



February 27, 2026

WHITEHOUSE COUNCIL AGENDA

March 3, 2026

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, March 3, 2026, 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 February 17, 2026, Council Meeting
- VI. Adoption of Bills Dated February 27, 2026, the Addendum bills dated March 3, 2026, and the December 2025 Financial Statements
- VII. Introduction of Persons to Appear Before Council
 - A. Request for the Southfork Duathlon for May 27, 2026
 - B. Request for the Multisport Festival for June 20, 2026
- VIII. Committee Reports
 - A. Report on the Fallen Timbers Union Cemetery District Meeting
 - B. Report on the March 2, 2026 Planning Commission Meeting
 - C. Report on the March 3, 2026 Public Hearing
- IX. Report of the Mayor
 - A. Proclamation

6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571

Phone 419-877-5383 . Fax 419-877-5635

whitehouseoh.gov

- X. Report of the Clerk of Council
- XI. Report of the Municipal Administrator
 - A. Discussion on Opportunity for Health Insurance Renewal
 - B. Request Authorization for Legislation Adopting and Establishing a Cybersecurity & Information Security Policy Manual for the Village of Whitehouse, Lucas County, Ohio
 - C. Request Authorization for Legislation Ratifying the Continuation of a Certain Lease Agreement with Brian S. Carroll, LLC, d/b/a General's Ice Cream Shop, and Adopting an Agreement to Sublease for the Continued Operation of a Seasonal Ice Cream Sales Facility Upon Certain Premises Owned by the Village of Whitehouse, Lucas County, Ohio
 - D. Operations Report Summary
- XII. Report of the Law Director
- XIII. Report of the Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. **Ordinance 03-2026:** Adopting and Establishing a Cybersecurity & Information Security Policy Manual for the Village of Whitehouse, Lucas County, Ohio
- XVI. Resolutions
 - A. **Resolution 06-2026:** Ratifying the Continuation of a Certain Lease Agreement with Brian S. Carroll, LLC, d/b/a General's Ice Cream Shop, and Adopting an Agreement to Sublease for the Continued Operation of a Seasonal Ice Cream Sales Facility Upon Certain Premises Owned by the Village of Whitehouse, Lucas County, Ohio
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

COUNCIL BILLS

2/27/2026

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Amazon	Police	\$831.06		Supplies
Amazon	Fire	\$167.67		Supplies
Amazon	Administration	\$286.08		Supplies
Amazon	Streets	\$79.50		Supplies
Amazon	Water	\$22.54	\$1,386.85	Supplies
AT&T	Fire	\$70.35	\$70.35	Phone Service
AT&T First Net	Police	\$45.76		Cell Phones
AT&T First Net	Fire	\$451.10		Cell Phones
AT&T First Net	Administration	\$138.45		Cell Phones
AT&T First Net	Parks	\$70.08		Cell Phones
AT&T First Net	Maintenance	\$70.08		Cell Phones
AT&T First Net	Streets	\$70.08		Cell Phones
AT&T First Net	Water	\$123.87		Cell Phones
AT&T First Net	Sewer	\$123.86	\$1,093.28	Cell Phones
Auto Zone	Maintenance	\$25.14	\$25.14	Parts
Best Equipment Co.	Streets	\$1,219.15	\$1,219.15	Equipment
Certified Tax Refunds	Tax	\$11,433.92	\$11,433.92	Tax Refunds
Ferguson Enterprises LLC	Fire	\$335.91	\$335.91	Cleaning Supplies
Four County Career Center	Fire	\$10,400.00	\$10,400.00	Advanced EMT Training
Kleinfelder	Capital Project	\$1,413.00	\$1,413.00	Finzel Road Improvements
MASI	Water	\$1,532.05	\$1,532.05	Water Sample Analysis
McCabe Outdoor Power	Streets	\$2,090.00		Blower
McCabe Outdoor Power	Parks	\$2,090.00	\$4,180.00	Blower
Memorial Professional Services	Administration	\$168.00	\$168.00	Promedica EAP
Morgan Schumann	Police	\$206.58	\$206.58	Employee Reimbursement
Ohio Gas Company	Maintenance	\$2,467.03		Natural Gas Charges
Ohio Gas Company	Fire	\$573.98		Natural Gas Charges
Ohio Gas Company	Lucas County ALS	\$573.97		Natural Gas Charges
Ohio Gas Company	Parks	\$509.03		Natural Gas Charges
Ohio Gas Company	Police	\$587.54	\$4,711.55	Natural Gas Charges
Ram Exterminators LLC	Maintenance	\$60.00		Bug Spraying
Ram Exterminators LLC	Lucas County ALS	\$85.00		Bug Spraying
Ram Exterminators LLC	Police	\$25.00	\$170.00	Bug Spraying

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Reveille	Tax	\$799.18	\$799.18	Econ Dev/Planning Services
Speck Sales	Streets	\$768.00	\$768.00	Tires
Traffic Stop Uniform Supply	Police	\$124.94	\$124.94	Uniform
Triotech	Police	\$135.00	\$135.00	IT Services
		\$40,172.90	\$40,172.90	



Special Events
SE-2026-0003

Balance
\$500.00

Applicant	Application #	Submitted	Issued	Starts	Expires
Baily Weatherwax	LD7-4CY	Jan 20, 2026	Feb 23, 2026	Feb 23, 2026	Feb 22, 2027

Identifier

--

Applicant Information

APPLICANT

Baily Weatherwax

[REDACTED]

[REDACTED]

[REDACTED]

Same as mailing address

Coordinator/Contact Person

COORDINATOR/CONTACT PERSON

Clint McCormick

[REDACTED]

[REDACTED]

[REDACTED]

Same as mailing address

Event Information

Event Name

Southfork Duathlon

Event Date (s)

May 27, 2026

Event Hours

7:00-9:00 pm

Estimated Attendance

100

Describe Event

A run-bike-run event hosted by CycleWerks and managed by Run Toledo. An early season duathlon to prepare for the multi-sport season. Will need barricades by CycleWerks. Also barricades at Villacourt, Chapelstone and Cottonwood and Texas/Otsego (12 total).

