

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Harold Stickley
Jeremy Simon
Brandon Tijerina



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

March 14, 2025

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of March 17, 2025

Dear Council Members:

At the outset of the meeting, a motion will be necessary to accept the resignation of Council Member Harold Stickley.

We are not aware of anyone wishing to address Council.

The Finance Committee and Tree Commission will present reports. The Park Board will present a report and recommend to accept a memorial bench from the Fulton County Veterans Service Organization, and to approve a 25% discount for city employees for pool passes and rentals.

There is no legislation for first reading.

There will be a second reading on Ordinance 2025-4, which amends the Codified Ordinances to include a new Section 721 pertaining to the registration and operation of food trucks within the City. There will also be a second reading on Ordinance 2025-5, which amends the slow moving vehicles ordinance (Section 377) to reduce the fees for renewal inspections occurring before March 1st of each year.

There is not legislation for third reading.

In new business, the Mayor will recognize the retirement of Lou Thourot from the Water Plant.

A motion will be necessary to move into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and to discuss imminent litigation.

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 read 'T. A. McWatters III', written in a cursive style.

Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor
Korin Miller, Clerk of Council
Jamie Giguere, Finance Director
The Blade

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WAUSEON CITY COUNCIL AGENDA
March 17, 2025
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Approval of prior meeting minutes:
 - a) Council Meeting: March 3, 2025
 - b) Special Council Meeting: March 5, 2025
 - c) Committee of the Whole: March 13, 2025
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Motion to accept the resignation of Council Member Harold Stickley moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
7. Committee Reports
 - a) Finance Committee: March 3, 2025
 - b) Tree Commission: March 4, 2025
 - c) Park Board: March 11, 2025

Recommendation to accept a memorial bench form the Fulton County Veterans Service Organization moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays

Recommendation to approve a 25% discount for city employees for pool passes and rentals moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
8. Department Head Reports
 - a) Phil Kessler, Fire Chief
 - b) Kevin Chittenden, Police Chief
 - c) Keith Torbet, Director of Public Service
 - d) Jamie Giguere, Director of Finance
 - e) Thomas McWatters III, Law Director
9. First Reading of Legislation or Emergency
10. Second Reading of Legislation or Emergency

a) Ordinance 2025-4: An Ordinance Amending The Codified Ordinances Of The City Of Wauseon To Add A New Section 721 Pertaining To Mobile Food Vehicles

- Motion to place Ordinance 2025-4 on second reading moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

b) Ordinance 2025-5: An Ordinance Amending Section 377 Of The Codified Ordinances Of The City Of Wauseon

- Motion to place Ordinance 2025-5 on second reading moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

11. Third Reading of Legislation or Emergency

12. New Business

a) Recognition of the retirement of Lou Thourot from the Water Plant

13. Old Business

14. Executive Session

a) Motion to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and to discuss imminent litigation moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

15. Approval of the Bills

- Motion to approve and pay the bills as presented moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

16. Adjournment

a) Motion to adjourn moved by _____ and seconded by _____.

All in favor:

Korin Miller
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

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, March 3, 2025**

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

ROLL CALL

Roll was taken by the Clerk of Council. Present were Council President Stickley, and Councilors Schneider, Tijerina, Chamberlin, Simon, and Heising, to constitute a quorum for the transaction of city business.

MINUTES

Mayor Huner asked for a motion to approve the prior meeting minutes. Councilor Heising moved and was seconded by Councilor Chamberlin to approve the minutes as printed.

All in favor: Motion Passed Unanimously

PROCLAMATION

Mayor Huner read a proclamation in honor of Kevin Nelson's forty years of service with the Fire Department. She declared March 3rd, 2025 as "Kevin Nelson Exceptional Duty Recognition Day".

COMMITTEE REPORTS

There were no committee reports.

DEPARTMENT REPORTS

Chief Kessler gave a report for the Fire Department. His department will be doing driving simulator training. The Hero's vs Hero's game will be on March 9, 2025.

Chief Chittenden gave a report for the Police Department. The new Version system will be installed this week. The Safety City applications have been sent out.

