

Mayor
Kathy Huner

City Council
Shane Chamberlin
Patrick Griggs
Steve Schneider
Harold Stickle
Jeff Stiriz
Scott Stiriz



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
Rick Sluder

April 17, 2020

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of April 20, 2020

Dear Council Members:

Once again, the Council meeting will be conducted via video conference on Zoom.

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

The Buildings and Grounds Committee will present a report and recommend that Veterans banners be permitted in town.

There is no legislation for first reading.

There will be a second reading on Resolution 2020-5 which authorizes the Mayor to advertise for bids, and enter into a contract with the lowest and best bidder, for construction of the downtown ADA ramps.

There will be a third reading on Ordinance 2020-3, which amends Codified Ordinance section 933.02 to provide for a 5% increase in the water rates. Prior to voting on Ordinance 2020-3, a motion will be necessary to amend Ordinance 2020-3 to revise the effective date of June 1, 2020, to August 1, 2020.

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 blue ink, consisting of a series of loops and a long horizontal stroke extending to the left.

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

April 20, 2020

5:00 pm

Zoom Cloud Meeting

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 Griggs
 - f) Councilor Scott Stiriz
5. Approval of prior meetings' minutes:
 - a) Special Council Meeting: April 9, 2020
 - b) Committee of the Whole: April 16, 2020
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
All in favor:
6. Names of Individuals Wishing to Address Council and Topic
7. Committee Reports
 - a) Building & Grounds: Monday, March 16, 2020, Harold Stickley, Chair
 - Motion to accept the Building & Grounds Committee recommendation to allow veteran banners downtown moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
8. 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
9. First Reading of Legislation or Emergency
10. Second Reading of Legislation or Emergency
 - a) Resolution 2020-5: Authorizing the Mayor to Advertise for Bids for Downtown ADA Ramps; Accept the Lowest and Best Bid; and Enter into an Agreement with the Lowest and Best Bidder

Phone 419-335-9022 • Office Fax 419-335-3866

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- Motion to place Resolution 2020-5 on second reading moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays

11. Third Reading of Legislation or Emergency

a) Ordinance 2020-3: Amend Section 933.02: Water Rate Schedule Effective June 1, 2020

- Motion to amend Ordinance 2020-3 to be effective August 1, 2020 moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
- Motion to place Ordinance 2020-3 on final reading as amended moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays

12. New Business

13. Approval of the Bills

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

14. 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
MONDAY, MARCH 16, 2020
4:30 PM

Present: Harold Stickley, Steve Schneider and Patrick Griggs

Staff: Trudi Mahnke

Guests: Chad Posey and Bill Eberly

Matter: Veteran Banners Downtown

Bill Eberly said they would like to erect banners for local Veterans downtown Wauseon. There are approximately 250 active veterans and would like to place the banners on the poles downtown. They had a sample banner that will be 2 sided with 2 different veterans on each side.

Keith Torbet stated at the last Committee of the Whole meeting that we currently only have 18 brackets. Bill said they can do fund raisers each year to purchase additional brackets. They would like to start downtown especially since the Veterans will be the Grand Marshall this year at the Wauseon Homecoming.

They currently have raised \$4,000 in donations to purchase the banners. The banners will be made by Tomahawk Printing and the cost is \$50.00 per side. The signs are weather resistant.

Councilor Stickley asked what they are looking for today. Bill said they would like help from the city putting up and taking down the banners. They will purchase additional brackets but are only looking for the city's support today. Eventually they would like to install the banners down Shoop Avenue and Elm Street. The banners will be hung high enough where they can't be touched. They will also store the banners at the Legion or the VFW.

Councilor Schneider made a motion with Councilor Griggs seconding to approve the installation of the local Veteran banners and to give the City's full support on the banners.

VOTE: 3 Yeas – 0 Nays MOTION CARRIES

Matter: Homecoming Sign on Lawrence Avenue

Last year it was discussed about putting a sign similar in size to the trail head sign that has already been purchased. The cost of the sign will be approximately \$7,000-\$8,000 for a sign similar to the one on Leggett Street just smaller to match the size of the trail head sign. The sign has not been budgeted yet but wanted an okay from Buildings and Grounds prior to looking at the budget.

Councilor Schneider made a motion with Councilor Griggs seconding to table this issue until June or July due to the coronavirus. This isn't a time to be spending additional money.

