

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Harold Stickley
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

February 1, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of February 5, 2024

Dear Council Members:

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

A motion will be necessary to approve the Council Committee assignments for 2024-2025.

Jed Bowers will be recognized by the VFW for his selection as EMT of the year.

The City will recognize the services of retiring Clinton Township Trustee, Larry Neuenschwander, and retiring Dover Township Trustee, Larry Burkholder.

There are no committee reports.

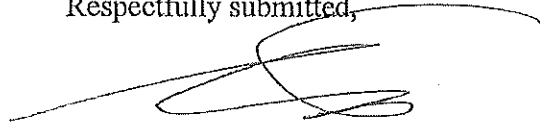
There will be first reading on Resolution 2024-3 (emergency), which authorizes the Mayor to execute a quote with RG Communication for the purchase of radios for the Fire Department. There will also be a first reading on Resolution 2024-4 (emergency) which authorizes the Mayor to execute a Technical Services Agreement with Maumee Valley Planning Organization for administration services for the City's Revolving Loan Fund.

There is no legislation for second or third reading.

In new business, a motion will be necessary to authorize the Fire Chief to accept a \$50,000 MARCS Grant from the Ohio Department of Commerce, Division of State Fire Marshal. A motion will also be necessary to authorize the Mayor, or her designee, to execute an amendment to the Investment Management Agreement with Meeder Public Funds, Inc., the City's investment advisor. Finally, a motion will be necessary to approve the Mayor's appointments to various boards and commissions.

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 'TAM', with a long horizontal stroke extending to the right.

Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor
Korin Miller, Clerk of Council
Jamie Giguere, Finance Director
The Blade

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Harold Stickley
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
Chief Kessler

WAUSEON CITY COUNCIL AGENDA

February 5, 2024

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: January 15, 2024
 - b) Committee of the Whole: February 1, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Approval of the Council Committees
 - Motion to approve the 2024 Council Committees moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
7. Award for Jed Bowers, VFW EMT of the Year
8. Trustee Recognition
 - a) Larry Neuenschwander- Clinton Township
 - b) Larry Burkholder- Dover Township
9. 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
10. First Reading of Legislation or Emergency
 - a) Resolution 2024-3: A Resolution Authorizing The Mayor To Sign The Quote From RG Communications For The Purchase Of Radios For The Fire Department; And Declaring An Emergency
 - Motion to place Resolution 2024-3 on emergency reading and the moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2024-3 on final reading and the moved by _____ and seconded by _____

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

www.cityofwauseon.com

Vote: ____ Yeas ____ Nays

- b) Resolution 2024-4: A Resolution Authorizing The Mayor To Enter Into An Agreement For Technical Assistance For The Revolving Loan Fund With Maumee Valley Planning Organization; And Declaring An Emergency

- Motion to place Resolution 2024-4 on emergency reading and the moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

- Motion to place Resolution 2024-4 on final reading and the moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

11. Second Reading of Legislation or Emergency

12. Third Reading of Legislation or Emergency

13. New Business

- a) Motion to authorize the Fire Chief to accept a \$50,000 MARCS Grant from the Ohio Department of Commerce, Division of State Fire Marshal moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

- b) Motion to authorize the Mayor, or designee, to execute an amendment to the Investment Management Agreement with Meeder Public Funds, Inc., the City's investment advisor moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

- c) A motion will be necessary to approve the Mayor's appointments to various boards and commissions moved by _____ and seconded by _____

Vote: ____ Yeas ____ Nays

Charter Revision Commission

Steve Schneider- 1/1/2024-12/31/2024

Sarah Heising- 1/1/2024-12/31/2024

Lisa Smith- 7/1/2023-6/1/2024

Mark Powers- 1/1/2024-12/31/2027

Park Board

David Carroll- 1/1/2024-12/31/2028

Planning Commission

Kevin Nelson- 1/1/2024-12/31/2026

Jim Barnes- 1/1/2024-12/31/2029

Pride and Preservation

Bev Meridew- 1/1/2024-12/31/2027

Sarah Heising- 1/1/2024-12/31/2024

Maumee Valley Planning

Keith Torbet 1/1/2024-12/31/2024

Downtown Revitalization

Becky Flores

Jeremey Simon

WRA

Harold Stickley

Jeremy Simon

14. Old Business

15. Approval of the Bills

- Motion to approve and pay the bills as presented moved by _____ and seconded by _____.

