

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 16, 2025

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of May 19, 2025

Dear Council Members:

Karen Pennington of the Health Department will be present at the outset of the meeting.

Council will hold a joint meeting with the Clinton Township Trustees. A motion will be necessary to reappoint Council President Chamberlin and Trustee Rick Frey to the Wauseon Union Cemetery Board.

A Proclamation commemorating EMS week will be read prior to the start of the regular meeting.

The Tree Commission will present a report.

There will be a first reading on Resolution 2025-9 (emergency), which authorizes the Mayor to apply for a Nature Works Grant for the purpose of obtaining funds to assist with the replacement of the playground equipment at Rotary Park.

There is no legislation for second or third reading.

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

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

www.cityofwauseon.com

Mayor
Kathy Huner

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



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

WAUSEON CITY COUNCIL AGENDA
May 19, 2025
5:00 pm

Order of Business

- Call meeting to order
- Pledge of Allegiance
- Moment of Silence
- Roll Call
- Approval of prior meeting minutes:
 - a) Council Meeting: May 5, 2025
 - b) Committee of the Whole: May 15, 2025
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
 - All in favor:
- Annual Joint Meeting between City Council and Clinton Township Trustees
 - Motion to enter into the annual joint meeting moved by _____ and seconded by _____.
 - Vote: _____ Yeas _____ Nays
 - Roll Call
 - Motion to appoint Council President Chamberlin and Trustee Frey to the Wauseon Union Cemetery Board moved by _____ and seconded by _____.
 - Vote: _____ Yeas _____ Nays
 - Motion to adjourn the annual joint meeting moved by _____ and seconded by _____.
 - Vote: _____ Yeas _____ Nays
- Individuals Addressing Council
 - a) Karen Pennington: Health Department Tobacco Prevention
- EMS Proclamation
- Department Head Reports
 - a) Chief 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
- Committee Reports
 - a) Tree Commission: May 6, 2025
- First Reading of Legislation or Emergency

- a) Resolution 2025-9: A Resolution Authorizing the Mayor or Her Designee to Apply for a Nature Works Grant for The Purpose of Replacing the Playground Equipment at Rotary Park; And Declaring an Emergency
 - Motion to place Resolution 2025-9 on emergency reading moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2025-9 on final reading moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
- Second Reading of Legislation or Emergency
- Third Reading of Legislation or Emergency
- New Business
- Old Business
- Approval of the Bills
 - a) Motion to approve and pay the bills as presented moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- Adjournment
 - a) Motion to adjourn moved by _____ and seconded by _____.
All in favor:

Korin Baumgartner
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, May 5, 2025**

Council President Chamberlin called this meeting of the Wauseon City Council to order at 5:00 p.m. in the Council Chambers. He 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 Chamberlin and Councilors Schneider, Simon, Tijerina, Galbraith, and Heising, to constitute a quorum for the transaction of city business. Mayor Huner was absent.

MINUTES

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

All in favor: Motion Passed Unanimously

INTRODUCTION

Keith Torbet introduced the new Water Treatment Plan Superintendent, Ryan Zimmerman. Ryan lives in the City of Wauseon and has worked for the city for nine years.

THERE WERE NO COMMITTEE REPORTS

Councilor Schneider gave a report from the previous Finance Committee meeting on April 21, 2025.

Recommendation to accept the investment statements provided by the Finance Director moved by Council President Chamberlin and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays Motion Carries

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. They will be starting the second round of interviews for the Fire Department's Executive Assistant position. He hopes to make a hiring decision by the end of the week. He has requested a civil service meeting for a part-time employee to become full-time.

Assistant Police Chief, Nate Hartsock gave a report for his department. There were three events over the weekend. The Word War II event went well, due to the weather it ended early on Sunday. The Democratic party had protest; it went well with no issues occurring. The third event was the Wauseon prom, the only issue at the church was parking issues, other than that it went well.

Keith Torbet gave a report for his department. Fulton Street water line installation is going well. In the first part of June Fulton Street will be repaved. Jordan, a police officer on light duty will be assisting him with creating a list of streets within the city that need re-striped. The Homecoming Park bathrooms were badly vandalized, with around two thousand dollars worth of damage done. The bathrooms will be closed until they are fixed. Public works is looking into more durable options when fixing the bathrooms.

Council President Chamberlin said there have been vandalism issues at the Homecoming Park pavilion bathrooms as well. Keith stated that this is the 5th vandalism incident since April. Council President Chamberlin stated Mayor Huner is considering closing the facilities down. Keith said charges will be pressed if possible.

Councilor Schneider asked Keith about the dilapidated property on East Chestnut Street. Keith said they are still waiting for the county to complete the foreclosure process.

Jamie Giguere gave a report for her department. The income tax revenue is down 2.5% or \$66,000 from this time last year. Only 7,000 is due to withholding taxes. She does not see any concerns with IAC closing.

Tom McWatters gave a report for his department. He stated that the Hybrid Beacon on Shoop Avenue is great, and it works fast. The letters have been sent out to the Glenwood assessment residents. He has received information from the bonds council, he has not looked at it yet but will come to the next meeting with an update. He is working with Danny on a property in the city that has concerning issues.

