Whitehouse

October 9, 2026

Meeting Notice
Village Council Meeting As
A Committee of the Whole
October 13, 2026
6:30 p.m.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page. Please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, October 13, 2026, at 6:30 p.m.

AGENDA

I. Call to Order

II. Roll Call

III. Review and Approval of the September 8, 2026, Meeting Minutes

IV. Citizen Comments on Committee of the Whole Agenda Items

V. Sanitary Sewer Relining
1. **Supporting Information** – Memo (Exhibit A)

VI. Swanton Township Fire & EMS Services Proposal
1. **Supporting Information** – Memo (Exhibit B)

VII. Review Rate & Fee Schedule
1. **Supporting Information** – Proposed Rate & Fee Schedule & Rate Analysis (Exhibit C)

VIII. Discussion on Setting Up Parks Committee
1. **Supporting Information** – None

IX. Attention to Vacant Clerk of Council Seat (Committee's Discretion on How to Select Filling the Vacancy)
1. **Supporting Information** – Applications (Exhibit D)

X. Citizen Comments

XI. Consider Other Business as Appropriate Under the Village Charter

XII. Adjourn

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

Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:30 September 8th, 2026

CALL TO ORDER – ROLL CALL

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

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

Council Members Absent: N/A

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

Guests Present: Mayor Rich Bingham, Jeff Heaney, Lisa Morrison, Jake Heilmannn, Rebecca Rude, Agnes Finfera, Rebecca Conklin Kleiboemer (online)

Motion by Councilman Riggenbach, seconded by Councilwoman Tuohy to approve the minutes of the August 11th, 2026, Committee of the Whole meetings. 5 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

Fire Department Equipment

Chief Francis shares that during the January 2026 committee of the whole meeting Council was presented a plan to finance over eight years a large amount of fire department equipment. Fine emailed recently to ask if there is a cash option for Stryker, per Francis there was not one from Stryker. Francis shares there is a purchase order option $552k for PO option, other option for financing is $650k. Stryker emailed back and said the $552k can be the cash option, if paid up front with PO – all same equipment from proposal, with eight years of 100% maintenance included. Francis shares that the $552k is the new/updated proposal that was included in the packet for this meeting. Riggenbach asks about interest rates for the financing option; 7% per Chief Francis. Riggenbach asks what rate the current cash is sitting there earning, Daugherty says today is 3.95% on money in the account – do we want to give up the 3.95% to save 2% – but agrees do not want to finance at 7%. Riggenbach is in favor of cash option. Fine thanks Chief Francis for following up. Bublick asks about if paid in full is there ever a chance to cash in on deferred maintenance – Francis says the eight years maintenance covers the life of the equipment as it needs to be replaced every 8-10 years.

Motion by Councilman Riggenbach, seconded by Councilman Bublick to recommend to Council to approve the purchase of the fire department equipment with the cash/purchase order offer of $552,000. 5 ayes

Fine thanks Chief Francis for his and the department's work on the house fire over the weekend.

Mural Themes

Daugherty comments this was talked about back in early spring, targeted two locations: CycleWerks and blue storage building along the park. There was also direction to see interest from the AW Arts Commission and AW schools. Staff members have started this research. Started communicating with Dean Davis and have worked together on a few concepts – he prefers the trail side of CycleWerks, bigger canvas. Daugherty shares the idea is connecting the past with the present and the future. Discussed other murals out there; discussed doing the sepia tone for this mural. CycleWerks is very supportive of this project. Budget for whole north side of the building is $15k. Davis knows all about UV protection and how to prep properly for long lasting. Staff loves this idea.

Daugherty shares staff has met with AW arts commission, very supportive of doing something together – commission does not do murals themselves, but they find others who do this type of work and make the connection. Looking to work on a community led concept for the blue building in the park in conjunction with the arts commission and AW schools. Council will have some decision points in the spring for the first phase of this project.
Riggenbach asks on the CycleWerks building, is this the rendition that will be painted that is shared in the packet – Daugherty confirms it will be one of these three options in the packet unless Council wants to go back to the drawing board.

Motion by Councilman Riggenbach, seconded by Councilwoman Tuohy to recommend to Council approving of rendering one. 5 ayes

Sidewalk Master Plan Mapping
Fine shares that an updated map was created and shared back in April. This is in preparation for the Village possibly building some new sidewalks soon. On the map, there is a section for 2026 proposed sidewalks, blue is to be constructed by the Village. Fine asks if these are really proposed, staff has maybe reviewed but has Council made decisions on these as they have not yet been discussed, suggesting changes in labeling instead of proposed label as future consideration. New development makes sense as proposed. Council agrees that labeling updates make sense. Fine will provide details to Daugherty.

