fine, seconded by Councilman Connelly to authorize Legislation Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters. 6 ayes

Request Authorization for Legislation Establishing Rules Governing the Conduct of the Council of the Village of Whitehouse, Lucas County, Ohio

Daugherty comments that this is the final draft after a few months of work done by council. Looking for this to be authorized tonight.

Motion by Councilman Yunker, seconded by Councilman Riggenbach to authorize Legislation Establishing Rules Governing the Conduct of the Council of the Village of Whitehouse, Lucas County, Ohio. 6 ayes

Request Authorization for Legislation Adopting a Discretionary Time/Compensation Time/Rounds Credit Policy for the Village of Whitehouse

Daugherty comments this is the topic reviewed during the last committee meeting, asking for authorization tonight.

Motion by Councilwoman Tuohy, seconded by Councilwoman Artiaga to authorize Legislation Adopting a Discretionary Time/Compensation Time/Rounds Credit Policy for the Village of Whitehouse. 6 ayes

Daugherty reminds all that the November Committee of the Whole meeting has been moved from Tuesday to Thursday, November 13th at 6:30pm.

Operations Report Summary

Deputy Administrator Hartbarger shares that the comp time policy has been fully reviewed by the Village labor attorney. There was clarifying language added regarding the salary employees – all has been approved.

REPORT OF THE LAW DIRECTOR

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

REPORT OF THE DEPARTMENT HEADS

Public Works Director Hill shares that the park trail paving was completed today, just a few finishing touches remain. Crews are doing a great job with leaf pick up, currently ahead of schedule.

Police Chief Baer shares he has nothing for today; everything is going well. Tuohy thanks Baer and the Fire Department for their presence on Halloween.

Fire Chief Francis updates on 2015 to 2025 response times. In 2015, the department was predominantly volunteer with 9 mins 52 seconds time from dispatch to on scene and now in 2025 average of 5 mins 52 seconds from dispatch to on scene. EMS response time has gone from 6 mins 40 sec, to 5 min. Francis comments that the partnership with the co-op, updates in technology, investments in training, and increase in ALS personnel and staffing developments have led to these decreases in response times.

CITIZEN COMMENTS ON AGENDA ITEMS

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

ORDINANCES

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

- A. **Ordinance 17-2025:** Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters.

Motion by Councilman Connelly, seconded by Councilman Yunker to approve **Ordinance 17-2025** to be read by title only, as an emergency, first reading. 6 ayes

- B. **Ordinance 18-2025:** Establishing Rules Governing the Conduct of the Council of the Village of Whitehouse, Lucas County, Ohio

Motion by Councilwoman Tuohy, seconded by Councilwoman Artiaga to approve **Ordinance 18-2025** to be read by title only, as an emergency, first reading. 6 ayes

C. **Ordinance 19-2025:** Adopting a Discretionary Time/Compensation Time/Rounds Credit Policy for the Village of Whitehouse

Motion by Councilman Fine, seconded by Councilman Riggensbach to approve **Ordinance 19-2025** to be read by title only, as an emergency, first reading. 6 ayes

RESOLUTIONS

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

COUNCIL COMMENTS

Connelly thanks Mayor for thinking of the residents and for Daugherty and staff taking the burden on for decision making and helping.

Yunker thanks staff for the help in the Halloween celebration – Fire and Police out in the streets with the kids trick or treating – makes it a more family friendly event. Yunker asks about possibility of deferring water, sewer, and Village bills if need be for those who are not currently being paid due to the federal shutdown. Mayor asks Daugherty how hard this would be to handle – Daugherty comments it is all doable, do not anticipate a major demand for this, but longer the shutdown goes on there could be more necessity. Daugherty comments staff already uses some grace if residents are communicating needs. Mayor asks if this can be put out on the app to share that Village is willing to work with residents.