Event Details

Non-Profit Organization

No

Will the Event Use Signage/Attraction Devices

Yes

Amplified Voice/Music

No

Will police security be needed?

No

Food/Beverage Sales ?

No

Alcoholic Beverage Sales?

No

F2 Permit & Approval Needed?

No

Will you be using tents?

No

Food Trucks on site?

No

Inflatable structures used?

No

Any Product Sales?

No

Temporary Fencing Used?

Yes

Traffic Barricades Needed?

Yes

Traffic Signage Needed?

No

Traffic Control and Direction Needed?

No

Other

N/A

Requested Services

Police assistance, street closure between Providence & Waterville on St. Louis Ave.

Map Upload

Payment for Services

Administration

0

Fire

0

Police

4

Public Service

1

Tent

0

Food Truck

0

Additional Information

Digital Signature

Baily Weatherwax

Proof of Insurance

Fees

Employee Hourly Rate	\$500.00
TOTAL	\$500.00
PAID	\$0.00
BALANCE DUE	\$500.00

Communication

Jason F February 23, 3:44 PM

Approval Comment:

I am good with the event.

Brad B February 23, 3:46 PM

Approval Comment:

All good. 4 officers for 2 hours.

Jennifer H February 23, 3:48 PM

Approval Comment:

Scheduled for March 3 meeting

Workflow

1. In Person or Virtual Meeting Completed - COMPLETED

Assignee: Jennifer Herman

2. Police Chief Review - COMPLETED

Assignee: Brad Baker

3. Fire Chief Review - COMPLETED

Assignee: Jason Francis

4. Public Service Director Review - COMPLETED

Assignee: Mike Hill

5. Deputy Administrator / COO Review - COMPLETED

Assignee: Josh Hartbarger

6. Administrator Approval - COMPLETED

Assignee: Jordan Daugherty

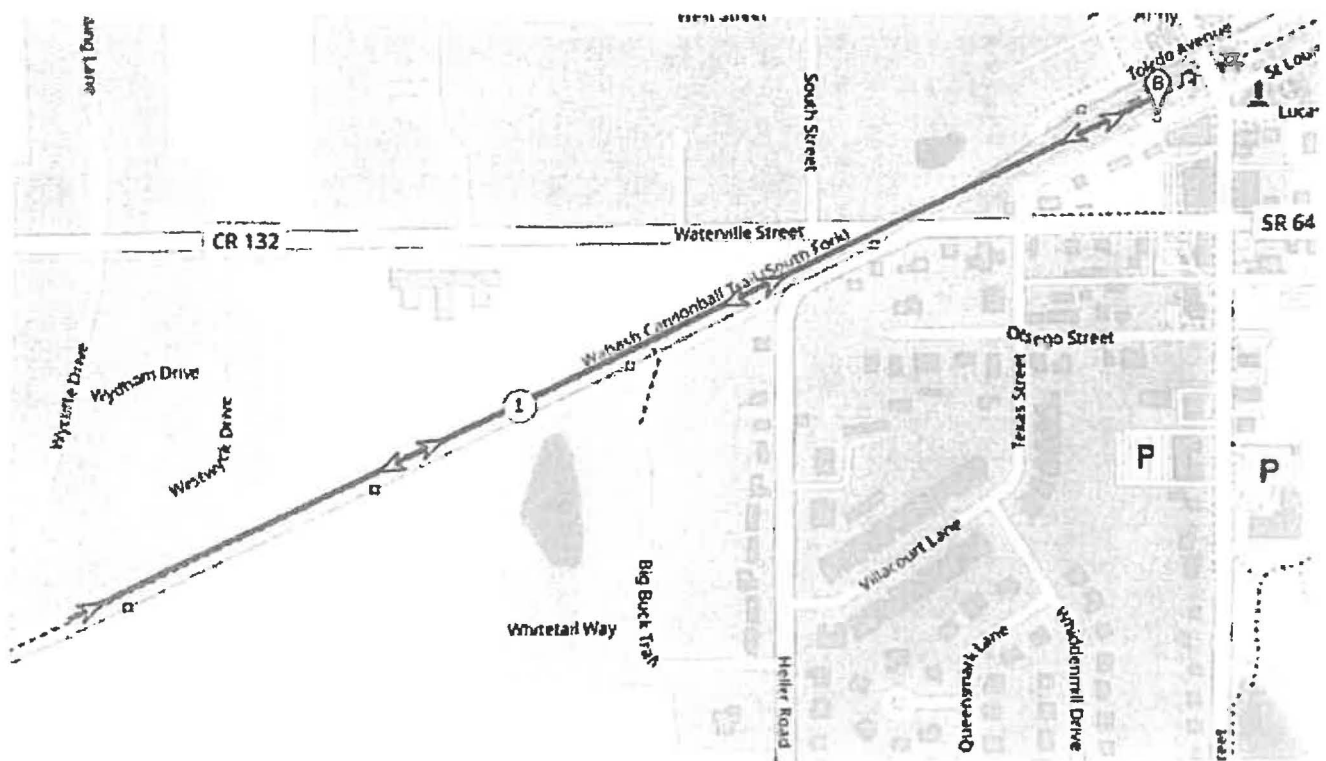
7. Scheduled for Council - COMPLETED

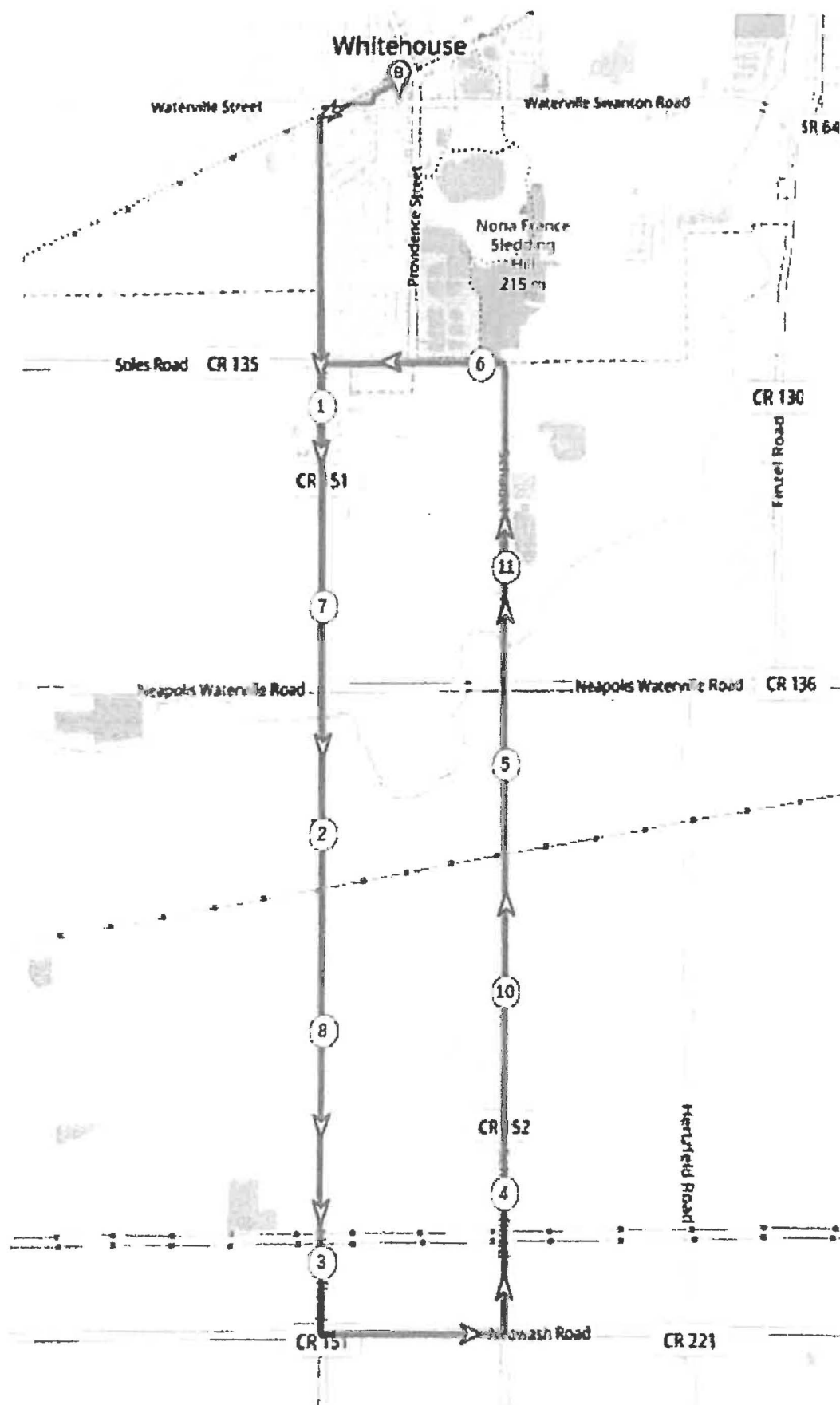
Assignee: Jennifer Herman

8. Council Approval - ACTIVE

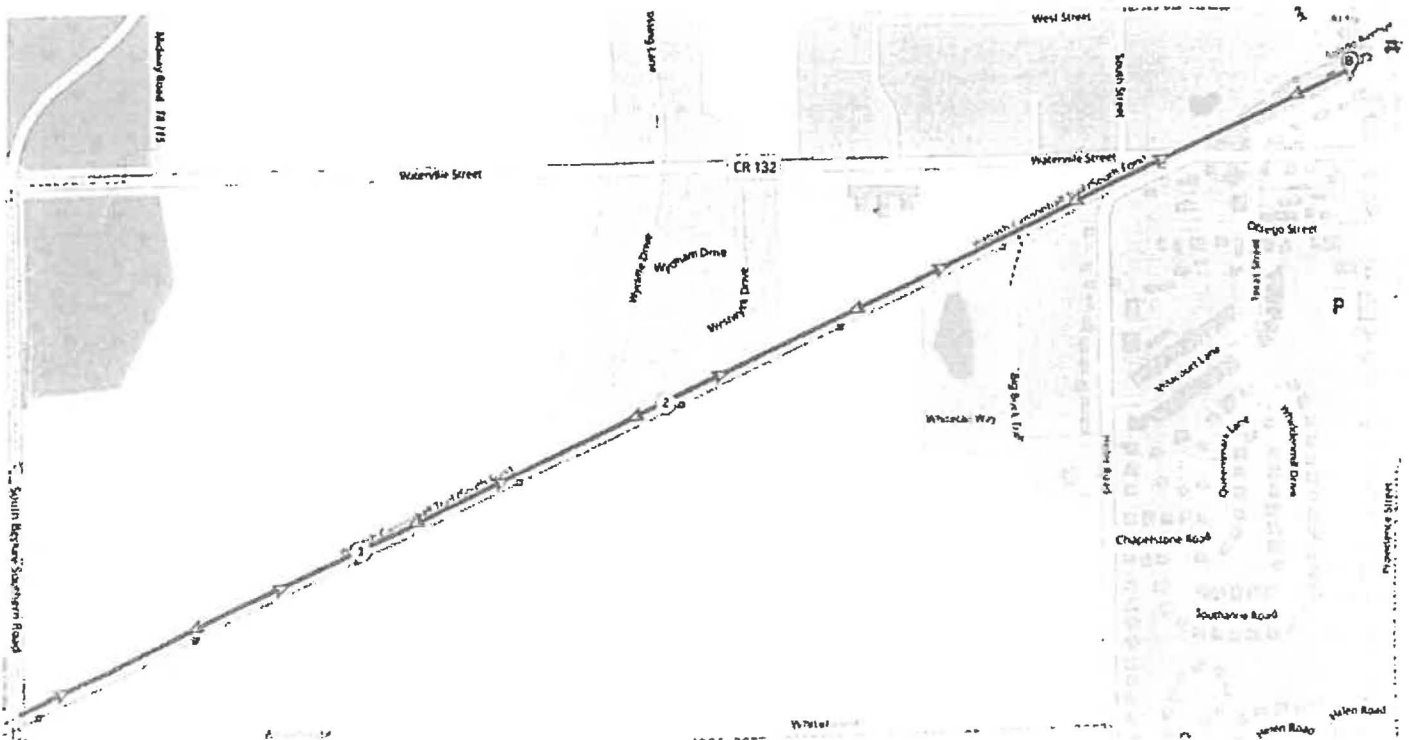
Assignee: Josh Hartbarger

South Fork Duathlon First Run
1.5 Miles
*All Contained on the Wabash Trail
Managed*