VOTE: 3 Yeas – 0 Nays **MOTION CARRIES**

There being no further business, this Buildings and Grounds Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Trudi L. Mahnke
Administrative Assistant

	Yes	No
Emergency		
First Reading	6	0
Second Reading		
Third Reading		

RESOLUTION 2020-5

A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR CONSTRUCTION OF THE DOWNTOWN ADA RAMPS; AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST AND BEST BID; AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE LOWEST AND BEST BIDDER

WHEREAS, the City of Wauseon desires to construct ramps compliant with the Americans with Disabilities Act (“ADA”) at approximately eight intersections along Fulton Street as part of the Downtown Revitalization Project; and

WHEREAS, certain monies have been properly budgeted and appropriated for this purpose; and

WHEREAS, the Mayor should be authorized to accept the lowest and best bid within the budgetary constraints set for said purpose; and

WHEREAS, the specifications for ADA ramp construction are currently on file in the office of the Clerk of Council; and

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

Section 1.

That the Mayor be, and hereby is, authorized to advertise for bids pursuant to Ohio Law and the Codified Ordinances of the City of Wauseon, Ohio, for construction of the ADA ramps pursuant to the plans and specifications on file in the office of the Clerk of Council.

Section 2.

Upon compliance with the State of Ohio and the Codified Ordinances of the City of Wauseon, the Mayor is hereby authorized to accept the lowest and best bid in the amount budgeted for this purpose.

Section 3.

That the Mayor is further authorized to execute any and all documents necessary therefore.

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

	Yes	No
Emergency		
First Reading	6	0
Second Reading	6	0
Third Reading		
Suspension		

ORDINANCE 2020-3

AN ORDINANCE MODIFYING THE RATE SCHEDULE FOR WATER AND SEWER RATES FOR THE CITY OF WAUSEON

WHEREAS, the City of Wauseon has undertaken a rate study and analysis to determine the appropriate water and sewer fees necessary to ensure that the water and sewer fund remains solvent; and

WHEREAS, Council has determined that it is necessary to raise the base water rate 5% to ensure that the water and sewer fund remains solvent; and

WHEREAS, Council has determined that it is appropriate for the water rate increase to take effect June 1, 2020;

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

Section 1.

That sections 933.02(a)(1) and 933.02(a)(2) of the Codified Ordinances of the City of Wauseon shall be amended to read as follows.

933.02 RATE SCHEDULE.

(a) The following shall be the water rates charged by the Municipality for water services per billing period as recorded by each water meter in use on the premises. In the event of one or more meters on the premises, each meter shall be billed separately:

(1) Beginning on June 1, 2020, the effective water rates shall be

<u>Residential Accounts</u>	<u>Rate per 100 cubic feet</u>
First 7.00 hundred cubic feet	\$6.17
Over 7.00 hundred cubic feet	\$4.10
Minimum charge per billing	\$7.11

<u>Commercial Accounts</u>	<u>Rate per 100 cubic feet</u>
First 20 hundred cubic feet	\$6.17
Over 20 hundred cubic feet	\$4.10
Minimum charge per billing	\$20.85

(2) Beginning June 1, 2020, residential and commercial accounts inside the City limits whose usage exceeds 100,000 cubic feet per billing period shall pay at the rate of \$21.88 per 1000 cubic feet of water.

Section 2.

That all other ordinances in conflict herewith are hereby repealed.

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

	Yes	No
Emergency		
First Reading		
Second Reading		
Third Reading		
Suspension		

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(a) The following shall be the water rates charged by the Municipality for water services per billing period as recorded by each water meter in use on the premises. In the event of one or more meters on the premises, each meter shall be billed separately:

(1) Beginning on August 1, 2020, the effective water rates shall be

<u>Residential Accounts</u>	<u>Rate per 100 cubic feet</u>
First 7.00 hundred cubic feet	\$6.17
Over 7.00 hundred cubic feet	\$4.10
Minimum charge per billing	\$7.11

<u>Commercial Accounts</u>	<u>Rate per 100 cubic feet</u>
First 20 hundred cubic feet	\$6.17
Over 20 hundred cubic feet	\$4.10
Minimum charge per billing	\$20.85

(2) Beginning August 1, 2020, residential and commercial accounts inside the City limits whose usage exceeds 100,000 cubic feet per billing period shall pay at the rate of \$21.88 per 1000 cubic feet of water.

Section 2.

That all other ordinances in conflict herewith are hereby repealed.

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
SPECIAL COUNCIL MEETING
THURSDAY, APRIL 9, 2020**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. via Zoom Cloud Meeting and was streamed on Facebook Live. Roll was taken by the clerk of council. Present were Council President Chamberlin, Councilors Jeff Stiriz, Scott Stiriz, Stickley, Griggs and Schneider to constitute a quorum for the transaction of city business. Also present were Jamie Giguere, Keith Torbet and Tom McWatters.