Attention to Vacant Council Seat (Committee's Discretion on How to Select Filling the Vacancy)
Fine shares that Council has decided to conduct open interview with the four candidates for the open Council seat who are in attendance. Fine shares Council has a list of questions they will ask of the candidates and allow them to answer one at a time. Fine thanks the candidates for applying and appreciates their interest in the open Council seat. Discussion points:

1. Brief introduction and why applied for the position:
    - Morrison shares she applied because it seemed that the Village needed people who care about the community to step in and help. Shares she has been involved in a few things over the years.
    - Heilmann shares he was born and raised in Whitehouse, raising his children in Whitehouse as well. Shares he felt a calling to give back to the community in a new way to go with past experience with military and running his business.
    - Heaney shares he has lived in Whitehouse since 2008 and has always had an interest in the business of the Village. Shares he made a commitment to himself to get involved in the Village business and this seems like a natural step toward that.
    - Hartbarger shares she has lived in Whitehouse for over 18 years and has been a member of the Village government process for a while and enjoys that. She

comments she would love the opportunity to help make decisions that affect the Village.

2. Single biggest issue that Council should be taking an active role in:
    - Heilmann comments he thinks handling the growth that the Village is faced with in the near future is important. Move forward but keep the small town atmosphere that people love about Whitehouse.
    - Heaney agrees that the biggest issue is controlled growth, possibly needing to slow down as we're not keeping up. Mentions retention of green space, more parks, fiscally conservative as possible.
    - Hartbarger agrees with previous answers. She mentions controlled growth as Whitehouse approaches city status as things will change fast. Get ahead of that change as much as possible.
    - Morrison agrees with previous comments. Comments on growth of the Village, crowded schools, build and maintain green space in the parks, new infrastructure.
3. What is involved in being a Council member and willingness to be appointed to boards or committees:
    - Heany feels that no one would be here without the understanding of giving up some extra free time for Council. He feels that being a Council member means listening to constituents, being able to come to decisions not just based on your own or only other opinions.
    - Hartbarger feels the biggest part of being a Council member is listening to the residents, comments that not every decision can be made from what you feel or your own opinion but should be with figuring out what is best for the community. Shares that she would be willing to join any board or commission as needed.
    - Morrison comments on the people part of Council and being a willing listener knowing that there are pieces of government and process that will require some training. Comments she is a teacher and certain times of year she has more time available than others. Would love to be involved with the Parks commission, Cemetery District.
    - Heilmann shares he feels being a Council member is being a liaison between the citizens and the final outcome of the political process. Shares that his children are getting older and he is much more available for the additional time that Council will take.
4. How can Council help support future growth of the Village and make the Village a choice for new businesses:
    - Hartbarger comments on being aware of options that are out there for growth and business development.
    - Morrison comments on getting information to the residents is as important as getting the information from the residents. Sharing who is expressing interest in Whitehouse, looking for resident input. Should be particular about businesses being attracted to the Village.
    - Heilmann shares that having a clear vision and having a plan of what you want Whitehouse to look like is ideal.
    - Heaney feels that some growth is limited due to most of downtown being landlocked. There is some turnover in Blue Creek Shops for example but they do stay full. Feels the Village needs a clear plan on the growth.
5. Describe a time you had to make a decision that upset people around you:
    - Morrison comments on being a teacher, assigning homework, grades, etc. these can be upsetting. Within her own family taking time to visit her daughter who lives in California that takes time away from her other children can cause some upset. She says challenges will always happen and we grow from challenges.

- Heilmann comments on a time he had to force employees on Mother's Day to work in the farm fields after record breaking rain and that being the only opportunity, decision for the greater good even with some upset wives and mothers.
- Heaney shares that he is in construction and has had experience with having upset employees but has learned to let things go and be friends with that person again.
- Hartbarger shares experience having to notify CFOs of large companies that projects will be delayed due to not being fully ready to implement, CFO's upset by the timeline but Hartbarger comments will not support a project going wrong just for the sake of time.