Artiaga comments while driving down Providence street last night, noticed a few focused on the trees lights are out – Hill will check. She asks Hill about the park sign, is it going to be lit up at all, Hill comments there will be some back lighting. Artiaga asks Hartbarger about senior Saturdays and if there are topics being shared ahead of time – he comments Mark will be updating the website and sharing this info online. Artiaga shares that 9:30am Tuesday morning 2nd and 3rd graders will be visiting Veterans Memorial for Veterans Day. Artiaga asks about previous discussion on murals throughout town – she says she has had discussion with local arts commission people and they would be willing to host a contest for design ideas from local artists – something to consider. Daugherty comments there have been discussions with local artist who painted the grain silos out on the river.

Tuohy thanks Fire and Police for being at the Halloween celebration. Thanks to Daugherty and staff for providing the hot dogs. She comments that she is excited for the park sign, it is going to be great.

Fine thanks Chief Francis for the updates on response times, thanks the team for the efforts they have put in for that.

Regular

November 4, 25

Riggenbach asks Artiaga what time on Tuesday for the Veterans Memorial Park 2nd and 3rd graders. She shares 9:30am, 10am, 11:15am, 11:45am. She shares the 4th graders possibly going to the 180th. Riggenbach gives a broad thank you to staff, extremely busy time of year but exact time of year that illustrates why Whitehouse is as great as it is. Lots of community involvement.

CITIZEN COMMENTS

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

ADJOURNMENT

Motion by Councilwoman Tuohy, seconded by Councilman Fine to adjourn the meeting at 7:34pm. 6 ayes

Duly Appointed Clerk of Council

Mayor

COUNCIL BILLS

11/14/2025

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Ace Diversified Services	Parks	\$175.00	\$175.00	Port-A-Potty Rental
Ag-Pro Companies	Parks	\$127.68	\$127.68	Parts
Aleaha Bayly	Police	\$1,240.00		Cleaning/July-October
Aleaha Bayly	Maintenance	\$1,340.00	\$2,580.00	Cleaning/July-October
Amazon	Water	\$98.83		Supplies
Amazon	Sewer	\$98.82		Supplies
Amazon	Fire	\$77.41		Supplies
Amazon	Parks	\$66.29		Supplies
Amazon	Maintenance	\$118.86	\$460.21	Supplies
Austin Thompson	Water	\$43.38	\$43.38	Utility Refund
Baker & Associates	Water	\$16,320.00	\$16,320.00	Mixers for Water Towers
Bound Tree	Fire	\$194.70	\$194.70	EMS Supplies
Buckeye Emergency	Fire	\$490.00	\$490.00	Vehicle Repair
Cintas Corp	Parks	\$12.98		Uniform Service
Cintas Corp	Maintenance	\$12.98		Uniform Service
Cintas Corp	Streets	\$12.98		Uniform Service
Cintas Corp	Sewer	\$12.98		Uniform Service
Cintas Corp	Water	\$25.94	\$77.86	Uniform Service
Citco Water	Sewer	\$10,493.70	\$10,493.70	Chemicals
Cremation Society of Toledo	Administration	\$700.00	\$700.00	Indigent Burial
Fisher Auto	Streets	\$109.15		Parts
Fisher Auto	Water	\$292.35		Parts
Fisher Auto	Police	\$77.76	\$479.26	Parts
Forrest Auto Supply	Fire	\$119.90	\$119.90	Oil Dry
Galls	Police	\$143.99	\$143.99	Uniform
Gary Stump Removal	Streets	\$250.00	\$250.00	Stump Removal
Geddis Paving & Excavating	Capital Project	\$64,787.50	\$64,787.50	Quarry Trail Paving
General Pro Hardware	Maintenance	\$21.45		Hardware
General Pro Hardware	Parks	\$27.44		Hardware
General Pro Hardware	Streets	\$21.38		Hardware
General Pro Hardware	Water	\$50.60	\$120.87	Hardware
Henry Schein	Fire	\$297.94	\$297.94	EMS Supplies
Interstate Batteries	Fire	\$172.77	\$172.77	Battery