Turns around just short of South Berky





Special Events
SE-2026-0002

Balance
\$1,850.00

Applicant	Application #	Submitted	Issued	Starts	Expires
Baily Weatherwax	GV7-E2F	Feb 12, 2026	Feb 23, 2026	Feb 23, 2026	Feb 22, 2027

Identifier

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Applicant Information

APPLICANT

Baily Weatherwax

[REDACTED]

[REDACTED]

[REDACTED]

📍 Same as mailing address

Coordinator/Contact Person

COORDINATOR/CONTACT PERSON

Baily Weatherwax

[REDACTED]

[REDACTED]

[REDACTED]

📍 Same as mailing address

Event Information

Event Name

Multisport Festival

Event Date (s)

June 20, 2026

Event Hours

7:30 am-11:30 am

Estimated Attendance

350

Describe Event

Triathlon and Duathlon series starting and finishing at Nona France Quarry and Blue Creek Metropark

Event Details

Non-Profit Organization

No

Will the Event Use Signage/Attraction Devices

No

Amplified Voice/Music

Will police security be needed?

No

Food/Beverage Sales ?

No

F2 Permit & Approval Needed?

No

Food Trucks on site?

No

Any Product Sales?

No

Traffic Barricades Needed?

No

Traffic Control and Direction Needed?

Yes

Requested Services

N/A

Payment for Services

Administration

0

Police

7

Tent

0

Additional Information

Digital Signature

Baily Weatherwax

Fees

No

Alcoholic Beverage Sales?

No

Will you be using tents?

No

Inflatable structures used?

No

Temporary Fencing Used?

No

Traffic Signage Needed?

No

Other

N/A

Map Upload

Whitehouse Multi-Sport Festival Rou...

Fire

3

Public Service

0

Food Truck

0

Proof of Insurance

Employee Hourly Rate	\$1,850.00
TOTAL	\$1,850.00
PAID	\$0.00
BALANCE DUE	\$1,850.00

Communication

Josh H February 23, 10:00 AM
7 PD at 3 hours...may back down

Josh H February 23, 10:00 AM
3 for 5 hours

Josh H February 23, 10:02 AM
no food trucks...error on the form

Brad B February 23, 2:36 PM
Approval Comment:

Will need 7 officers for a minimum of 3 hours (7:30-10:30)

Jason F February 23, 3:42 PM
Approval Comment:

Im good with the event.

Josh H February 23, 3:44 PM
Approval Comment:

This event Will appear on the March 3rd 2026 Meeting.

Workflow

1. In Person or Virtual Meeting Completed - COMPLETED

Assignee: Jennifer Herman

2. Police Chief Review - COMPLETED

Assignee: Brad Baker

3. Fire Chief Review - COMPLETED

Assignee: Jason Francis

4. Public Service Director Review - COMPLETED

Assignee: Jordan Connor

5. Deputy Administrator / COO Review - COMPLETED

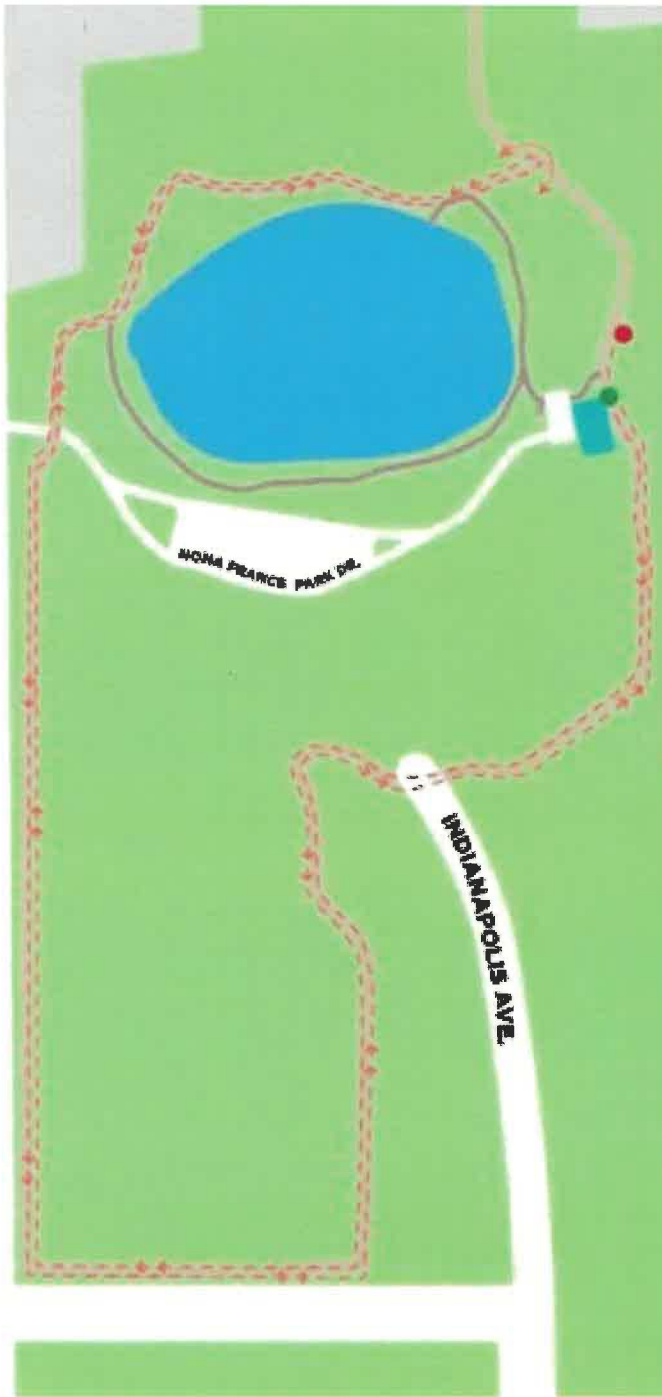
Assignee: Josh Hartbarger

6. Administrator Approval - COMPLETED

Assignee: Jordan Daugherty



PROVIDENCE ST.