6. Wish granted immediately for Whitehouse what would it be:
    - Heilmann comments on an unlimited budget for fire department, parks for example.
    - Heaney comments on Whitehouse looking more like Oak Openings, having connectivity to Blue Creek with the larger park through trail systems and green space.
    - Hartbarger shares she agrees with the unlimited budget, but comments on having brand new, updated parks immediately. People use the park a lot and this would be immediate return on the investment.
    - Morrison comments on the library going in Blue Creek where it was initially planned which leads into relationships with other Lucas County entities and getting the budget to make side by side decisions.

Motion by Councilman Yunker, seconded by Councilman Bublick at 7:21pm to enter into an executive session pertaining to ORC 121.22(G)1 to consider the compensation and appointment of a public employee. 5 ayes

Motion by Councilman Yunker, seconded by Councilman Bublick, at 7:44pm to reconvene the committee of the whole meeting. 5 ayes

CITIZEN COMMENTS

Council President Fine asks if there are any citizen comments to be heard.

Rebecca Rude – 6643 Oakbrook Drive: Rude shares that she has been before with comments on the library. Concerned that no one had good answer on the change in location. Understood the change in location was due to the Metroparks. Asked Council if anyone talked to the Metroparks – Rude called them herself. Scott Carpenter from the Metroparks told Rude that they would love to have the library, it was their intention all along. Rude called and talked to the library representative and heard that it was too expensive to build in Blue Creek. Rude comments the library needs to find a solution. Asks if anyone has checked with Lucas County Engineers to see if a library is safe at that location with required entrances. Asks if anyone has thought about contacting any local conservancy organizations and if there will be issues with the building, parking lot, etc in the area. Comments about keeping the Ohio Pollinator initiative in that area. Rude asks about the Metroparks and their plans that have been shared for Blue Creek and the fact that the library is still in those plans on their website.

Agnes Finfera – 6261 Cemetery Road: Shares her concern with the proposed location of the library on the roundabout. What other options are there for the library, asks if those have been reviewed. Hopes for a responsible decision for the community. Comments that the pollinator area should be left alone.

Tuohy thanks Rude for the contact name at the Metroparks.

OTHER BUSINESS
Council President Fine asks if there is any other business to discuss from Council members.

Yunker thanks the candidates for coming in to interview for the open seat, appreciates their answers and perspectives.

ADJOURNMENT
Motion by Councilman Riggenbach, seconded by Councilman Yunker to adjourn the meeting at 7:31pm. 5 ayes

Respectfully submitted by Jordan Daugherty

Exhibit A

WHITEHOUSE · OHIO

Mike Hill
Public Service Director

MAYOR
RICHARD BINGHAM

COUNCIL
JOSEPH BUBLICK
STEVE FINE
NICOLE HARTBARGER
JAKE HEILMANN
DAVE RIGGENBACH
CARRIE TUOHY

MEMORANDUM

TO: MAYOR AND VILLAGE COUNCIL

FROM: MIKE HILL, DIRECTOR OF PUBLIC SERVICE

SUBJECT: 2026 SEWER REHABILITATION UPDATE

DATE: OCTOBER 8, 2026

I would like to request that the Village proceed with the Sanitary Sewer Relining project to rehabilitate and restore deteriorated sanitary sewers along Centerville St., Shepler Ave., Lenderson Ave., and Logan St. The project was presented earlier this year at that time we were looking for possible funding through the Federal Government to supplement a WPCLF loan that we have been approved for, we did not receive the federal funding and would like to proceed with the project using the loan that we have been approved for in the amount of $1,200,000.00. The term of the loan is for 20 years, and the current interest rate is 2.97%.

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www.whitehouseoh.gov · mhill@whitehouseoh.gov

Exhibit B

WHITEHOUSE · OHIO

FIRE DEPARTMENT

Jason Francis
Fire Chief

October 6, 2026

RE: Swanton Township Proposal

Dear Mayor and Council,

Next week at Committee of the Whole, I will be discussing a proposal regarding Swanton Township. As you are aware, the current contract expires December 31, 2026, and we have been in discussions with both Swanton Township and the Village of Swanton regarding future emergency service coverage. I have also been in ongoing discussions with Chief Cuyler Kepling, Swanton's Fire Chief, regarding a future service model that provides reliable coverage while appropriately aligning response distance between the neighboring departments.

Under the current agreement with Swanton Township, Whitehouse Fire Department provides coverage for approximately 14 square miles and generates approximately $82,767 annually, with approximately 160–170 incidents each year.