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Jacob Barnes	Zoning	\$1,650.00	\$1,650.00	Zoning Inspection
Kelly Norris	Fire	\$150.00	\$150.00	Employee Reimbursement
Kissflow	Administration	\$165.00	\$165.00	Software
Kleinfelder	Econ Dev	\$301.50	\$301.50	Economic Development
MASI	Water	\$99.90	\$99.90	Water Sample Analysis
Minuteman Press	Water	\$268.72		Door Hangers
Minuteman Press	Sewer	\$268.72	\$537.44	Door Hangers
Ohio Compost	Maintenance	\$73.00	\$73.00	Concrete Disposal
Ohio Gas	Sewer	\$44.36	\$44.36	Natural Gas Charges
Penn Care	Fire	\$256.99	\$256.99	EMS Supplies
PRI	Police	\$299.00	\$299.00	Training
Risk Strategies	Administration	\$158.00	\$158.00	Benefit Software
Select Stone	Capital Project	\$16,866.80	\$16,866.80	Stone Blocks
Smart Bill	Water	\$694.40		Utility Bill Mailing
Smart Bill	Sewer	\$694.40	\$1,388.80	Utility Bill Mailing
Summit Fire & Security	Fire	\$642.60		Annual Fire Extinguisher Test
Summit Fire & Security	Maintenance	\$479.00		Annual Fire Extinguisher Test
Summit Fire & Security	Police	\$229.80	\$1,351.40	Annual Fire Extinguisher Test
Traffic Stop	Fire	\$135.00	\$135.00	Uniform
Treasurer State of Ohio	Police	\$526.00	\$526.00	Monthly WebCheck Fee
Triotech Corporation	Administration	\$67.50	\$67.50	IT Services
Tyler Ware	Police	\$152.96	\$152.96	Employee Reimbursement
US Bank	Police	\$142.67		Copier Charges
US Bank	Fire	\$141.91		Copier Charges
US Bank	Maintenance	\$215.49	\$500.07	Copier Charges
Verizon Wireless	Police	\$280.77	\$280.77	Cell Phones & Data
Waterville Hardware	Fire	\$32.99	\$32.99	Hardware
		\$123,072.24	\$123,072.24	

ORDINANCE NO. 17-2025

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

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

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

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

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

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

requirements as set forth by Village Charter.

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

WHEREFORE, this Ordinance shall be in full force and effect upon its passage and approval as provided by law.

VOTE ON EMERGENCY MEASURE: Yeas: _____ Nays: _____

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

First Reading: _____

Second Reading: _____

Third Reading: _____

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Kevin A. Heban, Solicitor

Whitehouse

Schedule of Rates and Fees

January 1, 2026

Exhibit "A"

- I. BUILDING AND ADMINISTRATIVE FEES (Fees Are Non-Refundable)**
- A. Residential Permits (One, Two & Three family dwellings and their Accessory Structures)
 - 1. Permit Base Fee \$ 60.00
 - 2. Additional fee per gross square foot (100 sf minimum) \$ 0.20
 - B. Commercial Permit (All Structures other than Residential)
 - 1. Permit Base Fee \$ 75.00
 - 2. Additional fee per gross square foot (100 sf minimum) \$ 0.20
 - C. Certificate of Occupancy \$ 75.00
 - D. Residential Plan Review (One, Two & Three family dwellings and their Accessory Structures)
 - 1. Plan Review Base Fee \$ 50.00
 - 2. Additional fee per gross square foot (100 sf minimum) \$ 0.03
 - 3. Resubmissions
 - a. 1st Resubmission Free
 - b. 2nd Resubmission \$ 75.00
 - c. 3rd 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. 1st Resubmission Free
 - b. 2nd Resubmission \$150.00
 - c. 3rd 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. 1st Reinspection Free
 - 2. 2nd Reinspection \$150.00
 - 3. 3rd Reinspection and each thereafter \$300.00
 - J. Special Inspections for health, safety and certificate of occupancy for an existing building.
 - 1. Inspection Fees (includes building, electrical, plumbing, HVAC, fire alarm and suppression) \$600.00

