

Mayor
Kathy Huner

City Council
Shane Chamberlin
Rick Frey
Steve Schneider
Harold Stickley
Jeff Stiriz
Scott Stiriz



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
Richard Sluder

January 31, 2020

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of February 3, 2020

Dear Council Members:

At the outset of the meeting, Patrick Griggs will be sworn in as Council Member to fill the unexpired term of Rick Frey.

A joint meeting will be held with the Clinton Township Trustees to appoint Rick Frey to the Wauseon Union Cemetery Board for the unexpired term of Dave Murry.

We are not currently aware of anyone wishing to address Council.

The Buildings and Grounds Committee will present a report and recommend that the Wauseon Beautification Team be permitted to paint the downtown light poles.

There is no legislation for first reading.

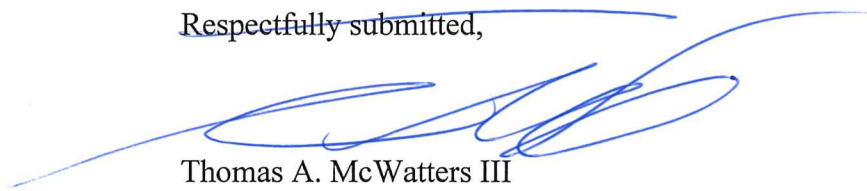
There will be a second reading of Ordinance 2020-1, which amends Section 1144 of the Codified Ordinances to add the Director of Public Service as a person who can oversee sidewalk construction and repair in the City.

There is no legislation for third reading.

In new business, a motion will be necessary to appoint Kurt Hoffman to the Planning Commission for the unexpired term of Patrick Griggs. A motion will also be necessary to authorize the Mayor to accept the Justice Assistance Grant (JAG).

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
Andrea Gerken, Clerk of Council
Jamie Giguere, Finance Director
The Blade

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WAUSEON CITY COUNCIL AGENDA
February 3, 2020
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
 - a) Council President Chamberlin
 - b) Councilor Schneider
 - c) Councilor Stickley
 - d) Councilor Jeff Stiriz
 - e) Councilor Scott Stiriz
5. Approval of prior meetings' minutes:
 - a) Council Meeting: January 20, 2020
 - b) Special Council Meeting: January 20, 2020
 - c) Committee of the Whole: January 30, 2020
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
All in favor:
6. Swear in Patrick Griggs: Mayor Huner
7. Joint Meeting with Clinton Township Trustees
 - a) This is a joint meeting to appoint Rick Frey, Clinton Township Trustee, to the Wauseon Union Cemetery Board for the unexpired term of Dave Murry to January 1, 2021.
 - Roll Call: Trustees Frey, Neuenschwander & Hite, Council President Chamberlin, Councilors Schneider, Stickley, Jeff Stiriz, Scott Stiriz & Griggs
 - Motion to appoint Rick Frey to the Wauseon Union Cemetery Board moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
 - Motion to adjourn this Annual Joint Meeting at _____ p.m. moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
8. Names of Individuals Wishing to Address Council and Topic
9. Committee Reports
 - a) Buildings & Grounds: Monday, January 20, 2020, Harold Stickley, Chair
 - Motion to accept the Buildings & Grounds Committee recommendation to allow the Wauseon Beautification Team to paint the downtown light poles moved by _____ and seconded by _____.

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Vote: ____ Yeas ____ Nays

10. Department Head Reports

- a) Rick Sluder, 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

11. First Reading of Legislation or Emergency

12. Second Reading of Legislation or Emergency

- a) Ordinance 2020-1: Amend Chapter 1144; Sidewalk Construction and Reconstruction to Include the Public Service Director
 - Motion to place Ordinance 2020-1 on second reading moved by _____ and seconded by _____.
- Vote: ____ Yeas ____ Nays

13. Third Reading of Legislation or Emergency

14. New Business

- a) Motion to accept the JAG Grant in the amount of \$9531.05 to replace the police laptops moved by _____ and seconded by _____.
- Vote: ____ Yeas ____ Nays
- b) Motion to accept the Mayor's appointment of Kurt Hoffman to the Planning Commission moved by _____ and seconded by _____.
- Vote: ____ Yeas ____ Nays

15. Approval of the Bills

- a) Motion to approve and pay the bills as presented moved by _____ and seconded by _____.
- Vote: ____ Yeas ____ Nays

16. Adjournment

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

Andrea R Gerken
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.

Buildings & Grounds Committee

Monday, January 20, 2020

This meeting of the Streets Committee was called to order at 4:31 p.m. in Council Chambers.

Members present: Harold Stickley, chair and Steve Schneider

Staff present: Keith Torbet, Mayor Huner and Andrea Gerken

Others Present: Vic, Shelly & Bekah Cales, Robyn & Jazzi Weber and Kayla Baker

Wauseon Beautification Team

Councilor Stickley opened this meeting at 4:31 p.m.