Under the proposed agreement, Whitehouse would enter into a two-year agreement with the Village of Swanton, rather than directly with Swanton Township. Whitehouse's contracted responsibility would be reduced from approximately 14 square miles to approximately 7 square miles, while receiving $75,000 in the first year and $85,000 in the second year. Whitehouse would continue providing fire and EMS coverage within the defined 7-square-mile area, with no responsibility for fire prevention activities or inspections.

The proposed area is expected to generate approximately 85–95 calls annually, compared with 160–170 calls under the current arrangement. This creates a more clearly defined and manageable service obligation while maintaining a meaningful and predictable revenue stream for Whitehouse.

Additionally, Whitehouse and Swanton would establish an Automatic Aid Agreement to assist each other with structure fires and outdoor fires occurring south of Airport Highway. This would ensure that significant incidents receive the necessary resources regardless of jurisdiction.

I believe this proposal provides a balanced solution: Whitehouse reduces its contracted geographic responsibility by approximately half while generating $75,000 in first-year compensation, continuing emergency coverage, and preserving regional automatic aid.

I look forward to discussing the proposal and answering any questions.

Respectfully,

Jason Francis

MAYOR
RICHARD BINGHAM

COUNCIL
NIKKI HARTBARGER
STEVE FINE
JOSEPH BUBLICK
CARRIE TUOHY
DAVID RIGGENBACH
JAKE HEILMANN

Exhibit C

Whitehouse

Schedule of Rates and Fees

January 1, ~~2026~~ 2027

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. 1st Offense	$250.00
	2. 2nd Offense	$500.00
	3. 3rd Offense	$1,000.00
	4. 4th Offense	$2,000.00
	5. 5th 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~~ $20.02
2. Per 1,000 gallons thereafter	~~$ 9.72~~ $10.01

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

1. Minimum charge for one month or up to 2,000 gallons	~~$ 40.84~~ $42.06
2. Per 1,000 gallons thereafter	~~$ 20.42~~ $21.03

C. Monthly Water Capital Improvement charge per meter by meter size:

Meter Size	Charge
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~~ $15.06
2. Per 1,000 gallons thereafter	~~$ 6.91~~ $7.53
3. Minimum charge for one month for those residents not connected to the Village water system	~~$ 51.76~~ $56.42

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

1. Minimum charge for one month up to 2000 gallons for Non-residents	~~$ 29.02~~ $31.64
2. Per 1,000 gallons thereafter	~~$ 14.51~~ $15.82
3. Minimum charge for one month for non-residents not connected to the Village water system	~~$108.68~~ $118.46

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

Meter Size	Charge
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 **(outside Village limits-110% Surcharge)**	$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 (pre-tapped)	$1,000.00
4. Water tap fee for non-Village residents (pre-tapped)	$2,100.00
5. Water tap fee for Village residents (not pre-tapped)	$1,750.00
6. Water tap fee for non-Village residents (not pre-tapped)	$3,675.00
7. Storm Sewer tap fee for Village residents	$ 100.00
8. 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~~ $16.97

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~~ $200hr
B. For the second offense in any calendar year	~~$ 200.00~~ $250hr
C. For the third offense in any calendar year	~~$ 250.00~~ $300hr

D. With increments of an additional $50.00 per hour per offense per calendar year

**Two-hour minimum charge

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.

F. CPR Training Class
1. Residents $25.00
2. Non-Residents $50.00

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~~ $35.00
2. BCI $35.00
3. Both ~~$65.00~~ $70.00

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

THE VILLAGE OF WHITEHOUSE

8-Oct-26

WATER ANALYSIS

Analysis to Determine Water Rate Increase for Operating Self-Sufficiency

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

Assumes that the Village charges the necessary rate (3.00%) to cover the majority of estimated cost to customers at a flat rate.

	2026	2027	2028
Beginning Fund Balance	$ 1,299,555	$ 1,147,896	$ 1,008,704
Revenue	$ 1,550,143	$ 1,596,648	$ 1,676,480
Expenses	$ (1,701,803)	$ (1,735,839)	$ (1,636,614)
Surplus/(Deficit)	$ (151,659)	$ (139,191)	$ 39,866
Ending Fund Balance	**$ 1,147,896**	**$ 1,008,704**	**$ 1,048,570**
Less: Est. Capital Improvement Funds	(100,000)	(200,000)	(300,000)
Ending Operating Balance	$ 1,047,896	$ 808,704	$ 748,570
	Net Change in Funds =		$ (299,325)
Ave. household consuming 5,000 gal. would pay per mo. the following:			
at new rate-	$ 48.59	$ 50.05	$ 50.05
at existing rate (and no annual increase)-	$ 48.59	$ 48.59	$ 48.59
Difference	$ -	$ 1.46	$ 1.46

Scenario if there are no changes to the rates.