Vote: _____ Yeas _____ Nays _____

16. 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.

2024 Council Committees

Building & Grounds:

Harold Stickley (Chair)

Brandon Tijerina

Jeremy Simon

Utilities:

Sarah Heising (Chair)

Brandon Tijerina

Steve Schneider

Parks:

Jeremy Simon (Council Rep)

Harold Stickley (Chair)

Tree Commission:

Jeremy Simon

Personnel:

Shane Chamberlin (Chair)

Harold Stickley

Sarah Heising

Planning Commission:

Harold Stickley (Council Rep)

Finance:

Steve Schneider (Chair)

Sarah Heising

Shane Chamberlin

Safety & Code:

Brandon Tijerina (Chair)

Jeremy Simon

Steve Schneider

Streets:

Harold Stickley (Chair)

Shane Chamberlin

Jeremy Simon

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, January 15, 2024**

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 Stickley, Councilors Schneider, Simon, Heising, and Tijerina, to constitute a quorum for the transaction of city business. Councilor Chamberlin had an unexcused absence.

MINUTES

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

All in favor: Motion Passed Unanimously

COMMITTEE REPORTS

Councilor Simon gave a report from the previous Tree Commission Meeting on January 9, 2024. He explained that the Tree Commission members are currently working on rewriting the Tree Ordinance for the City of Wauseon. Tom McWatters was present at the meeting to help with the process. Tom McWatters stated that he will be putting the updated Ordinance in legislation form. The Committee will then present the proposed Ordinance to the Safety and Code Committee.

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. He informed council that the Fulton County Fire Chiefs Association Dinner, they should have already received an invitation. Jed Bowers is receiving the VFW EMT of the year. He was nominated by his peers and was recognized in Columbus Ohio.

Mayor Huner stated that the CPR Renewal at the Wauseon Primary School went well. The Fire Department also did a simulation for the teachers that was very educational.

Chief Kessler mentioned to council members that if they are interested in investing in the Owl Lab camera system to let him know.

Law Director, Tom McWatters gave a report for his department. He told council there is not much to report besides his help with the Tree Commission Ordinance.

Councilor Tijerina asked if a vote was needed for the purchase of the Owl Lab camera system. Chief Kessler said no, council would just need to decide how much they wanted to invest.

Councilor Heising stated she would be interested in giving \$500. All of council agreed.

NO LEGISLATION FOR FIRST, SECOND AND THIRD READING

NEW BUSINESS

Mayor Huner reminded everyone that the Taste of Wauseon Gala is on February 24th.

APPROVAL OF BILLS

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

Vote: 5 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, Council President Stickley moved and seconded by Councilor Simon to adjourn the meeting. 5:18 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Harold Stickley, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, February 1, 2024**

Council President Stickley called this meeting to order at 7:15 a.m. in Council Chambers. Present were Councilors, Simon, Schneider, and Chamberlin.

Councilor Heising entered the room at 7:16 a.m.

Council President Stickley went over the proposed agenda for the upcoming council meeting. Council will be voting at the upcoming Council Meeting to approve the Council Committees. There will an award given to Jed Bowers for the VFW EMT of the year. There will also be recognition for Township Trustees, Larry Neuenschwander and Larry Burkholder. There will be two pieces of legislation under first reading. There will be three motions under New Business.

Council President Stickley went over what was discussed at the previous Staff Meeting. The Tax Commissioners job position has been made full time as of February 1, 2024. Keith Torbet, Tom McWatters, and Mayor Huner have been working on creating the new job "Grounds Keeper". Council President Stickley stated that Mayor Huner would like them to take an online ethics class.

