

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

June 13, 2025

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of June 16, 2025

Dear Council Members:

Jerry Smith from the Lions Club will be present to address Council to give Keith Torbet an award for the Hybrid Beacon.

We are not aware of anyone wishing to address Council at the start of the meeting.

The Personnel Committee will present a report and recommend that several job descriptions be approved.

There is no legislation for first, 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:knp

cc: Kathy Huner, Mayor
Korin Miller, Clerk of Council
Jamie Giguere, Finance Director
The Blade
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WAUSEON CITY COUNCIL AGENDA
June 16, 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: June 2, 2025
 - b) Committee of the Whole: June 12, 2025
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
- All in favor:
- Individuals Addressing Council
 - a) Jerry Smith: Award for Hybrid Beacon
- 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) Personnel Committee Meeting: June 4, 2025
Recommendation to accept the job description changes for the Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator, Construction Maintenance Worker, and Working Forman moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- First Reading of Legislation or Emergency
- 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 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, June 2, 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 Chamberlin and Councilors Schneider, Simon, Tijerina, and Galbraith, to constitute a quorum for the transaction of city business. Councilor Heising had an excused absence.

MINUTES

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

All in favor: Motion Passed Unanimously

INDIVIDUALS ADDRESSING COUNCIL

John Myles from the Fulton County Historical Society attended the council meeting to provide an update on the ongoing renovations at the historic train depot. He presented details about the newly updated exhibit, highlighting the extensive research, restoration efforts, and community involvement that have gone into preserving and enhancing the site. Myles emphasized the historical significance of the depot and its role in the county's heritage. The council expressed appreciation for the Society's dedication and hard work. The re-grand opening of the depot is scheduled for Sunday, June 15, 2025.

COMMITTEE REPORTS

Councilor Simon gave a report from the previous Building and Grounds meeting on May 19, 2025.

DEPARTMENT REPORTS

Assistant Police Chief Nate Hartsock provided an update on behalf of the Police Department. He reported that a new full-time officer, who brings eight years of prior law enforcement experience, began duty today. In addition, a new part-time dispatcher, part-time School Resource Officer (SRO), and an auxiliary officer have recently been hired to support departmental operations. Chief Hartsock also noted that, as of Friday, 34 children are registered for this year's Safety City program.

Jamie Giguere gave a report for her department. She presented the month-end financial statements for May, reporting a 2.5% decrease in income tax revenue. Despite the decline, she expressed confidence in the overall financial outlook.

Keith Torbet gave a report for his department. Fulton Street repaving will begin tomorrow. He also provided an update on the West Chestnut Street grant application process, stating that it is progressing well. Mr. Torbet expressed his appreciation to the residents of West Chestnut Street for their cooperation and involvement throughout the process.

Tom McWatters had nothing to report on.

THERE WAS NO LEGISLATION FOR FIRST, SECOND, OR THIRD READING

NEW BUSINESS

There was no new business.

APPROVAL OF THE BILLS

Motion to approve and pay the bills as presented moved by Councilor Schneider and seconded by Councilor Tijerina.
Vote: 5 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, moved by Councilor Tijerina and seconded by Councilor Galbraith to adjourn the meeting at 5:28 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, June 12, 2025**

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

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

A report will be given from the previous Personnel Committee meeting on June 4, 2025. There will be a recommendation to accept the job description changes for the Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator, Construction Maintenance Worker, and Working Forman

There will be no legislation.

Councilor Simon went over the previous staff notes.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:42 a.m.

Korin Miller, Clerk of Council

Council President Chamberlin

**PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
WEDNESDAY, June 4, 2025
12:00 PM**

Present: Heather Galbraith, Shane Chamberlin, and Sarah Heising

Also Present: Keith Torbet, Phil Kessler, Kevin Chittenden, Tom McWatters, Danny Markley, Jamie Giguere, and Michelle Wing

Matter: Job Descriptions

Councilor Chamberlin called the meeting to order at 12:00 p.m. on June 4, 2025.

Michelle Wing (HR) provided the committee with five potential job descriptions updates. Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator. The Committee reviewed each of the proposed job descriptions, looking at the roles, responsibilities, qualifications, and any recommended changes.

Recommendation to accept the job description changes for the Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator moved by Council President Chamberlin and seconded by Councilor Heising.

Vote: 3 yays 0 nays
Motion carries

Keith Trobet provided two job description changes for a Construction Maintenance Worker and a Working Forman. The committee reviewed the proposed changes.

Recommendation to accept the job description changes for a Construction Maintenance Worker and a Working Forman moved by Council President Chamberlin and Seconded by Councilor Galbraith.

Vote: 3 yays 0 nays
Motion carries

There was no action on the matter.

The meeting adjourned at 11:55 p.m.

Respectfully submitted by,

Korin Miller
Clerk of Council