

Mayor
Kathy Huner

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



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
Chief Kessler

WAUSEON CITY COUNCIL AGENDA
August 18, 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: August 4, 2025
 - b) Committee of the Whole: August 14, 2025
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Committee Reports
 - a) Tree Commission: August 5, 2025
 - b) Personnel Committee: August 6, 2025

Recommendation that the Utility Clerk job description be approved, subject to certain enumerated changes moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

Recommendation that the point factor analysis for the Utility Clerk be approved and the grade on the pay scale be increased from 11 to 16 moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

Recommendation that the Administrative Assistant to the Mayor job description be approved, subject to certain enumerated changes moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
7. 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
8. First Reading of Legislation or Emergency
9. Second Reading of Legislation or Emergency
10. Third Reading of Legislation or Emergency

11. New Business

- a) Motion to schedule Trick or Treat for October 31, 2025, moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

12. Old Business

13. Approval of Bills

- a) Motion to approve and pay the bills through September 15, 2025, moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays

14. 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