FIRST READING OF LEGISLATION OR EMERGENCY

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 Councilor Schneider and seconded by Council President Chamberlin.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-6 on final reading moved by Council President Chamberlin and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR SECOND READING

THIRD 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 final reading moved by Councilor Heising and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

NEW BUSINESS

Councilor Heising stated that the new hotel by the turnpike looks very busy, she would like it if someone could make sure that the hotel has information regarding what is available in the city.

Council President Chamberlin saw that the first responders were having lunch at The Table on Fulton Street. Chief Kessler confirmed that the restaurant is open again.

APPROVAL OF THE BILLS

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

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 5:22 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Shane Chamberlin, Council President

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, May 15, 2025**

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

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

A report will be given from the previous Tree Commission meeting on May 6, 2025.

There will be a Joint Meeting with Clinton Township. There will be a recommendation to appoint Council President Chamberlin and Trustee Frey to the Wauseon Union Cemetery Board.

Mayor Huner will read a proclamation for EMS week.

Karen Pennington from the Health Department will address council on what they are doing to prevent tobacco use.

There will be no legislation.

Council President Chamberlin went over the previous staff notes.

Chief Kessler will have a Civil Service meeting regarding some changes in staff for his department. Two employees have passed their Fire One exam. There was discussion on the previously passed food truck legislation, there are some things that need to be cleared up, like who is handling the permit and who is enforcing the legislation. The Fire Chief Executive Assistant will be resigning on July 4, 2025. The new hire will be working with Hannah on and off for the next month.

Jamie will be hosting an education meeting regarding Medicare.

Tom McWatters is working on two concerning properties. One is on Linfoot Street, the other is on East Chestnut Street. The bond council has given Tom the proper documents to move forward with undoing the Glenwood assessment Fee's. He will continue to move forward with the project.

Mayor had shared that the Firecracker 5k will be Thursday, May 15th.

Keith Torbet is working on collecting required income surveys from residents on West Chestnut Street. The survey information is required for a possible grant to redo the street. He is also working on grants to extend Maplewood Street to benefit the Senior Center. Keith is still waiting on the feasibility study results. The Fulton Street water line project is almost completed. His department is gearing up to extend the city pool parking lot.

Chief Chittenden was absent from the previous staff meeting, Assistant Chief, Nate Hartsock, filled in for him. An officer graduated from Supervisor Training, the course takes about three months to complete. Chief Chittenden will be at the Civil Service meeting next week for approval of a lateral transfer. He is also looking to fill a part time dispatching position.

Assistant Chief, Nate Hartsock is looking into drone programs. Council expressed support for this.

ADJOURNMENT

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

Korin Miller, Clerk of Council

Council President Chamberlin



EMS WEEK

May 18-24, 2025

We Care. For Everyone.

EMS Week Proclamation

To designate the Week of May 18-24, 2025, as Emergency Medical Services Week (EMS Week).

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services fills healthcare gaps by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; now

THEREFORE, I Mayor Huner, of City of Wauseon, in recognition of this event do hereby proclaim the week of May 18 - 24, 2025, as

EMERGENCY MEDICAL SERVICES WEEK

The 51st anniversary of EMS Week theme is **EMS WEEK: We Care. For Everyone.** I encourage the community to observe this week with appropriate programs, ceremonies, and activities in honor of the EMS profession and the essential service it provides.

Name and Title of Official



**TREE COMMISSION
COUNCIL CHAMBERS
Tuesday, May 6, 2025
8:00 AM**

Present: Laura Kamp, Rick Frey, John Alexander, Keith Torbet and Jeremy Simon

Absent: Kurt Stuckey

John Alexander moved, and Rick Frey seconded to approve the prior meeting's minutes.

John Alexander said the Arbor Day event at the schools went very well. Both principals of the primary school and the elementary school emailed him and thanked him.

Laura Kamp and Kurt Stuckey went to the Tree City USA Awards in Bowling Green. It was a good event, and it was a great turnout.

Laura Kamp will be asking Mayor Huner if she would appoint two new members to the Tree Commission.

There was discussion regarding planting tree's being planted at Biddle Park.

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

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

The meeting was adjourned at 8:52 a.m.

Respectfully submitted,

Korin Miller
Clerk of Council

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

RESOLUTION 2025-9

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO APPLY FOR A NATURE WORKS GRANT FOR THE PURPOSE OF REPLACING THE PLAYGROUND EQUIPMENT AT ROTARY PARK; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon's Rotary Park contains certain playground equipment;
and

WHEREAS, the playground equipment at Rotary Park is in need of replacing; and

WHEREAS, City Council desires to apply for a Nature Works Grant to assist in the purchase of new playground equipment;

WHEREAS, that this Resolution be, and hereby is, declared to be an emergency measure, necessary for the preservation of health, safety and public welfare of the citizens of the City of Wauseon, for the reason that the application deadline for submitting an application for the Nature Works Grant is in early June;

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

Section 1.

That the Mayor or her designee be, and hereby is, authorized to apply for a Nature Works Grant for the purpose of obtaining funds to assist in the replacement of the playground equipment at Rotary Park.

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.

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