Director Torbet gave a report for the Public Works Department. His department has been working on getting holes fixed in the roads. In April the plan is to start the second phase of the Fulton Street water line. The engineers have submitted the latest draft for the North Fulton Street repaving.

Director Giguere gave a report for the Finance Department. The Income Tax Report is down 4% from this time last year. She stated that she expects a better outcome next year. The Wellness Program has started for full time employees.

Law Director, Tom McWatters gave a report. He went over the proposed legislation on the agenda. He also stated that there will be a Finance Committee Meeting after the Council Meeting regarding the Glenwood Avenue Assessments.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2025-4: An Ordinance Amending The Codified Ordinances Of The City Of Wauseon To Add A New Section 721 Pertaining To Mobile Food Vehicles

Motion to place Ordinance 2025-4 on first reading moved by Councilor Chamberlin and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

Ordinance 2025-5: An Ordinance Amending Section 377 Of The Codified Ordinances Of The City Of Wauseon; And Declaring An Emergency

Motion to place Ordinance 2025-5 on emergency reading moved by Councilor Chamberlin and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-5 on final reading moved by Councilor Tijerina and seconded by Councilor Schneider.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2025-6: A Resolution Authorizing The Mayor Or Her Designee To Enter Into An Agreement With Zoll Medical Corporation For The Purchase Of New Advanced Heart Monitors/Defibrillators; And Declaring An Emergency

Motion to place Resolution 2025-6 on emergency reading moved by Councilor Heising and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Resolution 2025-6 on final reading moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2025-7: A Resolution Authorizing The Mayor Or Her Designee To Enter Into An Agreement With Cummins, Inc. For An Extended Warranty For The City's Generator; And Declaring An Emergency

Motion to place Resolution 2025-7 on emergency reading moved by Councilor Simon and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Resolution 2025-7 on final reading moved by Councilor Tijerina and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR SECOND READING

THIRD READING OF LEGISLATION OR EMERGENCY

Ordinance 2025-2: An Ordinance Amending Section 311.02 Of The Codified Ordinances Of The City Of Wauseon

Motion to place Ordinance 2025-2 on third reading moved by Council President Stickley and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays Motion Carries

NEW BUSINESS

Mayor Huner gave her Annual Report for the year 2024.

APPROVAL OF THE BILLS

Motion to approve and pay the bills as presented moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, moved by Councilor Simon and seconded by Councilor Tijerina to adjourn the meeting at 5:28 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Harold Stickley, President of Council

**WAUSEON CITY COUNCIL
SPECIAL COUNCIL MEETING
Wednesday, March 5, 2025**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. in the Council Chambers.

ROLL CALL

Roll was taken by the Clerk of Council. Present were Council President Stickley, and Councilors, Schneider, Tijerina, Heising, Chamberlin and Simon to constitute a quorum for the transaction of city business.

Vote: 6 Yeas 0 Nays Motion Carries

EXECUTIVE SESSION

Motion to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; moved by Councilor Chamberlin and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Council exited Executive Session at 6:26 p.m.

EXECUTIVE SESSION

Present were Councilors Schneider, Tijerina, Heising, Chamberlin and Simon.

Motion to enter into Executive Session for the purpose of discussion of pending or imminent court action; moved by Councilor Schneider and seconded by Councilor Tijerina.

Vote: 5 Yeas 0 Nays Motion Carries

Mayor Huner and Councilor Heising exited Council Chambers at 6:39 p.m. Director Torbet joined Executive Session at 6:43 p.m.

Council exited Executive Session at 6:48 p.m.

ADJOURNMENT

There being no further business, Councilor Schneider moved and seconded by Councilor Tijerina to adjourn this meeting at 6:48 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, March 13, 2025**

Councilor Chamberlin called this meeting to order at 7:15 a.m. remotely. Present were Councilors, Schneider, Heising and Simon (entered council chambers at 7:25 a.m.).

Councilor Chamberlin went over the proposed agenda for the upcoming Council Meeting.

At the outset of the meeting, a motion will be necessary to accept the resignation of Council Member Harold Stickley.

There will be three Committee Reports.

