

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Jeremy Simon
Brandon Tijerina
Heather Galbraith



230 Clinton Street • Wauseon, Ohio 43567

Director of Law
Thomas A. McWatters III

Director of Finance
Jamie L. Giguere

Director of Public Service
Keith C. Torbet

Police Chief
Kevin Chittenden

Fire Chief
Phil Kessler

February 26, 2026

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of March 2, 2026

Dear Council Members:

We are not aware of anyone wishing to address Council.

There are no committee reports.

There will be a first reading on Resolution 2026-5 (emergency), which authorizes the Mayor to enter into a lease for a new postage meter.

There is no legislation for second or third reading.

In new business, a motion will be necessary to approve the use of funds previously budgeted for the clearwell aeration project at the Water Treatment Plant for the plant's new GAC project.

At the conclusion of the meeting, a motion may be necessary to go into executive session to discuss the purchase or sale of real property.

These are the only issues I am aware of to come before Council. Should any member of Council have any questions or comments, you are strongly encouraged to contact the appropriate Department Head prior to the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Tom McWatters III", written over a horizontal line.

Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor

Jamie Giguere, Finance Director

Brandi Galbraith, Clerk of Council

The Blade

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WAUSEON CITY COUNCIL AGENDA
March 2, 2026
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Wishing to Address Council
6. Approval of prior meeting minutes:
 - a) Council Meeting: February 16, 2026, Committee of the Whole: February 12, 2026
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:

7. Committee Reports
 8. Department Head Reports
 - a) Phil Kessler, Fire Chief
 - b) Kevin Chittenden, Police Chief
 - c) Jamie Giguere, Director of Finance
 - d) Thomas McWatters III, Law Director
 9. First Reading of Legislation or Emergency
 - a) **Resolution 2026-5:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR THE LEASING OF A NEW POSTAGE METER; AND DECLARING AN EMERGENCY
- Motion to place Resolution 2026-5 on emergency reading moved by _____ and seconded by _____.
- Motion to place Resolution 2026-5 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: ____ Yeas ____ Nays

- b) **Resolution 2026-6:** A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR THE STREET IMPROVEMENT PROJECT; AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST AND BEST BID; AND AUTHORIZING THE MAYOR TO ENTER A CONTRACT WITH THE LOWEST AND BEST BIDDER; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-6 on emergency reading moved by _____ and seconded by _____.

Motion to place Resolution 2026-6 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: ____ Yeas ____ Nays

10. Second Reading of Legislation or Emergency

11. Third Reading of Legislation or Emergency

12. New Business

13. Old Business

14. Approval of Bills

15. Adjournment

- a) Motion to adjourn moved by _____ and seconded by _____.
All in favor:

Brandi Galbraith
Clerk of Council

Council reserves the right to adjourn into Executive Session at any time it deems appropriate. The distribution of this Agenda does not obligate Council to take action on the items set forth herein, nor does it limit Council from taking action on other items not on the Agenda. The items listed on the Agenda are subject to change. If additional items are added, Council will use its best effort to notify all interested parties of changes prior to the meeting

	Yes	No
Emergency	_____	_____
First Reading	_____	_____
Second Reading	_____	_____
Third Reading	_____	_____

RESOLUTION 2026-5

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
FOR THE LEASING OF A NEW POSTAGE METER;
AND DECLARING AN EMERGENCY**

WHEREAS, the City leases a postage meter for mailing letters, notifications, and other communications; and

WHEREAS, the City's current postage meter lease is about to expire; and

WHEREAS, the City desires to enter into a new lease for a postage meter with Quadiant Leasing, Inc. pursuant to the proposal on file in the Office of the Clerk of Council; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because the current postage meter lease is about to expire;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Wauseon, Fulton County, Ohio, as follows:

Section 1.

That the Mayor be, and hereby is, authorized to execute an agreement with Quadiant Leasing, Inc. for a postage meter pursuant to the proposal on file in the office of the Clerk of Council.

Section 2.

That the Mayor is further authorized to execute any and all documents necessary therefore.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, FEBRUARY 12, 2026**

Present: Police Chief Kevin Chittenden, Fire Chief Phil Kessler, Council President Chamberlin, Councilors Galbraith, Simon, Tijerina, and Schneider, Jamie Giguere, Tom McWatters, Mayor Kathy Huner, Jan Tropf, and Brandi Galbraith

Committee of the Whole was called to order by Council President Chamberlin at 7:15 a.m.

