

Mayor
Kathy Huner

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



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

April 3, 2026

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

Re: Council Meeting of April 6, 2026

Dear Council Members:

Prior to the meeting, at 4:40 p.m., Firefighter/EMT Hannah Wilson will have her pinning ceremony.

At the outset of the meeting, Kevin Hite will be sworn in to fill Steve Schneider's unexpired term.

The Mayor will recognize Kali Spengler, State Champion, Wauseon Dive Team.

No one has indicated a desire to address Council.

Safety and Code will present a report.

A first reading will be held on Resolution 2026-11 (emergency), which would approve an overlay for the creation of a second incentive district for parcels located within the City of Wauseon, to be known as the Ottawa Way Incentive District, in order to facilitate residential development and associated public infrastructure improvements.

There is no legislation for second or third reading.

Under new business, a motion will be necessary to approve the Council Committee assignments for 2026 and 2027.

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At the conclusion of the meeting, a motion may be necessary to enter executive session to discuss the hiring of a new employee.

These are the only matters presently scheduled to come before Council. Council members should direct any questions or comments to the appropriate department head prior to the meeting.

Respectfully submitted,



Stephen M. Maloney
Assistant City Law Director

SMM

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

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WAUSEON CITY COUNCIL AGENDA

April 6, 2026

5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Swearing in-
Kevin Hite
5. Roll Call
6. Community Accomplishment:
 - Kali Spengler- Recent State Championship as a member of the Wauseon Dive Team
7. Wishing to Address Council
8. Approval of prior meeting minutes:
 - a) Council Meeting: March 16, 2026, Committee of the Whole: April 2, 2026, Special Meeting Minutes April, 2, 2026
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.All in favor:
9. Committee Reports
 - Safety and Code (04.02.26)
10. 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
11. First Reading of Legislation or Emergency

- a) **Resolution 2026-11:** A RESOLUTION APPROVING AN OVERLAY FOR THE CREATION OF A SECOND INCENTIVE DISTRICT FOR PARCELS LOCATED IN THE CITY OF WAUSEON; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-11 on emergency reading moved by _____ and seconded by _____.

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Motion to place Resolution 2026-11 on final reading moved by _____ and seconded by _____.

Discussion:

Vote: ____ Yeas ____ Nays

12. Second Reading of Legislation or Emergency

13. Third Reading of Legislation or Emergency

14. New Business

- a) Approval of Council Committee Assignments
- b) Jim Crossland's appointment to the Charter Revision Commission
- c) Nadean Griffin and Kevin Hite were appointed to the Citizens Advisory Board

15. Old Business

16. Approval of Bills

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

17. Executive Session

Motion to go into Executive Session moved by _____ and seconded by _____.
Discussion:

Discussion:

Vote: ____ Yeas ____ Nays

18. Adjournment

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

Brandi Galbraith
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, March 16, 2026**

Council President Chamberlin called this meeting of the Wauseon City Council to order at 5:00 p.m. in Council Chambers. He led the Pledge of Allegiance which was followed by a moment of silence.

ROLL CALL

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

With four members present constituting a quorum.

PERSONS WISHING TO ADDRESS COUNCIL

Karen Pennington for the Fulton County Health Department gave a presentation on the use of tobacco in Ohio. She brought two youths with her named Carly and Jackson. They are hoping to update no smoking signs in school and around Wauseon. April first the group will take part in Take Down Tobacco April 1st, 2026, where they take a stand against fighting tobacco use. The Health Department also did an audit of the Wauseon Stores, looking at signage, what type of products they had, flavor of products that they had, and if it was a vape product. There was a compliance test that was done also and there was one store in the county that did not pass. A youth health assessment was taken and 85% of Fulton County youth reported that their parents would disapprove of them using cigarettes, 78% of their friends would disapprove of them using cigarettes. 3% of Fulton County youth reported using e-cigarettes in the past 30 days while 5 reported that they vaped in the past year. Carly, a freshman in 9th grade, said she wanted to be part of the program because she has family that smokes and knows someone that has cancer and she has friends and does not want anything to happen to them. Jackson wanted to be a part of the program because he wants to help the community and he is in the boy scouts also and wants to help more.

