

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Heather Galbraith
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

May 2, 2025

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of May 5, 2025

Dear Council Members:

We are not aware of anyone wishing to address Council.

The Finance Committee will present a report and recommend that the investment statements presented by the Finance Director be approved.

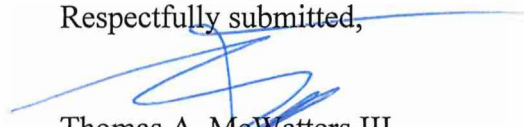
There will be a first reading on Ordinance 2025-6, which amends Section 147.26 of the Codified Ordinances and Section 6.J of the City's Compensation Plan to address longevity pay for 54 hour employees.

There is no legislation for second reading.

There will be a third 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.

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,



Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor

Korin Miller, Clerk of Council

Jamie Giguere, Finance Director

The Blade

Phone 419-335-9022 • Office Fax 419-335-3866

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WAUSEON CITY COUNCIL AGENDA
May 5, 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: April 21, 2025
 - b) Committee of the Whole: May 1, 2025
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Water Treatment Plant Superintendent
7. Committee Reports
 - a) Finance Committee: April 21, 2025
 - Recommendation to accept the investment statements 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
 - a) Ordinance 2025-6: An Ordinance Amending Section 147.26 Of The Codified Ordinances And Compensation Plan; And Declaring An Emergency
 - Motion to place Ordinance 2025-6 on emergency reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Motion to place Ordinance 2025-6 on final reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
10. Second Reading of Legislation or Emergency
11. Third 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 third reading moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

12. New Business

13. Old Business

14. Approval of Bills

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

Vote: ____ Yeas ____ Nays

15. 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 21, 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.

OATH OF OFFICE

Mayor Huner read the Oath of Office for the new council member, Heather Galbraith.

ROLL CALL

Roll was taken by the Clerk of Council. Present were Councilors Schneider, Chamberlin, Simon, Tijerina, Galbraith, 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

THERE WERE NO COMMITTEE REPORTS

DEPARTMENT REPORTS

Jamie Giguere gave a report for her department. She had a quarterly health insurance claims review, and the claims are looking good. She is looking at meeting with Ben Gleckler to discuss a potential new TIF for the Arrowhead area. She is working with IT regarding a new phone system and better IT security. She is also hoping to transition to an electronic format for performance reviews.

Tom McWatters gave a report for his department. He has been in contact with the bonds council regarding what is needed to remove the assessments for Glenwood. He has provided the bonds council with the correct information for them to advise the city on how to move forward. He stated that he is more than happy to take any phone calls from the Glenwood assessment residents.

Councilor Heising asked Tom McWatters if another meeting with the residents would be needed. He recommended is to meet after all the documents are prepared. Councilor Heising stated that she thinks that some residents need to know the direction that council is pursuing regarding this situation due to certain timelines. Tom said he would be reaching out to certain residents to update them.

THERE WAS NO LEGISLATION FOR FIRST READING

SECOND 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 Schneider and seconded by Councilor Tijerina.
Vote: 6 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR THIRD READING

NEW BUSINESS

Motion to appoint the Clerk of Council as the Public Records Certified Designee moved by Councilor Chamberlin and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

Mayor Huner stated that on April 28th there will be an event held at Sullivan's in honor of Bill Drummer's retirement from the Wauseon Chamber of Commerce. That event will be held from 3:00p.m. to 5:00p.m. She stated that this is important to her, Bill Drummer has accomplished a lot for the City of Wauseon.

The second annual easter egg hunt was held downtown Wauseon. Mayor Huner stated that the event went well.

Brandon Tijerina asked if everything was ready for the World War II reenactment. Mayor Huner said everything is ready to go and the event will be May 3rd and 4th.

APPROVAL OF THE BILLS

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

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, and to discuss imminent litigation moved by Councilor Heising and seconded by Councilor Galbraith.

Vote: 6 Yeas 0 Nays Motion Carries

Council exited Executive Session at 5:39 p.m.

Motion to nominate Councilor Chamberlin as Council President moved by Councilor Heising and seconded by Councilor Chamberlin.

Motion to close the nominations for Council President moved by Councilor Simon and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays Motion Carries

The vote was then taken to nominate Councilor Chamberlin as Council President.

Vote: 5 Yeas 0 Nays Motion Carries 1 abstain

ADJOURNMENT

There being no further business, moved by Councilor Tijerina and seconded by Councilor Heising to adjourn the meeting at 5:41 p.m.

All in favor: *Motion Passed Unanimously*

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, May 1, 2025**

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

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

A report will be given from the previous Finance Committee meeting on April 21, 2025. The Finance Committee will present one recommendation to council.

Recommendation to accept the investment statements presented by the Finance Director.

There will be one piece of Legislation under First Reading.