Councilor Schneider will give a report from the Finance Committee meeting on March 3, 2025.

Councilor Simon will give a report from the Tree Commission meeting on March 4, 2025, and the Park Board meeting on March 11, 2025. The Park Board will present two recommendations.

Recommendation to accept a memorial bench form the Fulton County Veterans Service Organization.

Recommendation to approve a 25% discount for city employees for pool passes and rentals.

There will be two pieces of legislation under second reading:

Ordinance 2025-4: An Ordinance Amending the Codified Ordinances of The City of Wauseon to Add A New Section 721 Pertaining To Mobile Food Vehicles

Ordinance 2025-5: An Ordinance Amending Section 377 Of the Codified Ordinances of The City of Wauseon

Under New Business Lou Thourot's will be rigorized for his retirement.

Council will also have the opportunity to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and to discuss imminent litigation.

Councilor Chamberlin reviewed the notes from the previous staff meeting.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:28 a.m.

Korin Miller, Clerk of Council

Council Member

Finance Committee
Monday, March 3, 2025
Council Chambers
5:30 p.m.

Present: Steve Schneider, Shane Chamberlin, and Sarah Heising

Staff: Keith Torbet, Jamie Giguere, Tom McWatters, Mayor Huner and Korin Miller

Matter: Glenwood Avenue Assessment

Previously on January 20, 2025, the Finance Committee met to discuss the approaching due date of the Glenwood Avenue assessment fee's. The outcome of that meeting led to a recommendation to take the necessary steps to extend the due date by eight years. One of necessary steps is to have a meeting with the property owners to discuss the assessments.

Multiple property owners attended the meeting. The majority of the meeting the residents expressed their frustrations over the situation. The Finance Committee gathered further information and clarification on how to move forward. There was no action taken and no signatures were obtained for the petition. The committee agreed to meet again to discuss this matter.

The Meeting adjourned at 6:30 p.m.

Respectfully submitted,
Korin Miller



**TREE COMMISSION
COUNCIL CHAMBERS
Tuesday, March 4, 2025
8:00 AM**

Present: Laura Kamp, Jeremy Simon, John Alexander, and Kurt Stuckey

Staff: Korin Miller, Keith Torbet

Absent: Dan Nelson, Rick Frey, Keith Torbet

John Alexander gave an update to the Tree Commission. He has completed all tree removals.

He reported that Arbor Day will be honored at the Wauseon Primary School at 12:30 p.m. and at the Wauseon Elementary School at 2:30 p.m. on April 25, 2025. If the weather does not cooperate it will be April 28, 2025. The type of tree's that will be planted and their location are undecided.

Councilor Simon exited council chambers at 8:30 a.m.

The Tree Commission continued to work through the Wauseon Urban Forestry Management Plan.

The committee will meet again on April 1, 2025, at 8:00 a.m.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Korin Miller
Clerk of Council

**PARK BOARD
COUNCIL CHAMBERS
TUESDAY, January 14, 2025
7:00 AM**

MEMBERS PRESENT: Jacob Flores, Russ Pauley, Dave Carroll, Brook Conrad, Jeremy Simon

STAFF: Keith Torbet, and Jan Tropsf

ABSENT: Mayor Huner and Larry Zimmerman

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Matter: Approval of November 12, 2004 Minutes

Motion made by Dave Carroll seconded by Brook Conrad to approve the Minutes of November 12, 2004. (Jeremy Simon arrived just after vote was taken)

Vote: 4 Yeas 0 Nays - Motion Carried

Matter: Park Bench – Veterans Service Commission

The benches from Veterans Service Commission does not match those Rotary is offering, therefore these need to be placed along the Bike Trail. Motion made by Dave Carroll to accept the bench from Veterans Service Commission for placement on the Bike Trail, seconded by Brook Conrad.

Vote: 5 Yeas 0 Nays - Motion Carried

Matter: Pool Discount for Employees of the City

Jan Tropsf mentioned that several employees asked if there was a possibility for City Employees to receive a discount on pool passes and rentals. After a discussion, Brook Conrad made a motion to give a 25% discount to City of Wauseon employees for passes and rentals, motion seconded by Jacob Flores.