	2026	2027	2028
Beginning Fund Balance	$ 1,299,555	$ 1,147,896	$ 962,200
Revenue	$ 1,550,143	$ 1,550,143	$ 1,627,650
Expenses	$ (1,701,803)	$ (1,735,839)	$ (1,636,614)
Surplus/(Deficit)	$ (151,659)	$ (185,695)	**$ (8,964)**
Ending Fund Balance	**$ 1,147,896**	**$ 962,200**	**$ 953,237**
Less: Est. Capital Improvement Funds	(100,000)	(200,000)	(300,000)
Ending Operating Balance	$ 1,047,896	$ 762,200	$ 653,237
	Net Change in Funds =		$ (394,659)
Ave. household consuming 5,000 gal. would pay per mo. the following:			
at new rate-	$ 48.59	$ 48.59	$ 48.59
at existing rate (and no annual increase)-	$ 48.59	$ 48.59	$ 48.59
Difference	$ -	$ -	$ -

Historical Rate Increases	
2013	11.9%
2014	50.1%
2015	0.0%
2016	8.1%
2017	6.0%
2018	1.0%
2019	4.5%
2020	3.5%
2021	0.0%
2022	1.0%
2023	1.0%
2024	10.0%
2025	2.0%
Average	7.6%

THE VILLAGE OF WHITEHOUSE

8-Oct-26

SEWER ANALYSIS

Analysis to Determine Sewer Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates.

Assumes that the Village charges the necessary rate (9.0%) to cover the estimated cost to customers at a flat rate.

	2026	2027	2028
Beginning Fund Balance	$ 271,863	$ 210,074	$ 214,847
Revenue	$ 968,520	$ 1,055,687	$ 1,161,256
Expenses	$ (1,030,309)	$ (1,050,915)	$ (1,061,424)
Operating Surplus/(Deficit)	$ (61,788)	$ 4,772	**$ 99,832**
Ending Fund Balance	**$ 210,074**	**$ 214,847**	**$ 314,678**
Less: Capital Improvement Funds			
Ending Operating Balance	**$ 210,074**	**$ 214,847**	**$ 314,678**
	Net Change in Funds =		$ 104,604
Ave. household consuming 5,000 gal. would pay per mo. the following:			
at new rate-	$ 34.54	$ 37.65	$ 37.65
at existing rate (and no annual increase)-	$ 34.54	$ 34.54	$ 34.54
Difference	$ -	$ 3.11	$ 3.11

Scenario if there are no changes to the rates.

	2026	2027	2028
Beginning Fund Balance	$ 271,863	$ 210,074	$ 127,680
Revenue	$ 968,520	$ 968,520	$ 997,576
Expenses	$ (1,030,309)	$ (1,050,915)	$ (1,061,424)
Surplus/(Deficit)	$ (61,788)	$ (82,395)	**$ (63,848)**
Ending Balance	**$ 210,074**	**$ 127,680**	**$ 63,832**
Less: Capital Improvement Funds	-	-	-
Ending Operating Balance	**$ 210,074**	**$ 127,680**	**$ 63,832**
	Net Change in Funds =		$ (146,243)
Ave. household consuming 5,000 gal. would pay per mo. the following:			
at new rate-	$ 34.54	$ 34.54	$ 34.54
at existing rate (and no annual increase)-	$ 34.54	$ 34.54	$ 34.54
Difference	$ -	$ -	$ -

Historical Rate Increases	
2014	**0.0%**
2015	**0.0%**
2016	**0.0%**
2017	**5.9%**
2018	**12.1%**
2019	**15.0%**
2020	**3.5%**
2021	**1.0%**
2022	**0.0%**
2023	**14.0%**
2024	**0.0%**
2025	**10.0%**
Average	**5.1%**

THE VILLAGE OF WHITEHOUSE

8-Oct-26

SANITATION ANALYSIS

Analysis to Determine Sanitation Rate Increase for Operating Self-Sufficiency

Note: This only addresses the usage rates.

Assumes that the Village charges the necessary rate (4.00%) to cover the estimated cost to customers at a flat rate.