APPROVAL OF MINUTES

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

All in favor: *Motion Passed Unanimously*

COMMITTEE REPORTS

Tree Commission (03.03.26) – Councilor Simon reported that Laura Kemp gave a presentation on the history of the Tree Commission and discussed the preparation for the Arbor Day Program April 25, 2026.

Utility Commission (03.06.26) – Council Tijerina reported there was discussion of potentially change code but wasn't very clear so it was then sent to Safety and Code Committee. Optic Fiber Company has been known to leave wires above ground and leave equipment behind.

DEPARTMENT HEAD REPORTS

Phil Kessler, Fire Chief: 109 service calls in February, continuing to work with the Zenix monitors. Next Council meeting there will be a swearing in of a Fireman at 4:40 pm. Fire Department is short on staff; they are down two staff members. There is a Civil Service meeting on Wednesday 18, 2026.

Kevin Chittenden, Chief of Police: Tasers are in for full time employees and were handed out March 13, 2026. Police Department is fully staffed but more part-time officers are needed.

Director of Finance, Jamie Giguere: Jamie reported that she has continued to work on the GAC and Arcadis doing a study for them, submitting and requesting information.

Director of Law, Tom McWatters: Continuing to work on the TIF project west of Arrowhead, in late April there will be something for Council to review and a draft of resolution to look at. Working with the EPA, submitted the formal request and is awaiting a response. Continuing to wait for a signature from the Senior Village for the removal assessment. There was discussion on the Feasibility Study, there will be a meeting on Wednesday.

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 Councilor Chamberlin and seconded by Councilor Simon.

No Discussion
4 Yeas 0 Nays
Motion Carried

Motion to place Resolution 2026-7 on final reading moved by Councilor Simon and seconded by Councilor Heising.

No Discussion
4 Yeas 0 Nays
Motion Carried

- 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 2026-8 on emergency reading moved by Councilor Simon and seconded by Councilor Tijerina.

No Discussion
4 Yeas 0 Nays
Motion Carried

Motion to place 2026-8 on final reading moved by Councilor Heising and seconded by Councilor Chamberlin.

No Discussion
4 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

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 moved by Councilor Heising and seconded by Councilor Tijerina.

Discussion: Brandon asked if we were migrating or changing the line items?

Jamie stated that the money in the capital budget for the Water plant went towards the aeration but with a motion she can apply it to the GAC. A discussion was had further about funding the GAC project.

4 Yeas 0 Nays
Motion Carried

Motion to remove Jan Tropf as the interim clerk was moved by Councilor Chamberlin and seconded by Councilor Heising.

City Council thanked Jan for helping Brandi and previous Clerks.
4 Yeas 0 Nays
Motion Carried

OLD BUSINESS

There will be two interviews for the Public Service Director position.
Waiting for an update about the home on Chestnut Street.

APPROVAL OF THE BILLS

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

All in favor: *Motion Passed Unanimously*

ADJOURNMENT

With there being no further business, Councilor Heising and seconded by Councilor Chamberlin to adjourn the meeting at 5:33 pm.

All in favor: *Motion Passed Unanimously*

Brandi Galbraith, Clerk of Council

Shane Chamberlin, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, APRIL 2, 2026**

Present: Police Chief Kevin Chittenden, Fire Chief Phil Kessler, Councilor Chamberlin, Heather Galbraith, Sarah Heising, Brandon Tijerina, Jamie Giguere, and Brandi Galbraith

Committee of the Whole was called to order by Council President Chamberlin at 7:20 a.m.

Wishing to Address Council

No one wishing to address Council

Committee Reports:

Safety and Code (04.02.26)- Discussion of cell tower and Optic Fiber Standards.

