

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

August 15, 2025

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of August 18, 2025

Dear Council Members:

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

The Personnel Committee will present a report and make three recommendations: (1) that the Utility Clerk job description be approved, subject to certain enumerated changes; (2) that the point factor analysis for the Utility Clerk be approved and the grade on the pay scale be increased from 11 to 16; and (3) that the Administrative Assistant to the Mayor job description be approved, subject to certain enumerated changes.

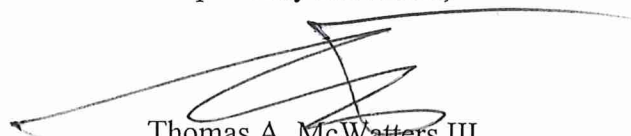
The Tree Commission will present a report.

There is no legislation for first, second, or third reading.

Under new business, a motion will be necessary to authorize the Director of Finance to pay all bills through September 15, 2025. A motion will also be necessary to schedule Trick or Treat for October 31, 2025.

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
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

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, August 4, 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, Galbraith, Tijerina, Heising, and Simon 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 Galbraith to approve the minutes as printed.

All in favor: Motion Passed Unanimously

COMMITTEE REPORTS

Councilor Tijerina gave a report from the previous joint meeting between the Charter Revision Commission and the Safety and Code meeting on July 28, 2025. They presented one recommendation.

Recommendation that the following sections of the Charter be amended to change the requirement that persons sitting on the specific boards and commissions be an elector of the Municipality to the requirement that they be residents of the Wauseon Exempted Village School District or an owner of a business located in the City:

Section 7.01: Civil Service Commission
Section 7.02: Planning Commission
Section 7.03: Board of Zoning Appeals
Section 7.05: Charter Revision Commission
Section 7.07: Various Boards and Commissions

Council President Chamberlin motioned and Councilor Simon seconded to pass the recommendation.
Vote: 6 Yeas 0 Nays Motion Carries

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. He reported that the new phones are functioning well and have been a valuable addition. Preparations are underway for the upcoming Maneuver Expo at the fairgrounds. Additionally, Chief Kessler is collaborating with Jamie on a contract related to the ambulance involved in a recent accident.

Chief Chittenden gave a report for his department. He noted that the Homecoming event was successful and went smoothly without any issues. He is currently researching regulations concerning electric bikes and scooters. With the start of the school year just two weeks away, his department is actively preparing to ensure a safe return for students.

Tom McWatters gave a report for his department. He provided the council with an update on the Glennwood assessment fee reimbursement process. Tom is also working with Code Enforcer Danny Markley on addressing a condemned property located on Linfoot Street.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2025-7: An Ordinance Directing The City Clerk To File A Copy Of Proposed Charter Amendment Revising The Qualifications Necessary To Serve On Boards And Commissions Under Section 7.07(A)(2) For Placement By The Board Of Elections On The Ballot At The Next Regularly Scheduled Election; And Declaring An Emergency

Motion to place Ordinance 2025-7 on emergency reading moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-7 on final reading moved by Councilor Heising and seconded by Councilor Galbraith.

Vote: 6 Yeas 0 Nays Motion Carries

Ordinance 2025-8: An Ordinance Directing The City Clerk To File A Copy Of Proposed Charter Amendment Revising The Qualifications Necessary To Serve On The Civil Service Commission Under Section 7.01(B) For Placement By The Board Of Elections On The Ballot At The Next Regularly Scheduled Election; And Declaring An Emergency

Motion to place Ordinance 2025-8 on emergency reading moved by Councilor Tijerina and seconded by Councilor Simon

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-8 on final reading moved by Councilor Tijerina and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

Ordinance 2025-9: An Ordinance Directing The City Clerk To File A Copy Of Proposed Charter Amendment Revising The Qualifications Necessary To Serve On The Planning Commission Under Section 7.02(A) For Placement By The Board Of Elections On The Ballot At The Next Regularly Scheduled Election; And Declaring An Emergency

Motion to place Ordinance 2025-9 on emergency reading moved by Councilor Schneider and seconded by Councilor Galbraith.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-9 on final reading moved by Councilor Heising and seconded by Councilor Galbraith.

Vote: 6 Yeas 0 Nays Motion Carries

Ordinance 2025-10: An Ordinance Directing The City Clerk To File A Copy Of Proposed Charter Amendment Revising The Qualifications Necessary To Serve On The Board Of Zoning Appeals Under Section 7.03(A) For Placement By The Board Of Elections On The Ballot At The Next Regularly Scheduled Election; And Declaring An Emergency

Motion to place Ordinance 2025-10 on emergency reading moved by Councilor Heising and seconded by Councilor Galbraith.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-10 on final reading moved by Councilor Simon and seconded by Councilor Schneider.

Vote: 6 Yeas 0 Nays Motion Carries

Ordinance 2025-11: An Ordinance Directing The City Clerk To File A Copy Of Proposed Charter Amendment Revising The Qualifications Necessary To Serve On The Charter Revision Commission Under Section 7.05(A) For Placement By The Board Of Elections On The Ballot At The Next Regularly Scheduled Election; And Declaring An Emergency

Motion to place Ordinance 2025-11 on emergency reading moved by Councilor Galbraith and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2025-11 on final reading moved by Councilor Galbraith and seconded by Councilor Heising.
Vote: 6 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR SECOND OR THIRD READING

NEW BUSINESS

Council President Chamberlin stated that Clerk of Council will be resigning, and her last day will be August 14, 2025.