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

II. FIRE ALARM AND SUPPRESSION FEES

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

III. ELECTRICAL FEES

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

IV. PLUMBING FEES

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

V. HVAC FEES

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

VI. PRESSURE PIPING FEES

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

VII. ZONING PERMITS AND FEES

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

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

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

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

IX. REGISTRATION FEES FOR SKILLED TRADESMEN

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

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

X. RIGHT OF WAY INFRASTRUCTURE

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

XI. FEES FOR DIVISION OF WATER AND SEWER

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

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

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

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

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

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

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

G. Additional miscellaneous charges:

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

H. Water and sewer tap fees for new construction

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

XII. FEES FOR REFUSE SERVICES

Monthly fee for weekly residential refuse and recycling collection	\$ 16.32
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XIII. FEES FOR MOWING GRASSES, WEEDS AND RANK VEGETATION

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

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

XIV. FEES FOR STREET TREES

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

\$ 450.00 per tree

XV. FIRE DEPARTMENT

A. Inspections

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

B. Fire Alarms

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

C. Incidents

1. Hazardous Materials Responses – See LEPC

D. Fire Prevention

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

E. Personnel

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

XVI. POLICE DEPARTMENT

A. Impounded Animals

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

B. Webchecks

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

C. Underspeed Vehicle Inspections

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

XVII. SPECIAL EVENT FEES

A. \$50.00/hour per Village Employee

**Two hour minimum charge per employee

XVIII. SHELTER HOUSE RENTAL

A. Village Residents

1. \$100 Deposit (Given back once inspection complete)

2. No Rental Fee

B. Non-Residents

1. \$200 Deposit (Given back once inspection complete)

2. \$200 Rental Fee

C. Penalty for Non-Compliance of provided "Rules for the Shelter House"

1. \$50.00 per hour (minimum charge of 1 hour)

D. Non-Returned Key/Card Fee

1. \$50.00

XIX. Public Record Requests

A. Black & White Copies (8½ x 11 or 8½ x 14): \$0.05/page

B. Color Copies (8½ x 11 or 8½ x 14): \$0.10/page

C. 11 x 17 Black & White Copies: \$0.10/page

D. 11 x 17 Color Copies: \$0.20/page

E. DVD/CD: \$1.00/ea.

F. Flashdrive: actual cost of flashdrive

G. Body Cam Footage: Cost of redaction service + medium provided on

H. Review of Records only: No charge

ORDINANCE NO. 18 - 2025

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

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

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

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

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

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

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

RULE 1 – Meetings.

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

RULE 2 – Holiday meetings.

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

RULE 3 – Presiding committee officers.

The chair of a meeting shall preserve order and decorum and confine members in debate to the question. He/she may in common with any other member call any member to order who shall violate any of the rules, and shall, when in the chair, decide all questions 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.
- (C) Adoption of Bills. Council approval of bills since the last Council meeting.
- (D) Introduction of persons appearing before Council. Introduction of delegations or citizens wishing to appear before Council.
- (E) Reports of committees, commissions, and boards.
- (F) Reports from the Mayor, Administrator, Law Director, Department Heads, and other public officials. Reports should be in writing as appropriate considering length and complexity.
- (G) Citizen comments on agenda items.
- (H) Ordinances.
- (I) Resolutions.
- (J) Council comments.
- (K) Citizen comments.

RULE 6 – Conducting discussions.

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

RULE 7 – Receiving motion when question is before council.

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

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

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

RULE 8 – Handling motions for reference to committee.

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

RULE 9 – Motions to reconsider.

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

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

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

RULE 10 – Motion to take from the table.

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

RULE 11 – Motion to postpone indefinitely.

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

RULE 12 – Motion for the question.

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

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

RULE 13 – Motion to amend.

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

RULE 14 – Motion on question of privilege.

Questions of privilege shall be:

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

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

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

RULE 15 – Motion that matter be taken from committee.

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

RULE 16 – Majority defined; three-fourths defined.

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

RULE 17 – Preparing legislation.

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

RULE 18 – Voting on legislation.

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

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

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

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

(E) Voting.

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

Yea

Nay

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

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

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

RULE 19 – Amending resolution or ordinances.

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

RULE 20 – Approval of ordinances and resolutions.

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

RULE 21 – Village solicitor.

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

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

RULE 22 – Special hearings before Council.

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

RULE 23 – Roberts Rule of Order.