No recommendation

1st Reading Legislation

2nd Reading Legislation

3rd Reading Legislation

Chief Kevin Chittenden

- The police department received their new body cameras on Monday
- There will be a mock crash April 15th out at the fairgrounds for High School students
- April 25th is Drug Take Back Day, 24/7 drobox is in the police department's lobby
- Will Rogers will retire August 26th, last working day is in June
- The police department is looking for part-time jobs in the auxiliary department
- Went through Civil Service for employees that decided to work closer to home.

Chief Phil Kessler

- Working with Martin to get the AEDs put back into boxes
- Hanna Wilsons Pinning Ceremony will be April 6 at 4:40 pm
- The significance of the Pinning Ceremony represents a family joining a bigger family with the Fire Department and it signifies an employee going from part-time to full-time.
- Working with staff on software federal changes and upgrades
- The Fire Department had 2 small structure fires
- Working with the Mayor and Jamie on EMS funding
- Short on staff for the Fire Department

Jamie

- Working on closing the end of the month for March.
- Water meters in shelter houses
- Road salt on back order due to river frozen and can't be brought in via barge

Danny

- Danny has been working on updating forums for the city's website
- Safety and Code meeting tomorrow to discuss an amendment for the M2 district to include the communication towers on Linfoot behind the recycling building.
- Ordinance application process for companies working in our cities right away will be discussed at the Safety and Code Meeting also.

Mayor

- Friday the city received complaints that a construction company hit a suppression system at F&M Bank. The company went through the County to get the permit to bore; it was in discussion to use the telephone poles instead of boring in the ground.
- The city is requesting plans from construction companies before they can dig.
- Construction companies are using grant funding that is coming to an end, and all jobs need to be completed that were granted funding for.
- Optic Fiber companies will need permission from the telephone company to use the telephones before tapping into them.
- Monday, the Mayor, Jamie, Tucker and Ryan were invited to Napoleon regarding the contract expiring and discussion was had. The contract needs maintenance or to be amended before June 27th.
- They met with the engineers and supervisors and received a tour of the pump house that is 25-26 years old.
- Planning Commission met 3/23 – Circle K wants the Rite Aid building. No recommendations have been made; a study will be done on traffic issues.
- Planning Commission was addressed by a women wanting to do a group home for young children up to the age of 21. Discussion was table for further discussion.
- RJ is going through the central committee and will possibly be the next Commissioner
- Working on getting someone for Chambers.

Shane

- Councilor Steve Schneider has passed, and a flower arrangement will be sent on behalf of City Council
- Discussions are to be had about filling the vacant seat but not anytime soon

Ryan Zimmerman

- Amended bids for the High Valve have been moved to April 8th so that companies can have time to get their bids in and will be held in the Council Chambers.
- Installation valves have been ordered and are waiting for delivery.
- Bids are out for installation
- 3/20 – broken pole for the storm, US Utility to send another pole and take other poles down.
- Old transformers were removed and will be recycled; oil must be tested for contamination before being recycled
- 3/23- Site visit with 8 Arcadis members, they were given a tour of the Water Plant, they are looking at 4 contactors, 2 will be in service, 1 will be a backup and the last will be the backup to the backup
- Arcadis wants to address council April 20th at the City Council Meeting to inform Administration what is going on.

Human Resources

- 45% of staff have completed the Anti-Harassment training
- Personnel Meeting April 8 at noon, there are 4 job descriptions and policies to review
- Interviews for the Public Service Director are finished; one is internal and two external
- Working with Martin to get a grounds keeper through Civil Service plus seasonal help for grounds and the pool.
- There was a communication meeting with Human Resources, Jan, Brandi and Trudy regarding a communication plan to make sure that information flows among staff.
- Talked about the removal of Twitter and Instagram
- There is a way to send out push notifications through the city's website to make sure the public receives notifications on what is going on within the city.

Brandi

- During the communication meeting with Jan, Michelle, Brandi and Trudy regarding the clerk's duties, social media and civic plus.
- There was a decision to remove Twitter and Instagram and upgrade the city's website.
- The public can now access Agenda, meeting minutes, and legislation via the Civic Plus website.