Motion to accept the resignation of the Clerk of Council moved by Council President Chamberlin and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

APPROVAL OF THE BILLS

Motion to approve and pay the bills as presented moved by Councilor Schneider and seconded by Council President Chamberlin.

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 5:20 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, August 14, 2025**

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

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

There will be a Tree Commission Report from the meeting on August 5, 2025. There will also be a Personnel Committee report. They will present two recommendations.

Recommendation that the Utility Clerk job description be approved, subject to certain enumerated changes.

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.

Recommendation that the Administrative Assistant to the Mayor job description be approved, subject to certain enumerated changes.

There will be no legislation.

There will be a motion under New Business to schedule Trick or Treat on October 31, 2025.

Council President Chamberlin went over the previous staff notes.

Chief Kessler had stated that he will be looking into purchasing fireworks for next year, and he may possibly need a Finance Committee meeting for this. His department has been dealing with a gas leak at the Stop and GO.

Chief Chittenden his department is gearing up for the start of school. He has hired two crossing guards for the year.

Keith Torbet had shared that Gerken Paving has been awarded the Fulton Street repaving bid. At some point in the future there will be paperwork to read through regarding the Feasibility Study that was conducted earlier this year.

Jamie had stated that the Auditors will august 14th. She will also need a motion on the council agenda to pay the bills through September 15th.

Tom McWatters is sending out letters to start the reimbursement process. He also has been working with Code Enforcer, Danny Markley, on a property on Linfoot Street. He has filed the legislation to change the charter.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:59 a.m.

Korin Miller, Clerk of Council

Council President Chamberlin



**TREE COMMISSION
COUNCIL CHAMBERS
Tuesday, August 5, 2025
8:00 AM**

Present: Laura Kamp, Rick Frey, Julie Wolf, Kurt Stuckey, John Alexander, Dan Nelson and Jeremy Simon

Absent: Keith Torbet

Other: Danny Markley

John Alexander shared that there was a decent amount of clean up after the a big storm. He also gave an update on some dead and damaged trees at the park.

Danny Markley introduced himself. He was present to discuss the planting of the tree's at Senica Drive. It was concluded that the tree's should be planted after the development was completed.

Laura showed a video to the committee giving a great example of GIS software. The committee is hoping to have all the city tree's imputed into a GIS system in the future. John Alexander stated that at this current time he could not work on this project due to public works being busy.

Rick Frey stated that he and Kurt Stuckey have almost completed marking the tree's at the city pools new parking lot.

Councilor Simon gave an update on the potential change to the city charter allowing people who live outside of the city limits to join boards and committees.

The committee discussed planting tree's at Biddle Park. The tree's would provide shade for people at future parades.

There was discussion regarding planting trees at Biddle Park. This topic has been discussed in the past. Rick Frey will be bringing more specific details regarding this to the next meeting in hopes to purse planting in the fall.

On October 23rd there will be an Urban Forestry conference in Bluffton for the members to attend.

Councilor Simon exited Council Chambers at 8:35.

The committee will meet again on October 7, 2025, at 8:00 a.m.

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



Respectfully submitted,

Korin Miller
Clerk of Council

PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
August 6, 2025
12:00 PM

Present: Heather Galbraith, Shane Chamberlin (chair), and Sarah Heising

Also Present: Keith Torbet, Mayor Huner, Tom McWatters, and Michelle Wing

Matter: Job Descriptions

Agenda Item: Job Descriptions – Utility Clerk and Administrative Assistant to the Mayor

Human Resources, Michelle Wing presented updates to the job descriptions and corresponding point factor analysis for the Utility Clerk. These updates reflect changes discussed during the previous committee meeting. The proposed revision includes an adjustment to the point factor score from 11 to 16 for the Utility Clerk.

Councilors Heising and Galbraith requested clarification on the point factor analysis. Mayor Huner provided a general explanation; however, the committee did not have the document available at the time, not allowing them to have clear answers. Keith Torbet later provided a copy of the document for review.

Councilor Galbraith noted discrepancies between the job description and job classification. The committee agreed that the Utility Clerk job description would be revised again to ensure consistency.

Michelle Wing also expressed that the employee in the Utility Clerk role is requesting that the changes be finalized promptly.

Motion: Approval of Revised Utility Clerk Job Description (Pending Changes)

Proposed Changes Include:

Aligning the final four lines of the general description with the job classification.

Including "social media" under "Knowledge of Social Media" in the illustrative duties section.

Adding "Building and Zoning" under "Other Duties."

Updating the pay grade level from 11 to 16 for the Utility Clerk

Motion by: Council President Chamberlin
Seconded by: Councilor Heising
Vote: 3 Ayes / 0 Nays
Status: Motion Passed

Administrative Assistant to the Mayor – Job Description Update

Mayor Huner presented updates to the job description for the Administrative Assistant to the Mayor. Revisions include the addition of responsibilities for managing the City's website.

Motion: Approval of Job description – Administrative Assistant to the Mayor

Motion by: Councilor Galbraith
Seconded by: Councilor Heising
Vote: 3 Ayes / 0 Nays
Status: Motion Passed

Next Meeting Scheduled

Date: August 27, 2025
Time: 4:30 p.m.
Topic: Review of Proposed Lexipol Policy Changes

Adjourned: 12:50 p.m.
Respectfully submitted by,

Korin Miller
Clerk of Council