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

RULE 24 – Effect of failure to follow these rules.

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

RULE 25 – Suspension.

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

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

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

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

First Reading: _____

Second Reading: _____

Third Reading: _____

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

ORDINANCE NO. 19-2025

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

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

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

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

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

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

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

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

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

First Reading: _____

Second Reading: _____

Third Reading: _____

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

7. DISCRETIONARY TIME / COMPENSATORY TIME / ROUNDS CREDIT

Discretionary Time -

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

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

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

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

Compensatory Time -

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

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

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

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

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

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

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

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

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

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

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

Rounds Credit -

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

ORDINANCE NO. 20-2025

AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS, AND BENEFIT STEPS FOR EMPLOYEES OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO; REPEALING ORDINANCE NO. 19-2024, AND DECLARING AN EMERGENCY

WHEREAS, the Administrator and Committee of the Whole of the Council of the Village of Whitehouse, Lucas County, Ohio, have recommended changes to the Pay Classifications and Benefit Step to be conferred upon Village Employees; and

WHEREAS, this Council is desirous of adopting said recommendations.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths ($\frac{3}{4}$) of all members elected thereto concurring:

Section 1: That Ordinance No. 19-2024 is hereby repealed in its entirety effective December 31, 2025, and further that all ordinances, administrative manuals, portions of ordinances, portions of administrative manual, memorandums or written policies in conflict herewith are hereby repealed.

Section 2: That effective as of January 1, 2026, the Village of Whitehouse, Lucas County, Ohio "Position Classification and Compensation Plan" shall exist with respect to Pay Classifications and Step Ranges in the form as attached hereto as Exhibit A, as incorporated by reference herein and shall be placed in all personnel data manuals. The Administrator of the Village of Whitehouse, Lucas County, Ohio, shall initially place all Village personnel in the appropriate classification; annually place all Village personnel in the appropriate compensation steps; and thereafter distribute and update all written manuals, policy or similar written memorandums, to conform with the pay and benefit scales attached hereto as Exhibit A.

Section 3: That all ordinances or parts of ordinances inconsistent herewith be and the same are hereby repealed.

Section 4: It is hereby found and determined that all formal actions of this Council including any of its committees concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter.

Section 5: This ordinance is hereby determined to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of said Village and for the further reason that the adoption of this ordinance is necessary to provide updated pay and benefit schedules to the employees of the Village of Whitehouse, Lucas County, Ohio, in accordance with law.

WHEREFORE, this ordinance shall take full force and effect immediately upon its passage and approval.

VOTE ON EMERGENCY MEASURE: Yeas: _____ Nays: _____

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

First Reading: _____

Second Reading: _____

Third Reading: _____

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2025.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Kevin A. Heban, Solicitor

COLA

An annual review of pay classifications, and benefits steps pursuant to this Ordinance shall be made by Council or its designees in November/December of each year. This review shall determine if cost of living allowances (COLA), or similar adjustments are warranted in any or all of the pay classifications herein. Said review shall be based upon such factors as annual inflation indexes, Village revenues and such other factors as Council shall deem to be appropriate; the review shall use the CPI (Department of Labor – all urban and clerical workers) for the November through October, twelve (12) months preceding the evaluation date. Council shall not be mandated to grant any COLA or similar increase as a result of any annual review. However, in the event such increases are granted, they shall be effective January 1, 2026.

Merit Service Payment

An annual payment, based upon merit services is hereby initiated for Class A through E, and Class I employees completing five (5) years of service to the Village of Whitehouse as of December 1st of each year. An award of between Sixty Dollars (\$60.00) and Eighty Dollars (\$80.00) shall be made to said employees on an annual basis on such terms and conditions to be determined by Council. Said award shall be established upon a motion to Council.

An annual payment, based upon merit services is hereby initiated for Class F employees completing five (5) years of service to the Village of Whitehouse as of December 1st of each year. An award of between Twenty Dollars (\$20.00) and Thirty Seven Dollars and fifty cents (\$37.50) shall be made to said employees on an annual basis on such terms and conditions to be determined by Council. Said award shall be established upon a motion to Council.