Vic Cales explained that the Wauseon Beautification Team would like to sell the 57 light poles downtown to area businesses and have them paint them. He said it would be a fund raiser for their organization and a service to the city. They have a date of April 25th and a back-up date of May 9th, weather permitting. Kayla Baker said they will make sure each painter signs a waiver so the city is not held liable. Keith Torbet said the only other concern is making sure they don't get paint everywhere and Mr. Cales said they could put tarps put down. Councilor Stickley said he thinks it is a great idea and Councilor Schneider agreed.

Councilor Stickley moved and seconded by Councilor Schneider to approve this program.

Vote: 2 Yeas 0 Nays *Motion Carries*

There being no further business of this Building & Grounds Committee the meeting adjourned at 4:39 p.m.

Respectfully Submitted,

Andrea R. Gerken
Clerk of Council

	Yes	No
Emergency		
First Reading	5	0
Second Reading		
Third Reading		
Suspension		

ORDINANCE NO. 2020-1

AN ORDINANCE AMENDING SECTION 1144 OF THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON

WHEREAS, Section 1144 of the Codified Ordinances of the City of Wauseon provides the procedures for constructing and reconstructing sidewalks in the City; and

WHEREAS, Section 1144.01(a) defines the “Administrator” responsible for overseeing the construction and reconstruction of the City’s sidewalks to be the Code Administrator; and

WHEREAS, the City does not currently have a Code Administrator; and

WHEREAS, the City desires that the Section 1144.01(a) be amended to provide that the City’s Public Service Director may also serve as the Administrator for purposes of Section 1144 in order that the City can continue to construct and reconstruct sidewalks in the City;

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

Section 1.

That Section 1144.0(a) shall be amended to read as follows:

“(a) “Administrator” means the Code Administrator or Director of Public Service.”

Passed:

Kathy Huner, Mayor

Shane Chamberlin, President
of Council

Attest: _____
Andrea Gerken
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director

**WAUSEON CITY COUNCIL
COUNCIL MEETING
MONDAY, JANUARY 20, 2020**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. She asked everyone to stand for the pledge of allegiance which was followed by a moment of silence. Roll was taken by the clerk of council. Present were Council President Chamberlin, Councilors Jeff Stiriz, Scott Stiriz, Stickley and Schneider to constitute a quorum for the transaction of city business.

Also present were Vic, Shelly and Bekah Cales and Robyn and Jazzi Weber to show support. Patrick Griggs was present to observe.

MINUTES

Mayor Huner asked for a motion to approve the prior meeting minutes. Councilor Jeff Stiriz moved and seconded by Councilor Scott Stiriz to approve the minutes as printed.

All in favor: *Motion Passed Unanimously*

NEW PATROL OFFICER INTRODUCTION

Chief Chittenden brought forward Officer Michael Oehlers who was sworn in on January 14, 2020 in the Mayor's office. He said he also wanted him to be introduced to the members of council. Officer Oehlers shook hands with everyone and returned to his seat.

DEPARTMENT REPORTS

Rick Sluder, Fire Chief: He said they have two new hires in the department. He provided the 12/19 fire department report.

Kevin Chittenden, Police Chief: He said they identified the persons responsible for the fire behind Los Mariachis. He worked with Troy Armstrong at the WEVS on a new SRO agreement. Council President Chamberlin asked if having an officer in the school is a high priority and Chief Chittenden said absolutely.

Keith Torbet, Director of Public Service: He said the waterline project is out for bids and will open Feb 7, 2020. He said the small reservoir has some erosion issues and it will need to go out to bid. A mailbox was taken out by a snow plow over the weekend. The Public Works department is refurbishing the play train from Depot St.

Jamie Giguere, Director of Finance: She is preparing GAAP worksheets to send to the accountants. She is working with the Human Resource Officer, Sarah Wheeler to set up times to distribute the new handbook to employees.

Tom McWatters, Law Director: He explained the legislation on the agenda.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2020-1: Amend Chapter 1144; Sidewalk Construction and Reconstruction to Redefine Code Administrator

Motion to place Ordinance 2020-1 on first reading moved by Council President Chamberlin and seconded by Councilor Schneider.

Vote: 5 Yeas 0 Nays *Motion Carries*

Ordinance 2020-2: An Ordinance Providing For a City Law Director; Assistant Law Directors; Setting a Rate of Compensation; and Declaring an Emergency

Motion to place Ordinance 2020-2 on emergency reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.

Vote: 5 Yeas 0 Nays *Motion Carries*

Motion to place Ordinance 2020-2 on final reading and that the final reading be passed moved by Council President Chamberlin and seconded by Councilor Schneider.

Vote: 5 Yeas 0 Nays *Motion Carries*

NEW BUSINESS

Motion to reappoint Andrea Gerken as Clerk of Council for the term of February 1, 2020 to January 31, 2022 moved by Councilor Schneider and seconded by Councilor Stickley.