5K RUN



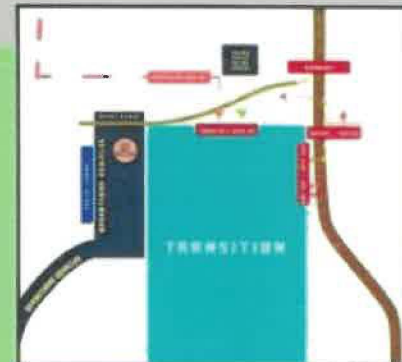


RUN

PROVIDENCE ST.

NONA FRANCE PARK DR.

P



--- .72 MI
--- .54 MI

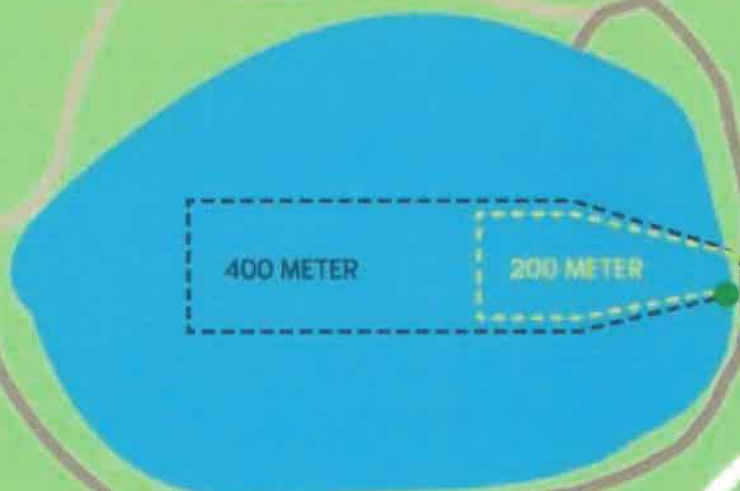




SWIM

PROVIDENCE ST.

NONA FRANCE PARK DR.





E. BERRY SOUTHERN RD.

E. BERRY SOUTHERN RD.

WATERVILLE ST.

STILES RD.

HEAPOLIS WATERVILLE RD.

BAILEY RD.

PROVIDENCE ST.

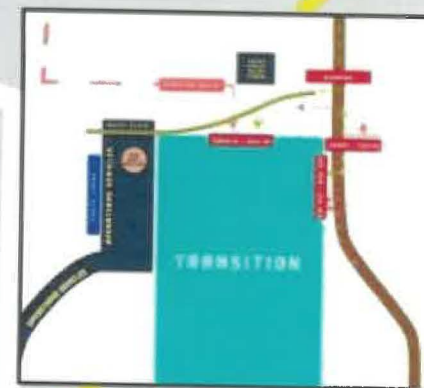
SCHADEL RD.

POWELL RD.

NEOWASH RD.

NEOWASH RD.

RYAN RD.



HEAPOLIS WATERVILLE RD.

10.5 MIL
4.5 MIL

NORT



Whitehouse

PROCLAMATION

- WHEREAS,** The Ohio Department of Developmental Disabilities serves nearly 100,000 Ohioans living with an intellectual or developmental disability; and
- WHEREAS,** Boards of Developmental Disabilities are the only public agencies that provide care potentially from birth all the way to the end of life; and
- WHEREAS,** The Lucas County Board of Developmental Disabilities works with nearly 500 providers throughout the county to serve almost 5,000 individuals with developmental disabilities; and
- WHEREAS,** The Board's more than 300 employees are driven by its mission to improve LIFE so that individuals with developmental disabilities reach their full potential; and
- WHEREAS,** LIFE is an acronym for the Board's core values of Living life, Inclusion, Freedom of choice, and the belief that Everyone has worth; and
- WHEREAS,** People with developmental disabilities should have the opportunity to live their lives in the same manner as other residents throughout our area and equally be able to choose their own home, relationships, hobbies, careers, and beliefs; and
- WHEREAS,** March has been recognized as Developmental Disabilities Awareness Month since 1987 when President Ronald Reagan issued a public proclamation urging Americans to provide individuals with developmental disabilities "the encouragement and opportunities they need to lead productive lives and to achieve their full potential"; and
- WHEREAS,** The goal of DD Awareness Month is to raise awareness about the inclusion of people with developmental disabilities in all facets of community life, as well as awareness of barriers that people with disabilities still sometimes face in connecting to the communities in which they live; and
- WHEREAS,** The Village of Whitehouse Council commends the efforts of the Lucas County Board of DD and other organizations to increase awareness of developmental disabilities, and celebrates and supports the diversity and capabilities of all residents in this Village and throughout the county, particularly those individuals with developmental disabilities;

THEREFORE, I, Richard Bingham, Mayor of the Village of Whitehouse, Lucas County, Ohio, do hereby proclaim the month of March as **DEVELOPMENTAL DISABILITIES AWARENESS MONTH.**



IN WITNESS WHEREOF, I
have hereunto set my hand and
caused to be affixed the official
seal of the Village of Whitehouse,
Lucas County, Ohio, this 3rd day
March 2026.

Richard Bingham, Mayor

ORDINANCE NO. 03-2026

**AN ORDINANCE ADOPTING AND ESTABLISHING A
CYBERSECURITY & INFORMATION SECURITY POLICY MANUAL
FOR THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, AND
DECLARING AN EMERGENCY.**

WHEREAS, it is desirable and in the best interests of the Village of Whitehouse and its residents, and a requirement of the Ohio Revised Code, for the Village to adopt a Cybersecurity & Information Security Policy Manual; and

WHEREAS, the Policy Manual is attached hereto as Exhibit A.

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

SECTION I: That the Village of Whitehouse, Lucas County, Ohio hereby adopts and approves the Cybersecurity & Information Security Policy Manual attached hereto as Exhibit A.

SECTION II: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this legislation were adopted in an open meeting of the Council and that the deliberations of this Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements as set forth by the Charter of the Village of Whitehouse.