An annual lump sum payment, based upon merit services is hereby initiated for Class A through E, and Class I employees completing one (1) year of service but has less than five (5) years of service to the Village of Whitehouse as of December 1st of each year. An award of One Hundred Dollars (\$100.00) shall be made to said employees on an annual basis on such terms and conditions to be determined by Council. Said award shall be established upon a motion to Council.

An additional annual merit service may be awarded by Council which award shall be based on employee performance evaluations as determined by the Village Administrator and approved by Council. This additional award shall be discretionary and payable only upon the determination that sufficient funds exist for payment of such award.

All amounts and awards under this section shall be available only to employees having completed required probationary time periods for Village of Whitehouse employment.

**VILLAGE OF WHITEHOUSE
PAY CLASSIFICATIONS
1/1/2026**

CLASS	POSITION	STEP						
		1	2	3	4	5	6	
		Hourly Rate Annual						
A	Police Chief, Director of Public Service, Finance Director, Fire Chief	\$ 64,753	\$ 70,049	\$ 75,343	\$ 80,634	\$ 85,934	\$ 92,054	
A.1	DPS Superintendent, Police Captain	\$ 28.48 \$ 59,243	\$ 30.24 \$ 62,889	\$ 32.70 \$ 68,021	\$ 35.48 \$ 73,806	\$ 37.73 \$ 78,488	\$ 40.58 \$ 84,408	
A.2	Police Lieutenant	\$ 26.86 \$ 55,874	\$ 28.61 \$ 59,514	\$ 31.08 \$ 64,641	\$ 33.86 \$ 70,433	\$ 36.11 \$ 75,112	\$ 38.95 \$ 81,023	
B	Sergeant & Training Officer	\$ 25.01 \$ 52,011	\$ 26.76 \$ 55,654	\$ 29.22 \$ 60,781	\$ 32.01 \$ 66,572	\$ 34.26 \$ 71,252	\$ 37.10 \$ 77,163	
B.1	Accounting Specialist	\$ 22.59 \$ 46,979	\$ 24.67 \$ 51,316	\$ 26.88 \$ 55,905	\$ 29.20 \$ 60,728	\$ 31.35 \$ 65,202	\$ 33.49 \$ 69,654	
C	Building/Zoning Clerk, Account Clerk, Public Service	\$ 19.98 \$ 41,569	\$ 22.07 \$ 45,905	\$ 24.28 \$ 50,494	\$ 26.59 \$ 55,317	\$ 28.75 \$ 59,791	\$ 30.89 \$ 64,243	
	Additional Pay (Public Service): Water Operator Class I License = \$.25 per hour Water Operator Class II License = \$.50 per hour Wastewater Collections Class II License = \$.25 per hour Supervisor = \$ 2.00 per hour							
	C.1	Office Assistant	\$ 15.55 \$ 32,341	\$ 17.53 \$ 36,468	\$ 18.87 \$ 39,251	\$ 20.17 \$ 41,963	\$ 21.26 \$ 44,212	\$ 22.92 \$ 47,667
	D	Patrol Officer	\$ 22.37 \$ 46,530	\$ 24.45 \$ 50,865	\$ 26.43 \$ 54,969	\$ 28.51 \$ 59,305	\$ 30.58 \$ 63,616	\$ 32.49 \$ 67,581
	E	Paramedic (based on 2,990 hrs.)	\$ 17.38 \$ 51,957	\$ 19.10 \$ 57,122	\$ 20.62 \$ 61,654	\$ 22.58 \$ 67,521	\$ 24.43 \$ 73,053	\$ 26.14 \$ 78,152
F	Additional Pay: Platoon Chief = \$.50 per hour (approx. \$1,500 annually) Paramedic Lieutenant = \$.35 per hour (approx. \$1,000 annually)							
	Regular Part Time Employee Office Staff, Safety Asst. (25 hrs. wk)	\$ 20,213 \$ 15.55	\$ 22,792 \$ 17.53	\$ 24,531 \$ 18.87	\$ 26,227 \$ 20.17	\$ 27,633 \$ 21.26	\$ 29,792 \$ 22.92	
G	Part Time Positions Police Department							
	Patrolperson	\$ 17.37	\$ 18.60	\$ 19.84	\$ 21.18	\$ 22.92	\$ 23.83	
	Crossing Guard	\$ 14.99 per crossing shift						
	Seasonal Employees							
	Recreation Director	\$ 13.58	TO				\$ 20.63	
	Seasonal (Pub. Svc./Park)	\$ 13.58	TO				\$ 20.63	
	Fire Department							
	Paramedics	\$ 15.92	TO				\$ 20.64	
	AEMT	\$ 15.04	TO				\$ 19.75	
	EMT	\$ 14.17	TO				\$ 18.86	
H	Volunteer Fire Department							
	Platoon Chief	\$ 2,000.00 annually						
	Captain	\$ 1,800.00 annually						
	Lieutenant	\$ 1,500.00 annually						
	Officers & Firefighters (includes drills up to 24 annually)	\$ 14.17	TO				\$ 20.64	
I	Full Time Fire Department							
	EMT - Paramedic	\$ 17.38	\$ 19.10	\$ 20.63	\$ 22.58	\$ 24.43	\$ 26.13	
	A EMT	\$ 16.50	\$ 17.94	\$ 19.29	\$ 20.87	\$ 22.38	\$ 23.82	
	EMT - Basic	\$ 15.62	\$ 16.78	\$ 17.96	\$ 19.15	\$ 20.32	\$ 21.50	
	EMT - Basic Float	\$ 15.62	\$ 16.78	\$ 17.96	\$ 19.15	\$ 20.32	\$ 21.50	