Adjournment

With no further discussion the staff meeting was adjourned at 7:55 am

Brandi Galbraith, Clerk of Council

Shane Chamberlin, Council President

**WAUSEON CITY COUNCIL
SPECIAL COUNCIL MEETING
Thursday, April 2, 2026**

Mayor Huner called this meeting of the Wauseon City Council to order at 8:01 a.m. in the Council Chambers.

ROLL CALL

Roll was taken by the Clerk of Council. Present were Council President Chamberlin, and Councilors, Heising, Tijerina, and Galbraith to constitute a quorum for the transaction of city business. Councilor Simon was excused.

FIRST READING OF LEGISLATION OR EMERGENCY

- a) **Resolution 2026-9:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN ELECTRICITY SUPPLY AGREEMENT FOR CITY STREET LIGHTS; AND DELCARING AN EMERGENCY

Motion to place Resolution 2026-9 on emergency reading moved by Councilor Heising and seconded by Councilor Tijerina.

Motion to place Resolution 2026-9 on final reading moved by Councilor Tijerina and seconded by Councilor Galbraith.

No Discussion
Vote: 4 Yeas 0 Nays
Motion Carried

- b) **Resolution 2026-10:** A RESOLUTION AUTHORIZING THE MAYR TO ENTER INTO AN ELECTRICITY SUPPLY AGREEMENT FOR THE VARIOUS MUNICIPAL LOCATIONS; AND DECLARING AN EMERGENCY

Motion to place Resolution 2026-10 on emergency reading moved by Councilor Galbraith and seconded by Councilor Tijerina.

Motion to place Resolution 2026-10 on final reading moved by Councilor Chamberlin and seconded by Councilor Heising.

No Discussion
Vote: 4 Yeas 0 Nays
Motion Carried

ADJOURNMENT

There being no further business, Councilor Chamberlin moved and seconded by Councilor Tijerina to adjourn this meeting at 8:15 a.m.

All in favor: *Motion Passed Unanimously*

Brandi Galbraith, Clerk of Council

Shane Chamberlin, Council President

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

RESOLUTION 2026-11

A RESOLUTION APPROVING AN OVERLAY FOR THE CREATION OF A SECOND INCENTIVE DISTRICT FOR PARCELS LOCATED IN THE CITY OF WAUSEON; AND DECLARING AN EMERGENCY

WHEREAS, there continues to be a shortage of residential single family homes in the City of Wauseon; and,

WHEREAS, Division (C) of Ohio Revised Code Section (“R.C.”) 5709.40 provides that this Council may, under certain circumstances, (i) create an incentive district for parcels of real property located in the City of Wauseon, Fulton County, Ohio (“Incentive District”), (ii) declare as “improvements,” which term is defined in Division (A)(4) of R.C. 5709.40, to such parcels of real property located in such incentive district to be a public purpose, thereby granting to those improvements an exemption from real property taxation, (iii) designate the public infrastructure improvements made, to be made, or in the process of being made that benefit or serve, or, once made, will benefit or serve parcels in such incentive district, and (iv) require annual service payments in lieu of taxes to be used to finance the designated public infrastructure improvements within such incentive district; and,

WHEREAS, Council desires to create a second such Incentive District, to be known as the Ottawa Way Incentive District; and,

WHEREAS, to create the Ottawa Way Incentive District, Council is required to provide an overlay of the district, as such overlay is defined pursuant to R.C. 5709.40(A)(6); and,

WHEREAS, a copy of the overlay is attached hereto as Exhibit A; 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 for the further reason that the overlay must be provided with the public hearing notice to owners of property within the proposed Incentive District, which must be sent out immediately in order to ensure that the Incentive District is created as quickly as possible and the project development starts as soon as possible].

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

Section 1.

That the attached overlay is hereby approved.

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 Chamberlin, President of Council

Attest: _____
Brandi Galbraith
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director