Committee Reports:

- Park Board- Martin Furhop developed a contract for tournaments. The fees are all basically the same, except for some added costs for field maintenance during the game, etc. This contract was modelled after Toledo and Findlay's. Tom is currently reviewing. The concession portion was removed and will be a separate contract. The biggest changes are adding a security deposit so if there are any damages, we are not trying to chase down for payment because we already have some funds from them, and we need a copy of their liability insurance on file.

1st Reading Legislation

- Ordinance 2026-5: Recommendation to Increase Utility Rates Effective on the March 1st Bill – Emergency

2nd Reading Legislation

3rd Reading Legislation

Chief Kevin Chittenden

- Police Department received tasers and will begin training for all staff.
- Police chief will be on the radio on 2/12
- Fulton County Commercial got rescheduled to the 24th

Chief Phil Kessler

- Fire Department has their annual preventative physical, there will be a physical trailer on the south side of the building starting 2/11-2/12
- Zoll training on new monitors has been delayed and is to be rescheduled.
- Phil along with Jamie met with physical representatives and other fire chiefs in the county about where commissioners see EMS going in the next contract. They were informed that the southern stations were going to receive a less amount, Archbold Delta and Swanton, Fayette, Lyon and Metamora are going to receive a larger amount. Wauseon main station will stay the same. More discussion is to be had with Phil and one of the commissioners.
- Wauseon ALS team responded to in a few weeks less than one year:
Archbold-104
Delta- 77
Fayette- 5

Lyons-
Metamora- 0
Morenci- 0
Swanton- 5
Wauseon- 2,031

- City contributes \$870,000 of EMS services
- Levy is going back on the ballot; contracts will not be distributed until after the election

Jamie

- TIF payment was due on the 1st of this month
- In court for Reighard vandalism
- From Huntington the Argent transfer has not taken place as of yet
- ODOT grant for hybrid beacon, still hasn't received full amount of funding, remaining funds owed is \$21,000

John Arps

- Up to 9 watermain breaks
- Waiting for follow up with contracts for Utility companies working in our right of way, discussion was had.

Tom

- Richer request for damages, contingent negotiations for \$3000 easement, most easements are in the boulevard
- Terry Finn sent an email to counter part in the enforcement of the EPA; positive response is to come next week to go from EPA to GAC
- Annexation Assessment eliminations are down to one, the Senior Villas

Danny

- Wanted to thank everyone for the scriptures, encouraging emails and prayers!!!
- Inspections are doing good
- Contractors are doing video walk throughs and documenting everything to keep things current
- TIF-Brett and Ben are working together to see the progress of different buildings over 60%
- Tom Zimmerman is out until March 6, Rex from defiance is the backup
- Meeting with Michelle and Mayor to work Tuesday, Wednesday and Friday in the office
- Possible Intern to where they train under his license to be able to step into his role after some time
- Taking Electrical Exam to be able to do everything in house

Mayor

- Tucker Fredericksen, an engineer, is on board, has visited sites and will be working with Ryan to start bids for valve replacements.

Shane

- Swearing in Sarah Heising Monday 16, 2026
- New business: Motion to approve revised committee assignments to incorporate Sarah Heising
- Larry Zimmerman asked Heather Galbraith if the levy on the ballot will provide funding for operation of the pool

Jan

- Pool reservations are coming in
- There will be no homecoming this year
- Received call about 4th of July
- Discussion of parade for the 4th of July
- Brandi is doing very well; she has moved her desk around to her liking and has also typed up meeting minutes from the council meeting from February 2nd and has also been working in Civic Plus.

ADJOURNMENT

With no further discussion the staff meeting was adjourned at 7:57 am.

Brandi Galbraith, Clerk of Council

Council President, Shane Chamberlin

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, February 16, 2026**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. in Council Chambers. She led the Pledge of Allegiance which was followed by a moment of silence.

SWEAR IN

Council Member Sarah Heising was sworn in as the 6th member of City Council.

ROLL CALL

Roll was taken by the Clerk of Council Present were Council President Chamberlin, Councilors Galbraith, Heising, Simon, and Schneider, councilor Tijerina was excused.

