

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

April 17, 2025

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of April 21, 2025

Dear Council Members:

We are not aware of anyone wishing to address Council.

At the outset of the meeting, Heather Galbraith will be sworn in as a new Council Member to fill the vacant seat left by Harold Stickley.

There are no committee reports.

There is no legislation for first reading.

There will be a second reading on Resolution 2025-8, which authorizes the Mayor to advertise for bids for resurfacing North Fulton Street, to accept the lowest and best bid, and to enter into a contract with the lowest and best bidder.

There is not legislation for third reading.

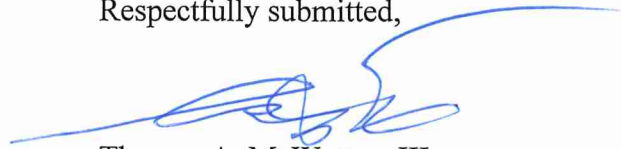
In new business, a motion will be necessary to appoint the Clerk of Council as the Public Records Certified designee.

A motion will be necessary to enter into an executive session for the purpose of the appointment of a public official.

Finally, a motion will also be necessary to appoint a new Council President.

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 blue ink, appearing to read 'Tom McWatters III', with a long horizontal line extending to the left.

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
April 21, 2025
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Oath of Office
 - a) Heather Galbraith
5. Roll Call
6. Proclamation
7. Approval of prior meeting minutes:
 - a) Council Meeting: April 7, 2025
 - b) Committee of the Whole: April 17, 2025
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
8. Committee Reports
9. 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
10. First Reading of Legislation or Emergency
11. Second Reading of Legislation or Emergency
 - a) Resolution 2025-8: A Resolution Authorizing the Mayor to Advertise for Bids for Resurfacing North Fulton Street; Authorizing the Mayor to Accept the Lowest and Best Bid; And Authorizing the Mayor to Enter a Contract with the Lowest and Best Bidder
 - Motion to place Resolution 2025-8 on second reading moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
12. Third Reading of Legislation or Emergency
13. New Business
 - a) Motion to appoint the Clerk of Council as the Public Records Certified Designee moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
14. Old Business

15. Approval of Bills

a) Motion to approve and pay the bills moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

16. 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 by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

17. 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, April 7, 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 Councilors Schneider, Chamberlin, Simon, and Heising, to constitute a quorum for the transaction of city business.

Councilor Chamberlin made a motion to excuse Councilor Tijerina and Councilor Simon seconded the motion.
Vote: 4 Yeas 0 Nays Motion Carries

MINUTES

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

All in favor: Motion Passed Unanimously

COMMITTEE REPORTS

Councilor Simon gave a report from the previous Tree Commission meeting on March 4, 2025. Mayor Huner added that the city has been award recipients again for the Tree City USA Award.

DEPARTMENT REPORTS

Chief Kessler gave a report for the Fire Department. Zoll has recently reprogrammed the monitors, this ensures that all the monitors are under warranty. The posting for the Fire Chief Executive Assistant Position has been posted internally and externally. Chief Kessler and city staff members have been looking at the Fire Department vehicles to help make future decisions regarding maintenance. His department helped host the Roth ID car seat check event, it went well. Austin Griffith has passed his Firefighter One Certification.

Chief Chittenden gave a report for the Police Department. April is child abuse awareness month, on the 9th wear blue to bring awareness. He got the new police department vehicle in. There were roughly 140 people at the protest in town. There were no issues with the event.

Councilor Heising asked out of the 140 people how many were counter protest. Chief Chittenden stated that around 15 people were counter protesters.

Keith Torbet gave a report for the Public Works Department. The Hybrid Beacon stripes have been put on, the electricity is there, and the beacon itself is up. It should be up and running in a couple of weeks. He explained Resolution 2025-8. His department has been dealing with the excess rain, but there have not been many issues. The Fulton Street water line project has is underway.

Councilor Heising asked if the brush pick up schedule is on the website. Keith Torbet stated that it is.

Jamie Giguere gave a report for her department. She has prepared the month end report for March. The income tax revenue is down 2.78% from this time last year. Taxes are due on the 15th. The tax commissioner will be working long hours today and tomorrow. She stated that the electronic sign in front of the building is working again.

Law Director, Tom McWatters, had nothing to report.