Ordinance 2025-6: An Ordinance Amending Section 147.26 Of The Codified Ordinances And Compensation Plan; And Declaring An Emergency

There will be one piece of Legislation under 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

Council President Chamberlin went over the previous staff notes. There was discussion regarding three new Lexipol updates, Personal Appearance, Personnel Investigation, and Artificial Intelligence. Councilor Tijerina asked Keith and the Police department if they use AI for grant writing. Keith said no they do not. There was discussion about the pros and cons of AI use. Michelle will be working on these updates. Danny Markley expressed at the staff meeting that he did not know that he would be the one holding responsibility for the new food truck permit. There was a discussion on a property on Linfoot Street. It is not in great shape and there was a lot of discussion on how to move forward with the property, keeping the resident's best interest in mind. Chief Chittenden had stated that Drug Take Back Day was a success. He is also working on a new policy regarding body camera footage public records request. Chief Chittenden stated that the democratic party did get a parade permit for protest this weekend. He stated that there are some concerns regarding Triotech and whether they are a long-term solution to the City's technical problems. Keith Torbet stated that he is still waiting for the final feasibility study results. The Fulton County Land Bank asked if the city would mow 511 Ottokee Street until it is sold, everyone was in favor of the idea. Keith stated that there is a meeting scheduled with Triotech next week to discuss expectations. Mayor Huner had shared that there will be flowers planted on May 7, by the FFA kids. The World War II event is coming up on May 3rd and 4th. Bill Drummer's retirement event went very well, and Mayor expressed much appreciation for him. Tom McWatters met with Fulton County Health Department and the Police Department regarding how to handle certain patients. Michelle from Human Resources shared that the groundskeeper will be doing interviews for seasonal help positions. Councilor Galbraith shared some feedback about her first WRA meeting. It seems that there will be some struggles moving forward between certain employees. Jamie Giguere shared at the staff meeting that she will be needing a personnel committee meeting regarding job descriptions. Jamie is also working on making the job evaluation forms electronic. Chief Kessler shared that there were nine individuals interviewed during the first round of interviews for the Fire Department Executive Assistant Position. Out of those nine, there will be four chosen for a second interview. Chief Kessler will be needing a Civil Service meeting soon. EMS week will be May 18-25. The Fire Department would like better communication on when roads are closed around the city.

ADJOURNMENT

There being no further business, this meeting adjourned at 8:00 a.m.

Korin Miller, Clerk of Council

Council Member

Finance Committee
Monday, April 21, 2025
Council Chambers
5:30 p.m.

Present: Steve Schneider, Shane Chamberlin, and Sarah Heising

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

Matter: Investment Statements

Jamie Giguere provided the committee with the City's Investment statements at the first quarterly Finance Committee meeting of 2025.

The committee reviewed the statements.

Recommendation to accept the investment statements moved by Councilor Heising and seconded by Councilor Schneider.

Matter: Glennwood Assessment Fee's

The committee discussed where they are at in the process of reversing the Glennwood Assessment Fee's. Tom McWatters has been consulting with the City's bond council. He will be writing a letter that updates the residents on council's plans.

The Meeting adjourned at 5:55 p.m.

Respectfully submitted,
Korin Miller

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

ORDINANCE NO. 2025-6

AN ORDINANCE AMENDING SECTION 147.26 OF THE CODIFIED ORDINANCES AND COMPENSATION PLAN; AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ordinance 2024-13, Section 147.26 of the Codified Ordinances was updated and the City's Compensation Plan was revised to include certain provisions regarding longevity pay for all full-time employees; and

WHEREAS, Council desires to further amend Section 147.26 and to further revise the Compensation Plan to address longevity pay for 54 hour employees;

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

Section 1.

That Section 147.26 of the Codified Ordinances shall be amended to provide, in its entirety, as follows:

147.26 LONGEVITY

All full-time, non-bargaining employees shall receive additional longevity pay as follows:

	Forty Hour Employees	Fifty-Four Hour Employees
After One Year	\$.50 per hour	\$.37 per hour
After Five Years	\$1.00 per hour	\$.74 per hour
After Ten Years	\$1.50 per hour	\$1.11 per hour
After Fifteen Years	\$2.00 per hour	\$1.48 per hour

Longevity pay shall not be considered in determining retirement pay pursuant to Section 147.03(t) of the Codified Ordinances.

Section 2.

That Section 6.J of the City's Compensation Plan shall be revised to state as follows:

J. Longevity

All full-time, non-bargaining employees shall receive additional longevity pay as follows:

	Forty Hour Employees	Fifty-Four Hour Employees
After One Year	\$.50 per hour	\$.37 per hour
After Five Years	\$1.00 per hour	\$.74 per hour
After Ten Years	\$1.50 per hour	\$1.11 per hour
After Fifteen Years	\$2.00 per hour	\$1.48 per hour

Longevity pay shall not be considered in determining retirement pay pursuant to Section 147.03(t) of the Codified Ordinances.

Passed: _____

Kathy Huner, Mayor

Shane Chamberlin, 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	_____	_____

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