

Mayor
Kathy Huner

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



Director of Law
Thomas A. McWatters III

Director of Finance
Jamie L. Giguere

Police Chief
Kevin Chittenden

Fire Chief
Phil Kessler

March 13, 2026

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of March 16, 2026

Dear Council Members:

Karen Pennington and several youths will be present at the outset of the meeting to discuss tobacco use.

The Tree Commission and Utilities Committee will present reports.

There will be a first reading on Resolution 2026-7 (emergency), which authorizes the Mayor to enter into the 2026 Maumee Valley East Chip Consortium Partnership Agreement between the County of Henry, City of Napoleon, County of Fulton, and City of Wauseon.

There will also be a first reading on Resolution 2026-8 (emergency), which authorizes the Mayor or her designee to enter into a design contract for the GAC Contractor Project at the City's Water Treatment Plant.

There is no legislation for second or third reading.

In new business, a motion will be necessary to approve the use of funds previously budgeted for the clear well aeration project at the Water Treatment Plant for the plant's new GAC project.

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,

A handwritten signature in black ink, appearing to read 'Thomas A. McWatters III', written over a horizontal line.

Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor
Jamie Giguere, Finance Director
Brandi Galbraith, Clerk of Council
The Blade

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WAUSEON CITY COUNCIL AGENDA
March 16, 2026
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Wishing to Address Council
 - Karen Pennington - Tobacco
6. Approval of prior meeting minutes:
 - a) Council Meeting: March 2, 2026
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
 - All in favor:
7. Committee Reports
 - Tree Commission (03.03.26)
 - Utility Committee (03.06.26)
8. Department Head Reports
 - a) Phil Kessler, Fire Chief
 - b) Kevin Chittenden, Police Chief
 - c) Jamie Giguere, Director of Finance
 - d) Thomas McWatters III, Law Director
9. First Reading of Legislation or Emergency
 - a) **Resolution 2026-7:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO THE 2026 MAUMEE VALLEY EAST CHIP CONSORTIUM PARTNERSHIP AGREEMENT BETWEEN THE COUNTY OF HENRY, CITY OF NAPOLEON, COUNTY OF FULTON, AND CITY OF WAUSEON; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-7 on emergency reading moved by _____ and seconded by _____.

Motion to place Resolution 2026-7 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: ____ Yeas ____ Nays

- b) **Resolution 2026-8:** A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A DESIGN CONTRACT WITH ARCADIS FOR THE GAC CONTRACTOR PROJECT AT THE CITY'S WATER TREATMENT PLANT; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-8 on emergency reading moved by _____ and seconded by _____.

Motion to place Resolution 2026-8 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: ____ Yeas ____ Nays

10. Second Reading of Legislation or Emergency

11. Third Reading of Legislation or Emergency

12. New Business

- a) A motion to reapprove the use of funds previously budgeted for the Clearwell aeration project at the Water Treatment Plant for the plant's new GAC project

13. Old Business

14. Approval of Bills

Motion for Approval of the Bills moved by _____ and seconded by _____.
All in favor:

15. Adjournment

- a) Motion to adjourn moved by _____ and seconded by _____.
All in favor:

Brandi Galbraith

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, March 2, 2026**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. in Council Chambers. She led the Pledge of Allegiance which was followed by a moment of silence. Before Moment of Silence, Mayor Huner asks to keep Councilor Schneider's family in prayers.

ROLL CALL

The Clerk of Council took roll, present were Council President Chamberlin, Councilors Galbraith, Heising, Simon, and councilor Tijerina.

With five members present constituting a quorum.

APPROVAL OF MINUTES

Mayor Huner asked for a motion to approve the prior meeting minutes and committee of the whole. Councilor Heising moved and seconded by Councilor Simon to approve the minutes as printed.

All in favor: *Motion Passed Unanimously*

COMMITTEE REPORTS

Finance Committee: Sarah Heising reported the Finance Committee had a presentation of the Finance Investment Year End Report. There are five million in reserves, next issue was the 240 Clinton property has no purchase amount as of right now but there will be a meeting on Thursday for a price.

Recommendation to increase the budget for IT services for two factor authentication.

Recommendation to Approve the Year End Investment Report.

Motion to Approve Finance Committee Recommendations moved by Councilor Chamberlin and seconded by Councilor Galbraith.

DEPARTMENT HEAD REPORTS

Kevin Chittenden, Chief of Police: Safety City applications are out. There are two sessions scheduled June 1st -12 and June 15th - 26 in the morning and afternoon. Registration can be found under the police department tab on the city website. Cost of participation is covered by donations.

Phil Kessler, Fire Chief: With the warm weather approaching the department has started enforcing food truck permits, Zoll monitor training started 2/24/26, and ladder training has started.

Director of Law, Tom McWatters: Working with Chief Kessler on the EMS discussion. A rough draft for TIF should be ready in spring.

Director of Finance, Jamie Giguere: Month-end reports for February income tax revenue, down 14.82% from last year.

FIRST READING OF LEGISLATION OR EMERGENCY

- a) **Resolution 2026-5:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR THE LEASING OF A NEW POSTAGE METER; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-5 on emergency reading moved by Councilor Galbraith and seconded by Councilor Chamberlin.

No Discussion
5 Yeas 0 Nays
Motion Carried

Motion to place Resolution 2026-5 on final reading moved by Councilor Tijerina and seconded by Councilor Simon.