Councilor Tijerina entered the room at 7:22 a.m.

DEPARTMENT HEAD REPORTS

Director of Public Service, Keith Torbet gave a report for his department. There has been a large number of water breaks over the past couple weeks. He explained that on a good note they believe they found the water leak that has been affecting the Water Plant. The paperwork has been completed for the hybrid beacon project. Construction for that should start on April 15, 2024. The pickleball fencing is going up right now. He also said he will be putting the Oak Street project out to bid.

Chief Chittenden gave a report for his department. They are finishing up the ALICE Training at the Wauseon Schools. His year end report is completed. Car crashes are still up and have not come back down. His department has officially received the JAG grant. That will go towards the rest of their portable radios. Chief Chittenden stated that he is working on updating the body camera systems.

Chief Kessler gave a report for his department. The AutoPulse equipment arrived. There will be a Hero's vs Hero's basketball game on February 18, 2024. He watched the Police Department perform their ALICE Training at the Wauseon Schools. They did a great job.

Councilor Stickley stated that there is a fire truck in Findley getting fixed.

Chief Kessler explained the situation and showed pictures. The fire truck is fixable, and no one was injured in the incident.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:52 a.m.

Korin Miller, Clerk of Council

Harold Stickley, Council President

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

RESOLUTION 2024-3

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A QUOTE FROM RG COMMUNICATIONS FOR THE PURCHASE OF RADIOS FOR THE FIRE DEPARTMENT; AND DECLARING AN EMERGENCY

WHEREAS, the Fire Department is a Department funded by the City of Wauseon; and

WHEREAS, the Fire Department is in need of replacing certain radios; and

WHEREAS, the Fire Department has received a \$50,000 MARCS grant from the Ohio Department of Commerce, Division of State Fire Marshal to underwrite the majority of the cost of the radios; and

WHEREAS, RG Communications has provided a quote dated January 26, 2024, for the purchase of radios in the amount of \$54,913.76; and

WHEREAS, the City desires to purchase the radios from RG Communications; and

WHEREAS, a copy of the quote from RG Communications is on file in the office of the Clerk of Council;

WHEREAS, the passage of this resolution is necessary for the protection of the health, safety, and welfare of the citizens of Wauseon because of the prolonged delay between the time of ordering and receiving the radios and should therefore be declared an emergency.

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

Section 1.

The Mayor is hereby authorized to execute any and all documents necessary to accept the terms of the quote from RG Communications.

Section 2.

That this measure is hereby declared to be an emergency measure necessary for the health, safety, welfare and protection of the citizens of Wauseon and shall be in full force and effect immediately after its passage.

Passed:

Kathy Huner, Mayor

Harold Stickley, President
of Council

Attest: _____
Korin Miller
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director

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

RESOLUTION 2024-4

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR TECHNICAL ASSISTANCE FOR THE REVOLVING LOAN FUND WITH MAUMEE VALLEY PLANNING ORGANIZATION; AND DECLARING AN EMERGENCY

WHEREAS, the City operates a Revolving Loan Fund (“RLF”) pursuant to which it makes low interest loans to qualifying businesses located in the City; and

WHEREAS, the City is in need of assistance in the administration of the RLF; and

WHEREAS, Maumee Valley Planning Organization (“MVPO”), an Ohio nonprofit corporation organized pursuant to Section 1702.04 of the Ohio Revised Code, has presented the City an Agreement For Technical Assistance For the Revolving Loan Fund (“Agreement”) pursuant to which MVPO would serve as the RLF’s Loan Administrator; and

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

WHEREAS, the City desires to enter into the Agreement with MVPO to serve as Loan Administrator pursuant to the terms and conditions set forth in the Agreement; 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 Agreement pertains to services to be rendered on behalf of the City for 2024;

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 execute the Agreement For Technical Assistance For the Revolving Loan Fund, a copy of which is on file in the Office of the Clerk of Council.

Section 2.

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

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

Passed:

Kathy Huner, Mayor

Harold Stickley, President of Council

Attest: _____
Korin Miller
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director