Vote: 5 Yeas 0 Nays *Motion Carries*

Motion to change the start time of Committee of the Whole to 7:30 a.m. moved by Council President Chamberlin and seconded by Councilor Jeff Stiriz. Mayor Huner asked why they would like this meeting time changed and President Chamberlin said they tend to get a little windy. Councilor Schneider said the earlier start time is better for him.

Vote: 5 Yeas 0 Nays *Motion Carries*

APPROVAL OF THE BILLS

Councilor Schneider moved and seconded by Councilor Stickley to approve and pay the bills as presented.

Vote: 5 Yeas 0 Nays *Motion Carries*

ADJOURNMENT

There being no further business, Mayor Huner asked for a motion to adjourn. Councilor Jeff Stiriz moved and seconded by Councilor Stickley to adjourn this meeting at 5:19 p.m.

All in favor: *Motion Passed Unanimously*

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council

**WAUSEON CITY COUNCIL
SPECIAL COUNCIL MEETING
MONDAY, JANUARY 20, 2020**

Mayor Huner called this meeting of the Wauseon City Council to order at 6:00 p.m. Roll was taken by the Law Director, Tom McWatters. Present were Council President Chamberlin, Councilors Jeff Stiriz, Scott Stiriz, Chamberlin, Stickley and Schneider.

EXECUTIVE SESSION

Mayor Huner asked for a motion to enter into executive session to discuss personnel: interview council candidates.

Councilor Stickley moved and seconded by Councilor Jeff Stiriz to enter into executive session at 6:02 p.m.

Vote: 5 Yeas 0 Nays *Motion Carries*

Council exited out of executive session at 7:49 p.m.

APPOINTMENT

Motion to appoint Patrick Griggs to the City Council vacancy for the term expiring 12/31/21 moved by Council President Chamberlin and seconded by Councilor Jeff Stiriz.

Vote: 5 Yeas 0 Nays *Motion Carries*

ADJOURNMENT

There being no further business, Mayor Huner asked for a motion to adjourn. Councilor Stickley moved and seconded by Councilor Jeff Stiriz to adjourn this meeting at 7:50 p.m.

All in favor: *Motion Passed Unanimously*

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, JANUARY 30, 2020**

Councilor President Chamberlin called this meeting to order at 7:30 a.m. Roll was called by the Clerk of Council. Present were Councilors Scott Stiriz, Jeff Stiriz, Stickley and Schneider. Also present were Keith Torbet, Patrick Griggs and Jamie Giguere arrived at 7:42 a.m.

Council President Chamberlin gave a brief summary of the topics discussed at Staff meeting. He said Jamie would like a Finance Committee meeting to discuss options to generate revenue. There was general discussion about ways to decrease the budget. He said Chief Chittenden will have a motion to accept the JAG grant to upgrade police department laptops and he is looking at new makes and models for new police vehicles. Chief Chittenden is also looking into software for timesheets for the PD. President Chamberlin said Mayor Huner would like our website and social media sites updated and more active. Chief Sluder is working on fire contracts. Councilor Stiriz said the joint meeting with Clinton Township to discuss the fire contracts is on February 20, 2020 @ 1 p.m. Patrick Griggs asked about resources for him to use to gain an understanding of how everything works with there being the county, townships, cities and villages; Jamie Giguere offered links to the Ohio Municipal League and the State Auditor's office website. Mr. Torbet has 36 projects going. There was general discussion about various projects. Mr. McWatters is working on the Hojnacki property at 420 N Shoop.

President Chamberlin asked Jamie Giguere if she had anything to discuss with Council. Miss Giguere said she was in attendance to request a Finance Committee meeting. Councilor Schneider said he needs to check his schedule and they will try to get one scheduled on Monday. Jamie Giguere exited the meeting at 7:52 a.m.

President Chamberlin said Patrick Griggs will be sworn in at the onset of the meeting. There will be a joint meeting with the Clinton Township Trustees to appoint Rick Frey to the Wauseon Union Cemetery Board to replace Dave Murry. He said the Buildings and Grounds Committee will present a report and recommend allowing the Wauseon Beautification Team to paint the downtown light poles. Councilor Stickley gave a brief summary of the Buildings and Grounds meeting. President Chamberlin said there won't be a Tree Commission report as there is no one to present it. There was general discussion about the Tree Commission and the process for disposing of trees that are cut down by the city.

President Chamberlin said there is no legislation for first or third reading but there is one piece for second:

Ordinance 2020-1: Amend Chapter 1144; Sidewalk Construction and Reconstruction to Include the Public Service Director

There was discussion on Ordinance 2020-1 to explain the need for the change to the code.

President Chamberlin said in new business a motion will be necessary to accept the JAG Grant in the amount of \$9531.05. There will also be a motion necessary to appoint Kurt Hoffman to the Planning Commission for the unexpired term of Patrick Griggs expiring December 31, 2023.

There being no further business, this meeting adjourned at 8:17 a.m.