SECTION III: 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 this Ordinance is necessary to conform to the requirements of the Ohio Revised Code and provide protection for the security of the Village.

WHEREFORE, this Ordinance shall take effect and be in full force immediately after 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: _____, 2026.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

Whitehouse

Cybersecurity & Information Security Policy Manual

Table of Contents

1. Purpose & Scope
2. Acceptable Use Policy
3. Internet Usage Policy
4. Access Control Policy
5. ID Badge & Door Access Policy
6. Data Protection & Privacy Policy
7. Email & Communication Security
8. Network & System Security
9. Incident Response Policy
10. Backup & Recovery Policy
11. Employee Document Backup Policy
12. Vendor & Third-Party Security
13. Training & Awareness
14. Disciplinary Action / Policy Enforcement
15. Issued Equipment Policy
16. Governance & Responsibility
17. Payment of Ransom
18. Creation of a Disaster Backup and Recovery Plan
19. Signatures

1. Purpose & Scope

The purpose of these policies is to protect the Village of Whitehouse's information systems, networks, and data from unauthorized access, misuse, loss, or destruction. These policies apply to all employees, contractors, elected officials, and third parties who access or use Village IT resources.

2. Acceptable Use Policy

Village IT resources must be used for official business purposes only with limited exceptions. Personal use should be limited and must not interfere with operations or security. Prohibited activities examples such as include accessing or transmitting offensive, illegal, or malicious content, installing unauthorized software, or circumventing security controls.

3. Internet Usage Policy

Internet access is primarily for conducting official Village business. Limited personal use is permitted provided it does not interfere with duties, violate laws, or expose systems to risks. Inappropriate sites, streaming for non-business purposes, and unverified downloads are prohibited. All activity may be monitored.

4. Access Control Policy

All users must have unique accounts and strong passwords. Employees shall not reuse passwords for Village purposes that have been used by the employee for personal use. Access to systems is on an individual basis. Do not share or distribute passwords. Passwords that are written down should be stored in a protected way as to not be visible to another employee or public. Multifactor Authentication (MFA) is required where possible.

Access to sensitive systems and information shall be limited to on that information that an employee of the Village needs in order to perform his/her job duties. Employees are prohibited from accessing information for any purpose that is not related to Village business and in aid of performance of his/her job responsibilities.

Accounts must be disabled immediately upon employment separation and coordinated with the IT Security Officer.

5. ID Badge & Door Access Policy

All employees will be issued ID badges and Personal Identification Numbers (PIN). The shared use of ID badges or PIN numbers for anyone other than the individual issued is prohibited. Badges are non-transferable and must be reported if lost. Door access rights are role-based. Access is revoked immediately upon employment separation and coordinated with the IT Security Officer.

6. Data Protection & Privacy Policy

Any information used and or stored on Village systems may be disclosed for lawful government purposes. Public records requests must comply with Ohio law but protect exempt data. Confidential information may not be shared without authorization. All public records requests are consulted with the Administrator, Department Head and Village Solicitor.

If applicable to job function, sensitive data must be encrypted at rest and in transit.

Individual departments may have more detailed policies with how to handle protected material that remain department specific.

7. Email & Communication Security

Village business must use official email accounts. Suspicious emails must be reported in a timely fashion.

Annual phishing training will be completed. Anyone using a Village issued email account will be included in this training and subject to any audit campaign.

External file sharing must use approved platforms.

8. Network & System Security

Firewalls, antivirus, and intrusion detection must be maintained. Updates and patches must be applied promptly.

Wi-Fi must be segmented (public vs. internal). Do not give out Wi-Fi passwords without the approval of the IT Security Officer or his/her designee.

Remote access requires VPN with MFA. Please consult with the IT Security Officer for VPN access.

9. Incident Response Policy / Reporting

All employees of the Village must report any and all suspicious activity in relation to internet activity or communications to the employee's supervisor AND the Information Technology Security Officer designated by the Village. Such report shall be submitted as soon as practicable under the circumstances.

Any IT incident (security breach, phishing, unauthorized access, etc.) must be reported immediately to the IT Security Officer. If needed, follow the Village of Whitehouse Recovery Plan.

If applicable, the IT security officer shall report the event within seven (7) days to the Ohio Division of Homeland Security and within thirty (30) days to the Ohio Auditor of State.

10. Backup & Recovery Policy

If your job tasks require, critical data must be backed up regularly (daily for essential systems, weekly for others). Backups must be securely stored.

Disaster recovery must be tested annually. All needed backup systems will follow the Village of Whitehouse Recovery Plan.

11. Employee Document Backup Policy

It is an employee's responsibility to save work files to approved network or cloud storage, not just local drives. Automatic backup tools can be used. IT will verify system backups regularly. All employees of the Village shall ensure that any electronic files or information are preserved (i.e. backed up) in the event of an incident causing the loss of data or other information.

12. Vendor & Third-Party Security

Vendors with access must comply with policies. Contracts must include security requirements. Vendor access must be monitored and limited.

13. Training & Awareness

Employees and officials must complete annual cybersecurity training. Training covers phishing, password security, safe browsing, and data handling. Policy acknowledgement is required.

CJIS training shall be required by those identified by the Chief of Police.

14. Disciplinary Action / Policy Enforcement

Violations of these cybersecurity policies are subject to the disciplinary procedures outlined in the Village of Whitehouse Personnel Policy Manual. Consequences may include verbal or written warnings, suspension, termination of employment, and/or legal action, depending on the severity of the violation. This policy reinforces and does not replace the authority of the Village's personnel policies.

15. Issued Equipment Policy

The Village of Whitehouse provides certain employees and elected officials with equipment such as computers, mobile phones, tablets, and radios to perform their job duties. All Village-issued equipment remains the property of the Village and must be used primarily for official business purposes. Employees and elected officials are expected to:

- Maintain equipment in good condition and report any loss, theft, or damage immediately.

- Not install unauthorized applications, software, or make system modifications.
- Use only Village-approved security settings and configurations.
- Return all equipment upon separation of employment or at the request of the Village Administrator.

Employees and elected officials may be held financially responsible for negligence or misuse that results in loss or damage. All employees shall take any/all necessary precautions to protect all Village equipment, property, and information from loss or theft. Personal use of Village equipment must be minimal, lawful, and must not interfere with Village operations or security.