**Operations Report and Status Update
November 18th, 2025**

DEPARTMENT UPDATES

Administration-

- Payment Processing Update

Police-

- Finish Continuing Professional Training (CPT) OPOTA Requirement
- Schedule Officers for 5K & Parade
- Begin organizing all data for 2025 Collaborative Report

Fire-

- None

Public Service-

- Matt Braun has completed Young Tree Pruning training through the ODNR
- Pear Tree storm damage from the heavy snow 6 trees to be removed.
- Leaf Collection on schedule

SAFETY AND HEALTH REPORT

02-01-25 None

ZONING

11-18-25

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

COMMUNITY DEVELOPMENT

06-03-25

Special Events

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

SUBDIVISION DEVELOPMENTS

04-15-25

1. Whitehouse Square Townhomes – Surveying Began April 2025.

STREETS

10-07-25

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

PARKS & RECREATION

11-18-25

1. **Disc Golf** – Public Works Staff is working with volunteers on construct improvements at Sandra Park to include the disc golf course. Equipment procured. Course 50% completed (April 2025). Almost Completed (May 2025). Tee signs ordered (June 25, 2025). Completed 10/21/2025
2. **Park Sign & Front Park Design** – Reconstruction of Whitehouse Park sign and Landscape design for front of park along Providence St. between St. Louis and Lucas St. Working with Edge Group on Concept May 2025. Projected fall 2025 start. Work Started (10/16/2025) Grant funding applied for to finish (10/29/2025) Sign Stone work Completed (November 2025)
3. **Story Book Walk** – Installation completed March 2025. Researching ideas on new books.
4. **Asphalt Trail in Park** - Mill and Resurface trail, remove Gilead St. through park. Projected start date Fall 2025. Started 10/29/2025. Completed (November 2025)
5. **Shelter house Improvements** - Upgrade to a 4 seasons facility. Start date Fall 2025 Projected start date Fall 2025.
6. **Caboose Maintenance** - Repair holes in metal and repaint exterior. Start Date 2025 Projected start date Fall 2025. Cleaned out and ready to start repairs (10/10/2025)

