

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:30 January 13th, 2026**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:30pm by President of Council Steve Fine.

Council Members Present: Dave Riggengbach, Louann Artiaga, Carrie Tuohy, Joe Bublick, Larry Yunker and President of Council Steve Fine

Council Members Absent: N/A

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Public Works Director Mike Hill, Fire Chief Jason Francis and Clerk of Council Nicole Hartbarger

Guests Present: N/A

Motion by Councilman Riggengbach, seconded by Councilman Bublick to approve the minutes of the December 2nd, 2025, Committee of the Whole meeting. 6 ayes

CITIZEN COMMENTS ON COMMITTEE OF THE WHOLE AGENDA ITEMS

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

GENERAL

Anthony Wayne Service Project

Topic moved to later in the meeting to give time for high school representatives to appear. If no one is available, topic will be moved to a later Committee of the Whole meeting.

Toledo Free Press

Yunker brings up previous discussion on this topic, whether Whitehouse should be doing an outright donation to the Free Press or more of an advertising campaign to support. Beneficial working with the Toledo Free Press, a lot of meetings and Whitehouse information is shared through this local news source outlet. Tuohy comments advertising was a way to keep it not a conflict of interest, this was previously discussed – another way to get Whitehouse events out there. Riggengbach supports the advertising approach – next question is how much. Daugherty comments in addition to special ads for events, etc. there is also requirements for public notices – most recent spend on this requirement was between \$200-400, up to \$3k per year or so. Riggengbach confirms this \$3k is already budgeted to spend – Daugherty confirms yes. Tuohy suggests upping the \$2-3k spend up to \$5k for ads. Artiaga suggests spending up to a dollar amount, decide on using funds toward that as they come up throughout the year.

Yunker confirms the current spend/budget is non-discretionary, these are required. Suggesting allocating the discretionary spend, giving the administration authority to pick the events that additionally need to be advertised.

Motion by Councilwoman Artiaga, seconded by Councilman Yunker approving expenditures up to \$3,500 discretionary spending above and beyond budgeted spend for Toledo Free Press advertising. 6 ayes

IT Policy Items

Hartbarger presenting information to the Committee regarding the new House Bill for cyber security measures for the Village. Within the bill they gave local municipalities the guardrails and allowed them to figure out how to meet the criteria. Whitehouse staff has worked on creating policies and presenting/reviewing them now. These policies do address all criteria that need to be met along with best practices.

Fine asks about other items to include in the policies suggestions including: 1. Have users annually sign a rules/behavior policy, 2. Won't use same password for Village as they do in other outside 3. No USB drives or external media 4. No sharing identification information 5. Acknowledgement that information can be used for government purposes 6. Only access information that you are granted access to 7. Do not modify or bypass system data controls – this is included per Hartbarger 8. Report suspicious behavior/activity 9. Storage of passwords, can they be written down.

Hartbarger shares these drafted policies have been reviewed by legal and will make sure to review these suggestions and verify they are included. Riggensbach asks about equipment policy, in the past he has had to agree not to leave computer/cell phone company issued laying around – needs to be on your person or locked – help avoid crimes of opportunity.

Motion by Councilman Fine, seconded by Councilman Riggensbach to approve presented policies with modifications discussed today. 6 ayes

Daugherty comments that this will send two actions to Council for approval - one for each policy.

Co-Op Fire Levy Funds Purchase Plan

Chief Francis is presenting the long-term financial plan for the Fire Department Co-op. No plans for funds to come out of the Village general fund or income tax A fund. This plan approaches the end of the 10-year co-op – looking into the future. Not looking for approval tonight on specific purchases; just presenting ideas/information.

Francis comments the plan looks ahead for 10 years, looking to forecast large capital purchases while maintaining stability. Bring in \$625k per year in levy fund, no tax increases are expected. Debt service is fixed and predictable. Beginning balance as of January 2026 is \$1,183,508 – estimated revenue remains stable through 2037.

Francis describes current medic units; three units, 2013, 2019 and 2020. A lot of idle hours affect these vehicles, engine wear. Usage trend is increasing for both mileage and idle engine wear hours – run volume has significantly increased along with transports. Engine hours matter more than road miles; engine hours capture on scene time, hospital offloading, training, standby coverage and climate control. Three ambulances are necessary. 155 calls in 2025 where they were on two calls at the same time – instances of three calls at once as well. Continuous coverage for contracted areas, PR events, football games, community events contribute to the need for three units. February 2026 would like to order new Braun ambulance; delivery would be early 2027 and order second Braun ambulance for receipt in early 2028. Long term strategy includes remounting an ambulance, which is about 2/3 cost of a brand-new ambulance. Braun costs around \$353k for a one-year build. There are two other brand options that take 2-3 years versus the one year. Braun allows for remounting in the future, including a lifetime structural warranty, and no wood components in the box.

Francis shares that additional major capital expenditures include two new medic units, plumbing repairs, fire dept roof replacement, ventilators for patient care, chief 85 vehicle, fire department kitchen remodel (looking at grants for this) and updated fire department parking lot. Equipment

and facility improvements planned include extrication tools, fire dept furnace/AC, Plymovent relocation, Redi Rack system, fire department painting inside of fire station ceiling power wash and outside doors painted over a few years.

Chief Francis presents annual expenditures and balance per year included in plan. Comments this is a proposal, not a request for funding. No income tax increases. Looking to position the department for future growth. Looking for Council to review and acknowledge the long-term plan, support continued capital planning approach, allow annual updates as conditions change regarding this long term plan.

Tuohy comments she is excited for the new kitchen for the station. Looking forward to improving the quality of life for the staff while they are at the station. Artiaga asks about bedrooms; Francis confirms there are currently enough bedrooms for all staff, each crew member has their own bedroom while on shift. Tuohy asks if we are applying for SIG grants, Hartbarger confirms that these are being applied for every cycle.

Fine asks about the larger fire trucks, when will those need to be replaced; Francis confirms these are funded through the general fund. Fine asks about timing for a remount; Lieutenant Miller confirms it can be anywhere from 2 months up to 8 months – Fine asks if it can be planned where there are still always three ambulances available while doing a remount of one – Francis confirms that is something they can work out with Chief Meyer and Waterville. Riggensbach asks if the assumption is moving forward as presented and Council will get request to approve expense as they come up; Francis confirms yes.

Council Discussion on Priority Plans and Projects

Fine refers to last year having a priority list of projects and plans, he would like to have a start on this list for 2026 as well.

Riggensbach comments he has the document from last year that tracked ideas, will share with all to review after updating. Artiaga asking for park review and adding some handicap/ADA accessible equipment for the children to be added to the list – have not had any playground updates for around 8 years. Hill comments would like to see a move to an all-inclusive playground. Daugherty comments there was \$250k approved during appropriations to be able to use for projects.

CITIZEN COMMENTS

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

OTHER BUSINESS

Council President Fine asks if there is any other business to discuss from Council members. There were none.

ADJOURNMENT

Motion by Councilwoman Tuohy, seconded by Councilman Bublick to adjourn the meeting at 7:28pm. 6 ayes

Respectfully submitted by Nicole Hartbarger, Clerk of Council