			2026	2027	2028
Beginning Program Surplus/(Deficit) Balance		Estimate →	$ (194,407)	$ (218,089)	$ (240,877)
Revenue			$ 344,498	$ 358,278	$ 369,026
Expenses			$ (368,179)	$ (381,066)	$ (392,498)
Operating Surplus/(Deficit)			$ (23,682)	$ (22,788)	**$ (23,472)**
Ending Fund Balance			**$ (218,089)**	**$ (240,877)**	**$ (264,348)**
Ending Operating Balance			**$ (218,089)**	**$ (240,877)**	**$ (264,348)**
***This is the amount subsidized by the General Fund		***	**Net Change =**		**$ (46,260)**
Household would pay per mo. the following:					
at new rate-			$ 16.78	$ 17.45	$ 17.45
at existing rate-			$ 16.78	$ 16.78	$ 16.78
Difference			$ -	$ 0.67	$ 0.67

Scenario if there are no changes to the rates.

			2026	2027	2028
Beginning Program Surplus/(Deficit) Balance			$ (194,407)	$ (218,089)	$ (254,657)
Revenue			$ 344,498	$ 344,498	$ 354,833
Expenses			$ (368,179)	$ (381,066)	$ (392,498)
Operating Surplus/(Deficit)			$ (23,682)	$ (36,568)	**$ (37,665)**
Ending Fund Balance			**$ (218,089)**	**$ (254,657)**	**$ (292,321)**
Ending Operating Balance			**$ (218,089)**	**$ (254,657)**	**$ (292,321)**
***This is the amount subsidized by the General Fund		***	**Net Change in Funds =**		**$ (74,233)**
Household would pay per mo. the following:			$ 16.78	$ 16.78	$ 16.78
at existing rate (and no annual increase)-			$ 16.78	$ 16.78	$ 16.78
Difference			$ -	$ -	$ -

Historical Rate Increases	
2013	0.0%
2014	0.0%
2015	0.0%
2016	0.0%
2017	27.6%
2018	0.0%
2019	4.5%
2020	6.0%
2021	6.0%
2022	6.7%
2023	8.0%
2024	0.0%
2025	6.0%
Average	5.0%

Exhibit D

Dear Members of Council,

I am writing to express my interest in the position of Clerk of Council for the Village of Whitehouse. I recently had the honor of applying to serve on the council itself. I deeply respect the selection that members of council made for the open position. That process reinforced how much I want to contribute to Whitehouse's local government, and I believe the Clerk of Council position is a meaningful way for me to do so.

I have lived in Whitehouse since I was five years old, attended Whitehouse Primary School, and graduated from Anthony Wayne High School in 2020. This community has shaped who I am, and I care deeply about its continued success. I believe my education and work experience have prepared me for a role that requires precision and trust, keeping an exact record of what council does, and attention to detail.

As an intern in the United States Senate, I managed and archived a large database of congressional bills, policy reports, letters, and other official records that legislative staff depended on every day — records that had to be organized clearly, retrievable on demand, and accurate without exception. I also conducted meticulous background research and produced policy memoranda that were reviewed at the professional standard used on Capitol Hill, work that trained me to write and document with precision even under time pressure. More recently, as a Hearing Officer representing the Lucas County Commissioners on the Board of Revision, I independently conducted hearings, reviewed evidence and testimony from property owners and attorneys, and issued formal decisions to taxpayers on behalf of the county. That role has given me direct, hands-on experience with the kind of procedural rigor, impartial judgment, and record accuracy that this position demands.

My education in political science at the University of Pennsylvania, and my prior experience as a field organizer running large-scale operations across northwest Ohio, have also given me strong organizational discipline and a genuine understanding of how public institutions function day to day. Across every one of these roles, I have been the person entrusted with getting the details right and keeping the official record straight, and I would bring that same reliability to the Village of Whitehouse.

I recognize the Clerk of Council role is different in kind from serving on Council, but it is no less essential to how this Village functions, and I would approach it with the same diligence, discretion, and commitment to public service that I brought to my Council application. I would welcome the opportunity to discuss my qualifications further, and I have enclosed my resume for your review.

Thank you for your time and consideration.

Respectfully,

Alyssa Noel Vossen

NOEL VOSSEN
419-280-0122
vossennoel@gmail.com

Experience

LUCAS COUNTY COMMISSIONERS, Toledo, OH
Hearing Officer, June 2025-June 2026

- Represented the Lucas County Commissioners on the Board of Revision, reviewing property records, market data, comparable properties, and supporting evidence to evaluate contested property valuations.
- Conducted hearings and reviewed testimony, documentation, and evidence presented by property owners, attorneys, and other interested parties.
- Applied Ohio law and codes, regulations, and county procedures to assess appeals and make informed decisions, and exercised independent judgment in resolving property valuation appeals on behalf of the county.