With five members present constituting a quorum.

APPROVAL OF MINUTES

Mayor Huner asked for a motion to approve the prior meeting minutes and committee of the whole. Councilor Galbraith moved and seconded by Councilor Simon to approve the minutes as printed.

All in favor: *Motion Passed Unanimously*

COMMITTEE REPORTS

Councilor Galbraith gave a report from the Park Board. The park fences are going to be repaired, and they will be getting bids ready to replace them. There were two contracts proposed for the use of Biddle Park fields for practice and another contract for using Biddle Park for tournaments.

There was discussion about Wauseon manning the concession stands, there is a contract for this discussion that is in the works.

Motion to approve Recommend adoption of a revised contract for tournament games at Biddle Park move by Councilor Chamberlin seconded by Councilor Schneider.

No Discussion
5 Yeas 0 Nays
Motion Carried

DEPARTMENT HEAD REPORTS

Kevin Chittenden, Chief of Police: On February 15th the police department participated in the Heros vs. Heros, there was a good turnout. The school contacted about grant for radio communication to put school buses in direct contact with the dispatch office, meeting February 19th for more discussion. Former assistant Chief Brad Webber passed away February 15th, 2026, there are no details as of now.

Tom McWatters: Director of Law reports, we are waiting on the signature of one entity to sign the petition to get the resolution in front of City Council for the removing assessment at the Senior Village. Waiting for a formal response from EPA on movement to GAC.

Jamie Giguere: Financial Report, January 2026 income tax revenue was down from January 2025 to 18.44% decrease. The restitution case for the restroom vandalism at Reighard has been delayed until April 9th. ODOT

final paperwork had come through so the remaining funds owed for the hybrid beacon will be processed. Jamie and Phil will be attending an EMS meeting along with the County Commissioner on February 19, 2026.

FIRST READING OF LEGISLATION OR EMERGENCY

- a) **Ordinance 2026-2: AN ORDINANCE MODIFYING THE RATE SCHEDULE FOR WATER RATED FOR THE CITY OF WAUSEON; AND DECLARING AN EMERGENCY.**

Motion to place Ordinance 2026-2 on emergency reading moved by Councilor Chamberlin and seconded by Councilor Simon.

Discussion: Council President stated that the city of Wauseon wants a better understanding of the rate increase and asked if Jamie would be willing to explain to those that have questions.

Mayor Huner stated that it is EPA driven and once we have more information and education on the EPA mandates on the project it will show how it is going to help with the water. The water rate increase is only on the water bill not the water and sewer bill.

Councilor Heising stated that it would be helpful to show and compare the surrounding communities' rates and what they are.

5 Yeas 0 Nays
Motion Carried

Motion to place Ordinance 2026-2 on final reading moved by Councilor Schneider and seconded by Councilor Chamberlin.

No Discussion
5 Yeas 0 Nays
Motion Carried

SECOND READING OF LEGISLATION OR EMERGENCY

There was no legislation for second reading.

THIRD READING OF LEGISLATION OR EMERGENCY

There is no legislation for third reading.

NEW BUSINESS

Councilor Chamberlin recommended the approval of new Council Committee assignments as listed.

Motion to accept Council Committee assignments moved by Councilor Heising and seconded by Councilor Chamberlin.

No Discussion
5 yeas 0 nays
Motion Carried

Mayor Huner: Mayor Huner, Chief of Fire Phil and Jamie went to visit Grand View Heights new Administration building. Joe Reckman, an engineer, is looking at the grounds and wanted to show how it mirrors what is being asked for the City of Wauseon's Administration building. Pictures were taken and will be disbursed to be viewed.

Dates for interviews for the Public Service Director position will begin soon and hopefully be filled by mid-March.

OLD BUSINESS

APPROVAL OF THE BILLS

Motion for the Approval of the Billes moved Councilor by Schneider and seconded by Councilor Heising.

All in favor: *Motion Passed Unanimously*

ADJOURNMENT

There being no further business, motion to adjourn moved by Councilor Galbraith and seconded by Councilor Simon to adjourn this meeting at 5:29 p.m.

All in favor: *Motion Passed Unanimously*

Brandi Galbraith, Clerk of Council

Shane Chamberlin, President of Council