16. Governance & Responsibility

The IT security officer, in coordination with the Village Administrator, oversees these policies. Department heads ensure compliance. Mayor and Council will review and approve initially and any updates.

17. Payment of Ransom

In the event of digital ransom or ransomware event, no payment shall be made for any ransoms unless Mayor and Council formally approves the payment via resolution or ordinance.

18. Creation of a Disaster Backup and Recovery Plan

The Administrator and IT Security officer, by direction of Mayor and Council, will create and test a Disaster Backup and Recovery Plan. Notification will be made to the Mayor upon creation completion and when testing is completed.

19. Signatures

Village Administrator: _____

Date: _____

Mayor: _____

Date: _____

IT Security Officer: _____

Date: _____

STATEMENT OF UNDERSTANDING

I, _____, have completely read and fully understand the 2026 Village of Whitehouse Cybersecurity and Information security Policy Manual. I also realize that this manual does not in any way constitute a legally binding contract or document. By signing below, I am testifying to having thoroughly read the entire manual and familiarized myself with the 2026 Village of Whitehouse Cybersecurity and Information security Policy Manual.

Signature _____

Date _____

(Please sign this statement and return to the Village Administrator upon the complete reading of this manual).

Adopted on _____

RESOLUTION NO. 06-2026

A RESOLUTION RATIFYING THE CONTINUATION OF A CERTAIN LEASE AGREEMENT WITH BRIAN S. CARROLL, LLC, d/b/a GENERAL'S ICE CREAM SHOP, AND ADOPTING AN AGREEMENT TO SUBLEASE FOR THE CONTINUED OPERATION OF A SEASONAL ICE CREAM SALES FACILITY UPON CERTAIN PREMISES OWNED BY THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, it is the recommendation of the Whitehouse Village Council that the Village memorialize the continuation of the terms and conditions of a certain lease agreement for continued operation of a seasonal ice cream sales facility upon lands owned by the Village of Whitehouse and adjacent to the Village of Whitehouse Central Park and approve a Sublease for the premises; and

WHEREAS, this Council, after public deliberation and review of the continuation of the lease agreement and sublease agreement, does hereby desire to memorialize and ratify said agreement and sublease agreement and the continuing terms and conditions thereof.

NOW THEREFORE, BE IT RESOLVED 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 Administrator of the Village of Whitehouse, Lucas County, Ohio is hereby authorized and directed to memorialize the continuing exercise of the lease agreement as set forth in a certain Business Property Lease dated April 20, 2010 and as approved and memorialized pursuant to previous Resolution of this Council No. 29-2012. Further, the Administrator is hereby authorized and directed to execute the sublease attached hereto and incorporated by reference.

SECTION II: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution as and for ratification and memorialization of the continuing terms and conditions of the original lease, were reviewed and are adopted at an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal ratification action were in compliance with all legal requirements as set forth by Village Charter.

SECTION III: This Resolution 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 the ratification of continuing lease terms and conditions and the sublease are necessary to be completed without delay to permit the continuing operation of the facility and compliance with the obligations imposed upon Lessees by the lease agreement as well as encouraging continuing growth and business developments within the Village of Whitehouse for the benefit of the Village and its inhabitants.

WHEREFORE, this Resolution shall take effect and be in full force immediately upon its passage and approval as required 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: _____, 2026.

Mayor

ATTEST:

Duly Appointed Clerk of Council

Solicitor

BUSINESS PROPERTY LEASE AMENDMENT

This Amendment to a Business Property Lease is made at Whitehouse, Ohio this ____ day of _____, 2026 by and between the Village of Whitehouse, a Charter Municipal Corporation located in Lucas County, Ohio (Lessor), Brian S. Carroll, LLC, an Ohio limited liability company (Lessee) and 8144 Airport HWY, LLC (Sublessee).

WHEREAS, Lessor and Lessee entered into a certain Business Property Lease (Lease) dated October 17, 2017; and

WHEREAS, the Lease provides that the Lessee may sublease the premises upon the approval of the Lessor; and

WHEREAS, Lessee desires to Sublease the premises from Lessee; and

WHEREAS, Lessor hereby consents to 8144 Airport HWY, LLC Subleasing the premises; and

WHEREAS, the parties wish to modify certain terms of the original Lease as set forth below.

NOW, THEREFORE, in consideration of the promises set forth herein and for and on behalf of the respective successors and assigns, the parties hereby agree to modify the terms of the Lease as follows:

B. **TERM.** The term of the lease shall be extended for an additional Five (5) Years with an automatic extension of and additional Five (5) Years.

C. **TERMINATION.** This lease may be terminated by either party upon delivery of written notice of termination by either party to the other parties, with twelve (12) months notice of same.

D. **RENT.** Carroll shall pay as BASE RENT the total sum of Four Thousand Six Hundred Forty-Two and 31/100 Dollars (\$4,642.31) for Year 1 of the lease term, November 1, 2017 through October 31, 2018. Said base rental shall be paid in equal monthly installments of Three Hundred Eighty-Six and 86/100 Dollars (\$386.86).

Year 2. Annual Base Rent in the amount of Four Thousand Seven Hundred Eighty-One and 58/100 Dollars (\$4,781.58) for the lease term November 1, 2018 through October 31, 2019.

Year 3. Annual Base Rent in the amount of Four Thousand Nine Hundred Twenty-Five and 03/100 Dollars (\$4,925.03) for the lease term November 1, 2019 through October 31, 2020.

Year 4. Annual Base Rent in the amount of Five Thousand Seventy-Two and 78/100 Dollars (\$5,072.78) for the lease term November 1, 2020 through October 31, 2021.

Year 5. Annual Base Rent in the amount of Five Thousand Two Hundred Twenty-Four and 96/100 Dollars (\$5,224.96) for the lease term November 1, 2021 through October 31, 2022.

Year 6. Annual Base Rent in the amount of Five Thousand Three Hundred Eighty-One and 71/100 Dollars (\$5,381.71) for the lease term November 1, 2022 through October 31, 2023.