MINUTES

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

All in favor: *Motion Passed Unanimously*

FIRST READING OF LEGISLATION OR EMERGENCY

Resolution 2020-4: Authorizing the Mayor to Enter into an Agreement with Link Computer Services for Utility Billing Software; and Declaring an Emergency

Motion to place Resolution 2020-4 on emergency reading moved by Councilor Stickley and seconded by Councilor Schneider.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-4 on final reading moved by Councilor Jeff Stiriz and seconded by Councilor Scott Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2020-5: Authorizing the Mayor to Advertise for Bids for Downtown ADA Ramps; to Accept the Lowest and Best Bid; and Enter into an Agreement with the Lowest and Best Bidder

Motion to place Resolution 2020-5 on first reading moved by Councilor Schneider and seconded by Councilor Stickley.

Vote: 6 Yeas 0 Nays *Motion Carries*

Ordinance 2020-4: Allowing the Ohio Director of Transportation to Complete Resurfacing on State Route 108 from the Henry County Line to County Road D and Authorizing the Mayor or Her Designer to Enter into an Agreement to Complete the Project; and Declaring an Emergency

Motion to place Ordinance 2020-4 on emergency reading moved by Councilor Jeff Stiriz and seconded by Council President Chamberlin.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Ordinance 2020-4 on final reading moved by Councilor Stickley and seconded by Councilor Griggs.

Vote: 6 Yeas 0 Nays *Motion Carries*

NEW BUSINESS

Motion to amend the Policies and Procedures Manual, to include as an Addendum, Emergency FMLA and Paid Sick Leave policies pursuant to the Families First Coronavirus Act (FFCRA) moved by Council President Chamberlin and seconded by Councilor Scott Stiriz. (These policies are effective from April 1, 2020 to December 31, 2020.)

Vote: 6 Yeas 0 Nays *Motion Carries*

Councilor Jeff Stiriz asked for clarification on the mileage travel portion of the policy. Tom McWatters said he would double check and get back with him.

APPROVAL OF THE BILLS

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

Vote: 6 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 5:23 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, APRIL 16, 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, Stickley, Griggs and Schneider. Councilor Jeff Stiriz was excused. Also present were Keith Torbet and Jamie Giguere.

Council President Chamberlin gave a brief summary of topics discussed at the staff meeting. He then moved onto the agenda items.

Councilor Stickley said the Buildings & Grounds committee met March 16, 2020 and discussed a request to have veteran banners put up downtown. The city would install them but they would be provided to the city. The committee recommended allowing veteran banners to be hung downtown. Councilor Stickley said also discussed was purchasing and installing a sign at Homecoming Park on Lawrence Avenue but this was tabled due to the COVID-19 crisis.

President Chamberlin said there is no legislation for first reading. He said there is one piece of legislation for second reading:

Resolution 2020-5: Authorizing the Mayor to Advertise for Bids for Downtown ADA Ramps; Accept the Lowest and Best Bid; and Enter into an Agreement with the Lowest and Best Bidder

President Chamberlin said there is one piece of legislation for third reading:

Ordinance 2020-3: Amend Section 933.02: Water Rate Schedule effective June 1, 2020

Councilor Stickley said he thinks they should move forward with the legislation but change the effective date to later due to the COVID-19 pandemic. Council President Chamberlin said per Mr. McWatters they can amend the legislation and vote on the legislation as amended on third reading. Councilor Schneider agreed. Jamie Giguere reminded council that this rate increase will change water rates only and will be an average of \$2 per month per household. She also said if the rate increase remained effective June 1, 2020 it would show up on the July 2020 bills. Council President Chamberlin recommended September 2020. Councilor Griggs said that would amend the legislation to show an effective date of August 1, 2020. Keith Torbet said we haven't increased the rates in years and with the pandemic we are losing a lot of water revenue because most businesses are closed. There was general discussion about the water rates.

Keith Torbet said the WRA would like to meet with council. A special meeting will be scheduled for Tuesday, April 21, 2020 @ 5 PM via Zoom to discuss expectations of the WRA. All present members agreed they were available.

Councilor Scott Stiriz wanted to thank all of the city workers for being flexible with their works schedules during this crisis.

Councilor Stickley asked if there was an update on the Hojnacki property. Mr. Torbet said he spoke with Mr. McWatters on this matter and we are waiting on a court date. There was general discussion about this property.

There being no further business, this meeting adjourned at 8:09 a.m.