OHIO DEMOCRATIC PARTY, Toledo, OH
Field Organizer, June 2024–November 2024

- Organized with the Ohio Coordinated Campaign in northwest Ohio for Sen. Sherrod Brown, Rep. Marcy Kaptur, and other local Democratic candidates.
- Consistently exceeded expectations on metrics including volunteers recruited, phone calls made, and meetings organized, resulting in a strong connection to the community of northwest Ohio.
- Recruited, trained, and managed a team of over 100 volunteers to execute grassroots organizing efforts, including door-to-door canvassing, phone banking, and voter registration drives.
- Excelled at standard campaign and organizing tools such as VAN and miniVAN.

UNITED STATES SENATE, Washington, D.C.
Intern for Senator Robert P. Casey II, September 2022–December 2022

- Crafted in-depth policy memos on labor, antitrust, and immigration policy, sharing them with relevant legislative staff. Shifted my policy writing from an academic understanding to a real-world, professional standard that is widely used on Capitol Hill.
- Managed and archived a vast database of congressional bills, policy reports, letters, and miscellaneous files that were utilized daily by the senator's legislative aides.
- Conducted meticulous research into the senator's policy positions and legislative history. In addition, completed background checks on individuals and organizations the senator was scheduled to have events with.

Publications

AUTHOR, *PHILADELPHIA: CAPITAL OF THE EIGHTEENTH CENTURY*
Co-Author, Published May 2022

- Took a leading role in the creation of *Philadelphia,* a contemporary exploration of Walter Benjamin's *Arcades Project*, gathering extensive primary and secondary sources about colonial Philadelphia.
- Edited, organized, and finalized a 500-page manuscript under the guidance of poet and author Kenneth Goldsmith, culminating in publication by the University of Pennsylvania Press.

Education

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA
Bachelor of Arts in Political Science

From: Callie Kozak <calliejacobs55@gma .com>
Sent: Wednesday, September 9, 2026 3:18 PM
To: Jordan Daugherty <jdaugherty@whitehouseoh.gov>
Subject: Letter of Interest - Clerk of Council Position - Callie Kozakiewicz

You don't often get email from calliejacobs55@gmail.com. Learn why this is important

Good afternoon,

I am writing to express my interest in the Clerk of Council position with the Village of Whitehouse. After reading through the posting, I was immediately interested because many of the responsibilities are similar to work I have done previously in local government.

Before joining the State of Ohio, I worked for the City of Toledo's Division of Building Inspection. In that position, I served as Secretary for several City boards. I prepared agendas and materials for meetings, took and prepared meeting minutes, maintained records of proceedings, prepared public notices, and researched laws and procedures when needed.

I currently work for the State of Ohio with Opportunities for Ohioans with Disabilities. Throughout my time with the State, I have held several positions that have required strong organization, written communication, attention to detail and the ability to understand and follow policies and procedures. In my current role, I also supervise staff and coordinate administrative operations for offices throughout Northwest Ohio.

I have attached my résumé for your consideration and would welcome the opportunity to meet with you and members of Council to discuss the position.

Thank you for your time and consideration.

Callie Kozakiewicz
calliejacobs55@gmail.com
419-704-8654

CALLIE KOZAKIEWICZ

Swanton, OH 43558 | 419-704-8654 | Calliejacobs55@gmail.com

PROFESSIONAL SUMMARY

Public-sector administrative and operations professional with experience supporting state and municipal government, supervising staff, preparing official records and correspondence, interpreting policies and procedures, and coordinating meetings and administrative functions. Former Court Recorder and Secretary for multiple City of Toledo boards, with direct experience preparing agendas and docket materials, taking meeting minutes, maintaining records of proceedings, and preparing public notices.

PROFESSIONAL EXPERIENCE

State of Ohio – Opportunities for Ohioans with Disabilities | Business Operations Manager

August 2023 – Present

- Plan, direct, and coordinate administrative and support functions for OOD offices throughout Northwest Ohio, ensuring efficient operations that support agency goals.
- Supervise Customer Support Specialists in the Northwest Ohio area and provide guidance regarding administrative processes and expectations.
- Develop and participate in establishing policies and procedures for office administrative and support functions.
- Prepare reports and correspondence, attend meetings, and coordinate logistical and operational needs with central office.