FIRST READING OF LEGISLATION OR EMERGENCY

Resolution 2025-8: A Resolution Authorizing the Mayor to Advertise for Bids for Resurfacing North Fulton Street; Authorizing the Mayor to Accept the Lowest and Best Bid; And Authorizing the Mayor to Enter a Contract with the Lowest and Best Bidder

Motion to place Resolution 2025-8 on first reading moved by Councilor Heising and seconded by Councilor Chamberlin.
Vote: 4 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR SECOND READING

THIRD 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 third and final reading moved by Councilor Schneider and seconded by Councilor Simon.
Vote: 4 Yeas 0 Nays Motion Carries

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

Motion to place Ordinance 2025-5 on third and final reading moved by Councilor Simon and seconded by Councilor Chamberlin.
Vote: 4 Yeas 0 Nays Motion Carries

NEW BUSINESS

Mayor Huner stated she will be requesting a Building and Grounds meeting soon to discuss the topic of vandalism. Councilor Simon stated that the topic of pet owners not cleaning up after their pets at Homecoming Park should be discussed as well.

APPROVAL OF THE BILLS

Motion to approve and pay the bills as presented moved by Councilor Schneider and seconded by Councilor Simon.
Vote: 4 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, and to discuss imminent litigation moved by Councilor Heising and seconded by Councilor Chamberlin.
Vote: 4 Yeas 0 Nays Motion Carries

Council exited Executive Session at 5:58 p.m.

Motion to offer Heather Galbraith the vacated council seat moved by Councilor Heising and seconded by Councilor Schneider.
Vote: 4 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, moved by Councilor Chamberlin and seconded by Councilor Schneider to adjourn the meeting at 6:00 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Council Member

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, April 17, 2025**

Councilor Chamberlin called this meeting to order at 7:15 a.m. Present were Councilors, Chamberlin, Tijerina, Schneider, Galbraith, and Simon. Councilor Heising was absent.

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

Heather Galbraith will be sworn in as a new Council Member.

There will be no Committee Reports.

There will be one piece of legislation under Second Reading:

Resolution 2025-8: A Resolution Authorizing the Mayor to Advertise for Bids for Resurfacing North Fulton Street; Authorizing the Mayor to Accept the Lowest and Best Bid; And Authorizing the Mayor to Enter a Contract with the Lowest and Best Bidder

Under new Business there will be a motion to appoint the Clerk of Council as a Public Records Certified Designee.

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 went over the previous staff notes. Danny Markley will be looking into some code changes regarding building grades. Trudy Vasvery has been working with Danny on clerical zoning work. Danny praised Trudy at the staff meeting and said it was going very well. At the staff meeting Chief Chittenden stated that Drug Take Back Day will be April 26. The World War two event is coming up along with protest at the same time. Mayor Huner had stated that May 7th is FFA kids day. There will be an Easter egg hunt downtown Wauseon. The Mayor had also mentioned that Bill Drummer will be retiring from the Chamber. Arbor day will be Honored at the schools on April 25th. Tom McWatters has been working on Glenwood Assessment situation. HR has been gearing up to advertise for seasonal jobs. Ryan Zimmerman has been offered the Water Treatment Superintendent Job. Jamie Giguere has been working with the healthy merit program. The medical claims have been good. Chief Kessler said that there were 119 calls for the month of March. Both Chief Chittenden and Chief Kessler will need a Civil Service meeting soon. The Fire Department has a new gator, and the AED Units are up and running at Biddle Park

ADJOURNMENT

There being no further business, this meeting adjourned at 7:53 a.m.

Korin Miller, Clerk of Council

Council Member

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

RESOLUTION 2025-8

A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR RESURFACING NORTH FULTON STREET; AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST AND BEST BID; AND AUTHORIZING THE MAYOR TO ENTER A CONTRACT WITH THE LOWEST AND BEST BIDDER

WHEREAS, the City of Wauseon desires to maintain its public streets in a safe and serviceable condition for public use; and

WHEREAS, funds have been duly budgeted and appropriated for the purpose of resurfacing North Fulton Street between Linfoot Street and the Norfolk Southern Combined Railroad; and

WHEREAS, the Mayor should be authorized to accept the lowest and best bid for the project, within the appropriated budget for said purpose; and

WHEREAS, plans and specifications for the proposed resurfacing are on file in the Office of the Clerk of Council;

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

Section 1.

The Mayor is hereby authorized to advertise for bids for the resurfacing of North Fulton Street, in accordance with the plans and specifications on file and in compliance with applicable provisions of the Ohio Revised Code and the Codified Ordinances of the City of Wauseon.

Section 2.

The Mayor is further authorized to accept the lowest and best bid that complies with all bidding requirements and falls within the budget appropriated for this purpose.

Section 3.

The Mayor is hereby authorized to execute a contract and any related documents necessary to carry out the resurfacing project as authorized herein.

Passed:

Kathy Huner
Mayor

Shane L. Chamberlin
Acting President of Council

Attest:

Korin Miller
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director