WATER

11-04-25

1. **Elevated Storage** - A new .5MG Water Tower is currently in the design engineering phase. Design engineer is Poggemeyer Design Group. Grant awarded for construction of new .5 MG Elevated Water Storage Tower - \$1,874,138.00. Plans to OEPA for review. Bid opening-July 12th. Apparent low bidder-Maguire Iron for \$2,753,000. Awaiting award. Awarded to Maguire Iron. Anticipated to start mid-November. Start date pushed back to February. Groundbreaking occurred in February 2025. Foundation Poured (March 2025). Site work being completed for steel (April 2025). Steel work has begun (May 2025). Stages of water tower constructed painting in July (June 25, 2025). Tower erected July 15, 2025. Painting will be end of July. Project completion estimated November 2025. Painting to begin August 2025. Painting moved to September. Painting began 9/30/2025. Painting Completed (10/14/2025) Mixer and Sprayer installed. Cathodic Protection installed. December 7 projected substantial completion date (10/29/2025)

WASTE WATER

08-01-25

1. **Sanitary Sewer Trunk Main** –Working with Jones & Henry Engineering on the installation of a sanitary sewer trunk main to be constructed to replace current force mains and sewage pumping stations which are nearing the end of their useful life and needing replaced. Wrapping up plans to submit to OEPA. Easement acquisitions underway. Awarded to Mark Shaffer's Excavating & Trucking for \$2,486,185.00. Construction Spring 2021-Project started March 2021. Presently on hold-delay in material acquisition. Material acquired-construction has resumed. Cemetery Rd closing July 26th for 35 days. Cemetery Rd. & Wabash Cannonball Trail are open. Currently constructing final connections at Logan and

Field Ave. All underground construction completed. Earth work & pavement restoration is underway. Final clean up completed. Awaiting project closeout.

2. **Sanitary Sewer Collection System Evaluation** – Contacted with Jones & Henry to review sanitary sewer inspection data and make recommendation for future maintenance efforts. Recommendation to perform cast in place sectional liners and rehab manholes. Estimated project cost \$1,050,456.00. Council approved project for Water Pollution Control Fund nomination. Jones & Henry to make application – Fall 2024. Announced as an intended project for funding through Water Pollution Control Loan Fund for 2026.
3. **Force Main Hydrogen Sulfide Mitigation** – Working with OHM on testing for solutions. Oxygenation system is not a recommended option we do not have enough flow and head pressure to make it optimal (10/14/2025).

STORM SEWER

08-19-25

1. Staff working with Lucas County Engineer to move forward petition process for the maintenance of Swan Creek to include all of the Swan Creek Watershed west of I-475 in Lucas County. Petitions to be filed with Lucas County. Ditch petition hearing to begin Spring 2021. Petition Filed. First reading held 12-2-21. Approved by unanimous vote to continue with determining the need for ditch maintenance and costs. Expected to take 24 months to gather information. Lucas County Representatives will be at Whitehouse answering ditch petition questions on July 30, 2024 – 4-8 p.m. Final Hearing is August 6, 2024 at 2 p.m. at the Lucas County Commissioners. Hearing postponed. Recessed to July 15, 2025. Mayor has been meeting with Lucas County and other Elected officials looking for alternative source funding. Lucas County Commissioners approved August 2025.
2. Loan Oak Ditch Cleaning – In progress. Cleaned from SR 295 to Oak Brook (May 2025)

SANITATION

10-07-25

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

MISCELLANEOUS

02-01-25 None

INCOME TAX AND JEDD/JEDZ

11-18-25 Income Tax (As of October 31, 2025)

a. Whitehouse Income Tax Collections

- i. 2025 = \$3,456,380.90
- ii. 2024 = \$3,069,544.42
- iii. Year to Date Comparison = 12.60% Increase

b. MTJEDD

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

c. STJEDZ

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

Current Open Cases for Council Report								
Priority	Case	Topic	Status	Date opened	Due Date	Address Num	Street	
Normal	25-0008	Property Maintenance	Open	03/25/2025	11/18/2025	10820	WATERVILLE ST	
Normal	25-0034	Property Maintenance	Open	08/07/2025	11/18/2025	6735	INDIANAPOLIS ST	
Normal	25-0040	Boat Parking	Open	09/15/2025	11/18/2025	10940	STILES RD	
Normal	25-0042	Property Maintenance	Open	10/14/2025	11/18/2025	7304	JUNEBERRY LN	