No Discussion
5 Yeas 0 Nays
Motion Carried

- b) **RESOLUTION 2026-6:** A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR THE STREET IMPROVEMENT PROJECT; AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST AND BEST BID; AND AUTHORIZING THE MAYOR TO ENTER A CONTRACT WITH THE LOWEST AND BEST BIDDER; AND DECLARING AN EMERGENCY

Motion to place 2026-6 on emergency reading moved by Councilor Heising and seconded by Councilor Simon.

No Discussion
5 Yeas 0 Nays
Motion Carried

Motion to place 2026-6 on final reading moved by Councilor Tijerina and seconded by Councilor Chamberlin.

No Discussion
5 Yeas 0 Nays
Motion Carried

SECOND READING OF LEGISLATION OR EMERGENCY

There was no legislation for second reading.

THIRD READING OF LEGISLATION OR EMERGENCY

There is no legislation for third reading.

NEW BUSINESS

Sarah: Council Chamber floors are complete and nice.

Shane: Vacancy of Council seat will be offered to Kevin Hite. Hite will be sworn in April 6, 2026.

Brandon: New Store will open Friday, March 6, 2026, on Fulton Street called Wild West Wizards.

OLD BUSINESS

APPROVAL OF THE BILLS

Motion for the Approval of the Bills moved by Councilor Chamberlin and seconded by Councilor Tijerina.

All in favor: *Motion Passed Unanimously*

EXECUTIVE SESSION

Motion to move into Executive Session for the discussion of the purchase of property moved by Councilor Chamberlin and seconded by Councilor Tijerina at 5:25 p.m.

No Discussion
5 Yeas 0 Nays
Motion Carried

Council came out of Executive Session at 5:35 p.m.

ADJOURNMENT

With there being no further business, motion to adjourn moved by Councilor Tijerina and seconded by Councilor Chamberlin.

Brandi Galbraith, Clerk of Council

Shane Chamberlin, President of Council

Yes No

Emergency
First Reading
Second Reading
Third Reading
Suspension

RESOLUTION 2026-7

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO THE 2026 MAUMEE VALLEY EAST CHIP CONSORTIUM PARTNERSHIP AGREEMENT BETWEEN THE COUNTY OF HENRY, CITY OF NAPOLEON, COUNTY OF FULTON, AND CITY OF WAUSEON; AND DECLARING AN EMERGENCY

WHEREAS, it is more and more difficult for low and moderate-income citizens in the City of Wauseon to afford safe and decent housing; and

WHEREAS, the State of Ohio, Ohio Development Services Agency (ODSA) provides financial assistance to local governments under its Program Year 2026 Community Housing Impact & Preservation (CHIP) program for the purpose of addressing local housing needs; and

WHEREAS, in 2022, the City of Wauseon entered into the Maumee Valley East CHIP Consortium (MVECC) 2022 Partnership Agreement (“2022 Agreement”), with the County of Henry, the City of Napoleon, and the County of Fulton, to participate in the CHIP program; and

WHEREAS, the City desires to enter into the Maumee Valley East CHIP Consortium (MVECC) Partnership Agreement Between the County of Henry and the City of Napoleon and the County of Fulton and the City of Wauseon (“2026 Agreement”), which adopts and affirms the terms of the 2022 Agreement and amendments thereto, so that the City of Wauseon may participate in the 2026 CHIP program; and

WHEREAS, a copy of the 2026 Agreement is on file in the office of the Clerk of Council; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City, and in order that the application for the CHIP grant can be completed and transmitted by the June deadline.

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

Section 1.

That the Mayor is hereby authorized to enter into the 2026 Agreement, a copy of which is on file in the office of the Clerk of Council, in order that the City may participate as a partner with the County of Henry, the City of Napoleon, and the County of Fulton, in the 2026 CHIP program.

Section 2.

That the Mayor is authorized to execute any and all documents necessary to carry out the intent of this resolution.

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 Wauseo, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Shane Chamberlin
President of Council

Attest: _____

Brandi Galbraith
Clerk of Council

APPROVED AS TO FROM:

Thomas A. McWatters III
City Law Director

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

RESOLUTION 2026-8

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A DESIGN CONTRACT WITH ARCADIS FOR THE GAC CONTRACTOR PROJECT AT THE CITY'S WATER TREATMENT PLANT; AND DECLARING AN EMERGENCY

WHEREAS, the Ohio EPA has issued Findings and Orders pertaining to the City of Wauseon's Water Treatment Plan ("WTP"); and

WHEREAS, the Findings and Orders require the City to implement certain improvements at the WTP to address the potential for high levels of Total Trihalomethanes (TTHM) in its water system; and

WHEREAS, paragraph 11 of the Findings and Orders requires the City to submit a General Plan for compliance with permitted levels of TTHM; and

WHEREAS, the City desires to enter into a design contract with Arcadis for the GAC Contractor Project at the City's WTP; and

WHEREAS, a copy of the proposed design contract is on file in the office of the Clerk of Council; and

WHEREAS, the design contract provides for a fee not to exceed \$397,000.00;

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because of the deadlines for completion of the General Plan set forth in the EPA's Findings and Orders;

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

Section 1.

The Mayor or her designee is authorized to enter into a design contract with Arcadis for the GAC Contractor Project at the City's WTP.

Section 2.

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 L. Chamberlin
President of Council

Attest:

Brandi Galbraith
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director