Year 7. Annual Base Rent in the amount of Five Thousand Five Hundred Forty-Three and 16/100 Dollars (\$5,543.16) for the lease term November 1, 2023 through October 31, 2024.

Year 8. Annual Base Rent in the amount of Five Thousand Seven Hundred Nine and 46/100 Dollars (\$5,709.46) for the lease term November 1, 2024 through October 31, 2025.

Year 9. Annual Base Rent in the amount of Five Thousand Eight Hundred Eighty and 74/100 Dollars (\$5,880.74) for the lease term November 1, 2025 through October 31, 2026.

Year 10. Annual Base Rent in the amount of Six Thousand Fifty-Seven and 16/100 Dollars (\$6,057.16) for the lease term November 1, 2026 through October 31, 2027.

All other terms and conditions of the Lease shall remain in full force and effect.

**Village of Whitehouse, Lucas
County, Ohio, A Charter
Municipal Corporation, Lessor**

Jordan Daugherty

Brian S. Carroll, LLC, Lessee

By: _____
Brian S. Carroll,
Managing Member/Sole Member

Brian S. Carroll, Individually as
Guarantor hereunder

8144 Airport Hwy, LLC, Sublessee

By: _____

STATE OF OHIO, LUCAS COUNTY, ss:

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Jordan Daugherty, Administrator, Village of Whitehouse, as duly authorized by the Council of the Village of Whitehouse.

Notary Public

STATE OF OHIO, LUCAS COUNTY, ss:

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Brian S. Carroll, individually and as duly authorized Managing Member and Sole Member of Brian S. Carroll, LLC.

Notary Public

STATE OF OHIO, LUCAS COUNTY, ss:

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by _____, as duly authorized Managing Member of 8144 Airport Hwy., LLC, Sublessee.

Notary Public



**Operations Report and Status Update
March 3rd , 2026**

DEPARTMENT UPDATES

Administration-

- Zoning Update

Police-

- Ramping up for Spring Special Events
- Advertising open slots for Citizens Police Academy
- Received the new 2025 Cruiser and it is placed into the fleet
- Continue working on Village/Officer Wellness Center.

Fire-

- Four new part time members and one volunteer are in different stages of starting.

Public Service-

- Cemetery Road Project Update

SAFETY AND HEALTH REPORT

01-06-26 None

ZONING

03-03-2026

1. **Permits (Total Count for 2025):**
 - 0 New Home
 - 29 Contractor Registrations
 - 1 Commercial Building
 - 1 Fence Permits
 - 0 Shed Permit
 - 0 Non-Temporary Sign Applications
 - 0 Temporary Sign
 - 0 Pool Permit
 - 0 Garage
 - 1 Deck
 - 0 Driveway / Sidewalk
2. **Zoning Cases:** None for 2026
3. **Zoning Report:** (Attached) 2026 Current

COMMUNITY DEVELOPMENT

01-20-26

Special Events

1. Coffee Event – March 14th
2. Easter Event – March 21st
3. Third Grade Tour - TBD
4. Third Grade Mock Council - TBD
5. Cherry Fest – June 11th, 12th and 13th
6. Summer Concerts – May 21st, June 18th, and July 16th
7. Community Garage Sales – June 19th – 20th
8. Safety Town – June 22nd -26th
9. Dancing in the Park – TBD
10. Founders Day – July 2nd
11. 25th Anniversary of 911 - TBD
12. Halloween – October 31st
13. Christmas Tree Lighting and Parade – December 5th

SUBDIVISION DEVELOPMENTS

02-12-26

1. Whitehouse Square Townhomes Surveying Began April 2025. Starting work late 2025 early 2026. Infrastructure began (February 2026)

STREETS

02-12-26

1. **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.
2. **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. Bore samples in November of 2025. Next phase going out to bid (February 2026)

PARKS & RECREATION

02-12-26

1. **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). Etched metal design done. (02/12/2026)
2. **Story Book Walk** – Installation completed March 2025. Researching ideas on new books. 4 new books purchased (January 2026)
3. **Shelter house Improvements** - Upgrade to a 4 seasons facility. Start date Fall Projected start date Fall 2025. Furnace and AC installed (January 2026).
4. **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
02-12-26

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). Waiting on SCADA to be installed estimated completion March 2026. (2/12/2026)

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

02-03-26 Income Tax (As of January 31, 2026)

a. Whitehouse Income Tax Collections

- i. 2026 = \$447,956.40
- ii. 2025 = \$369,850.74
- iii. Year to Date Comparison = 21.12% Increase

b. MTJEDD

Date	2nd Qtr. 2025	YTD (Disbursed in 2025)
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	4th Qtr. 2025	YTD (Disbursed in 2026)
Receipts	\$416,014.86	\$416,014.86
Refunds	\$0.00	\$0.00
Grants Paid	\$0.00	\$0.00
Expenses	\$5,980.43	\$5,980.43
Subtotal	\$410,034.43	\$410,034.43
STJEDZ Disbursement	\$307,525.82	\$307,525.82
Whitehouse Disbursement	\$102,508.61	\$102,508.61

Current Open Cases for Council Report

Priority	Case	Topic	Status	Date opened	Due Date	Address Num	Street
Normal	<u>25-0008</u>	Property Maintenance	Open	03/25/2025	03/04/2026	10820	WATERVILLE ST
Normal	<u>25-0034</u>	Property Maintenance	Open	08/07/2025	03/04/2026	6735	INDIANAPOLIS ST
Normal	<u>25-0043</u>	RV Parking	Open	11/14/2025	03/04/2026	6542	FIELD AVE
Normal	<u>26-0001</u>	RV Parking	Open	01/14/2026	03/04/2026	6511	EASTVIEW DR
Normal	<u>26-0002</u>	Abandoned Vehicles	Open	01/14/2026	03/04/2026	6461	EASTVIEW DR
Normal	<u>26-0003</u>	RV Parking	Open	01/14/2026	03/04/2026	6341	N TEXAS ST
Normal	<u>26-0004</u>	RV Parking	Open	01/14/2026	03/04/2026	6401	N TEXAS ST
Normal	<u>26-0005</u>	Abandoned Vehicles	Open	02/04/2026	03/04/2026	10720	BREXTON CT