State of Ohio – Opportunities for Ohioans with Disabilities | Work Incentives Consultant

September 2022 – August 2023

- Analyzed complex benefit programs and translated technical information into clear written reports, planning sessions, and individualized guidance.
- Maintained accurate, complete, and timely documentation while handling highly sensitive information.
- Served as a liaison to agency staff, service providers, and federal, state, local, private, and nonprofit organizations regarding policy interpretation and application.
- Delivered presentations and provided information on agency techniques, policies, and procedures.

State of Ohio – Opportunities for Ohioans with Disabilities | Accountant Examiner II

October 2019 – September 2022

- Examined documents, processed vendor invoices, and generated reports while adhering to State of Ohio policies and procedures.
- Served as a fiscal liaison among OOD staff, vendors, and participants and provided professional support across a large network of staff.
- Used Excel and AWARE to develop databases and reports and participated in special projects involving records-request processes and data collection.
- Supported Northwest Ohio offices during the COVID-19 shutdown by handling incoming calls, coordinating referrals, and processing incoming and outgoing mail.

City of Toledo – Division of Building Inspection | Clerk Specialist II

October 2018 – October 2019

- Served as Court Recorder and Secretary for the Board of Administrative Appeals, Board of Building Appeals, and Board of Controls.
- Prepared official agendas, docket packages, and public notices for board proceedings; took meeting minutes and notes and maintained logs and records of proceedings.
- Researched laws and procedures, including ADA-related requirements, when requested for appeals matters.
- Evaluated licensing documents for accuracy and compliance with City policies and procedures and prepared official documents and correspondence.

EDUCATION

University of Toledo — Bachelor of Business Administration

Major: Management | Minor: Marketing | GPA: 3.54

Village of Whitehouse

6925 Providence St.

Whitehouse, OH 43571

September 16, 2026

Sarah Carroll

6743 Oak Crossing Ln.

Whitehouse, OH 43571

Dean18@ferris.edu

(502) 381-2101

Dear Mayor Bingham, Village Administrator Daugherty, and members of Council,

I am writing to express my interest in the position of Clerk of Council with the Village of Whitehouse Council.

I have been causally looking for openings (volunteer or part-time) related to my degree in Public Administration. As a Whitehouse resident, I was excited to see this position posted.

I currently work full-time from home in the U.S. Customs field for a steel processor. It requires accurate reporting, reliable calculations, and timeliness, all of which I think would be an asset in this role as well. I also enjoy being involved as a volunteer in different areas of the Anthony Wayne Local School District.

Thank you for your time and consideration.

Sincerely,

SCarroll

Sarah Carroll

Sarah Carroll

6743 Oak Crossing Ln, Whitehouse, OH PH: (502) 381-2101 EM: dean18@ferris.edu

Work Experience

Steel Technologies LLC

2019 – Present – INTERNATIONAL COMMERCE SPECIALIST

- Create all customs paperwork for North American exports
- Verify all border crossings with invoicing from brokers
- Assist with coordinating logistics between plants, customers, dispatchers, brokers, and freight forwarders
- Utilize U.S. Customs and Border Patrol website to keep all legal filings and records up to date

2014-2019 – INTERNATIONAL COMMERCE CLERK

- Create all USMCA documentation
- Produce all Canadian import and export documentation

City of Garden City, Mich.

2008-2010 - EXECUTIVE ASSISTANT

- Create monthly newsletter for Downtown Business Association
- Record and publish all agendas, notices, and notes for Downtown Development Authority, National Trust's four Main Street Committees, Farmer's Market, and joint ventures with Chamber of Commerce following Robert's Rules of Order
- Oversee Façade Improvement loan program and architectural grant process
- Update official website with relevant news and documents

City of Big Rapids, Mich.

2007 summer semester - NEIGHBORHOOD SERVICES INTERN

- Use ArcGIS to gather data for various zoning law updates
- Record and publish all agendas, notices, and notes for Neighborhood Services department (Zoning Board, Zoning Board of Appeals, Central Business District)

Volunteer Experience

Anthony Wayne Fullbackers- Football Field Clean Up Crew – 2024, 2025, 2026 seasons

Whitehouse Primary School – STAR reading and math helper (once per week) 2018, 2019, 2022 school years

Ferris State Torch Newspaper – Copy Editor, substitute writer – 2006-07 school year

Education

Bachelor's of Science in Public Administration Ferris State University 2007

Relevant courses: Public Sector Management, State & Local Government, Politics in the Media, Grant Writing