Vote: 5 Yeas 0 Nays - Motion Carried

Updates: Keith Torbet

A purchase order has been issued for Dura Edge to transform 2 field to make them “all purpose” and the edging of others.

Martin Furhop will be receiving training to do this so the City won't have to pay the high price for something Martin could do.

We have received a quote to redo the fences, it's approximately \$30,000. Diensbostle field will cost \$5200.

Colin Lane will be installing the new electrical box for Biddle Park, that way the generator will no longer be needed. Homecoming dates are 7/24 – 7/26

Brook Conrad asked about the signs were up on the fences yet. They are not, but are being added to the list of things to be done.

Several members ae to go to Paul Zumfelde house to look at artwork in his garage.

Next meeting will take place at Homecoming Park.

Motion made by Dave Carroll to adjourn, seconded by Russ Pauley.

Vote: 5 Yeas 0 Nays - Motion Carried

Respectfully submitted,
Jan E. Tropf
Executive Assistant

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

ORDINANCE NO. 2025-4

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON TO ADD A NEW SECTION 721 PERTAINING TO MOBILE FOOD VEHICLES

WHEREAS, during special community events in the City, and otherwise periodically, vendors operating mobile food vehicles are present in the City selling various food and beverage items; and

WHEREAS, the City desires to ensure that the operation of mobile food vehicles in the City is safe and sanitary for all residents of the City and

WHEREAS, the Codified Ordinances do not contain any rules or regulations for the operation of mobile food vehicles in the City; and

WHEREAS, City Council desires to amend the Codified Ordinances to include a new Section 721 which prescribes certain rules and regulations for the operation of mobile food vehicles within the City; and

WHEREAS, a copy of the new Section 721 is attached to this Ordinance as Exhibit A;

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

Section 1.

That the Codified Ordinances shall be amended to contain a new Section 721, Mobile Food Vehicles, a copy of which is attached to this Ordinance as Exhibit A.

Passed: _____

Kathy Huner, Mayor

Harold Stickley, President
of Council

Attest: _____
Korin Miller
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director

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

ORDINANCE NO. 2025-5

AN ORDINANCE AMENDING SECTION 377 OF THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON

WHEREAS, pursuant to Ordinance 2016-18, City Council adopted Chapter 377 of the Codified Ordinances which, in accordance with Section 4511.215 of the Ohio Revised Code, authorized the operation of low-speed vehicles, under-speed vehicles, utility vehicles, or mini-trucks on a public street or highway under certain conditions specified in that Ordinance; and

WHEREAS, pursuant to Ordinance 2023-4, Council revised Chapter 377 to permit the operation of golf carts within the City's corporate limits, subject to certain restrictions and procedures; and

WHEREAS, Council desires to amend Chapter 377 to reduce the inspection fee for renewal inspections conducted prior to March 1st of each year;

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

Section 1.

That Section 377.04(e) of the Codified Ordinances shall be amended to read in its entirety as follows:

(e) If a low-speed vehicle, an under-speed vehicle, a utility vehicle or a mini-truck has been inspected, registered and titled, prior to the effective date of this chapter or is brought into the City of Wauseon after the effective date of this chapter, but previously having had such vehicle inspected by an authorized inspection program, in order to legally operate the vehicle in the City of Wauseon, the owner/operator must still provide evidence of an inspection in compliance with Ohio statutory requirements.

Section 2.

That Section 377.04(f) be amended to read as follows:

(f) Vehicles that have been inspected pursuant to this section shall display a sticker that will be provided by the Wauseon Police Department on the rear of the vehicle in a conspicuous location. Stickers shall be valid through February 28th of each year, and shall be renewed annually. A fee of \$10 shall be charged for each renewal inspection conducted prior to March 1st, and a fee of \$50 shall be charged for each renewal inspection conducted March 1st or after. Officers may stop any low-speed vehicle, an under-speed vehicle, a utility vehicle, or a mini-truck operated on a street or highway of the City for the purpose of inspecting the vehicle.

Passed: _____

Kathy Huner, Mayor

Harold Stickley, President
of Council

Attest: _____

Korin Miller
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director