

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Harold Stickley
Jeremy Simon
Brandon Tijerina



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 16, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of February 19, 2024

Dear Council Members:

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

The Park Board and Tree Commission will present reports. .

There will be a first reading on the following resolutions:

Resolution 2024-5 (emergency), which authorizes the Mayor to enter into an agreement with iWorQ Systems, Inc. for software applications and services for the Department of Building and Housing.

Resolution 2024-6 (emergency), which authorizes the Mayor to advertise for bids for street resurfacing on Oak Street, to accept the lowest and best bid, and to enter into a contract with the lowest and best bidder.

Resolution 2024-7 (emergency), which authorizes the Mayor to enter into a Fire and Emergency Protection Agreement with Clinton Township.

Resolution 2024-8 (emergency), which authorizes the Mayor to enter into a Fire and Emergency Protection Agreement with Dover Township.

There is no legislation for second or third readings.

In new business, a motion will be necessary to authorize the Police Chief to accept the JAG grant. A motion will also 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,



Thomas A. McWatters III
City Law Director

TAM:knp

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

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Police Chief
Kevin Chittenden

Fire Chief
Chief Kessler

WAUSEON CITY COUNCIL AGENDA
February 19, 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: February 5, 2024
 - b) Committee of the Whole: February 15, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Committee Reports
 - a) Tree Commission: February 6, 2024
 - b) Park Board: February 13, 2024
7. 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
8. First Reading of Legislation or Emergency
 - a) Resolution 2024-5: A Resolution Authorizing The Mayor To Enter Into A Service Agreement With IWORQ Systems, Inc. For Software Applications And Services For The Department Of Building And Housing; And Declaring An Emergency
 - Motion to place Resolution 2024-5 on emergency reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2024-5 on final reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - b) Resolution 2024-6: A Resolution Authorizing The Mayor To Advertise For Bids For Street Resurfacing On Oak Street; 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; And Declaring An Emergency

- Motion to place Resolution 2024-6 on emergency reading moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
- Motion to place Resolution 2024-6 on final reading moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
- c) Resolution 2024-7: A Resolution Authorizing The Mayor And/or Her Designee To Enter Into A Fire And Emergency Protection Agreement With Clinton Township; And Declaring An Emergency
 - Motion to place Resolution 2024-7 on emergency reading moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2024-7 on final reading moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
- d) Resolution 2024-8: A Resolution Authorizing The Mayor And/or Her Designee To Enter Into A Fire And Emergency Protection Agreement With Dover Township; And Declaring An Emergency
 - Motion to place Resolution 2024-8 on emergency reading moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2024-8 on final reading moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays

9. Second Reading of Legislation or Emergency

10. Third Reading of Legislation or Emergency

11. New Business

- a) Motion to authorize the Police Chief to accept the JAG grant moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
 - b) Motion to approve the Mayor's appointments to various boards and commissions moved by _____ and seconded by _____
Vote: ____ Yeas ____ Nays
- INTV
Jeremey Simon
Citizens Advisory Committee Housing
Clint Short

12. Old Business

13. Approval of the Bills

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

14. 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.

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, February 5, 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, Chamberlin and Heising, to constitute a quorum for the transaction of city business. Councilor Tijerina had an excused 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

COUNCIL COMMITTEE APPROVAL

Motion to approve the 2024 Council Committee moved by Council President Stickley and seconded by Councilor Schneider.

Vote: 5 Yeas 0 Nays Motion Carries

AWARD

The VFW presented Jed Bowers with an award for EMT of the year statewide.

TRUSTEE RECOGNITION

Mayor Huner and Chief Kessler presented recognition awards to two township trustees. Larry Neuenschwander from Clinton Township and Larry Burkholder from Dover Township. They thanked the trustees for their leadership and contribution to the city of Wauseon over their years of service.

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. The new year is going well. The call volume is still up. The AutoPulses have arrived. The Hero's vs Hero's basketball game will be February 18, 2024, with Triangular Processing. The owl has arrived and he will be working on setting it up.

Chief Chittenden gave a report for his department. His department is also participating in the basketball game. They have been doing the ALICE training with the Wauseon Schools. It went very well.

Keith Torbet gave a report for his department. All the paperwork has been submitted for the Hybrid Beacon Project. The project should start mid-April 2024. He will be putting out the Oak St project out to bid. There have been seven water breaks in the last two weeks. His department was able to use the new leak detection equipment to detect a big leak they have been trying to locate for a long time.

Jamie Giguere gave a report for her department. The month end reports have been sent out. She gave an update on the income report.

Law Director, Tom McWatters gave a report for his department. He will be at the next Tree Commission Meeting to discuss the new Tree Ordinance.

FIRST READING OF LEGISLATION

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 moved by Councilor Chamberlin and seconded by Councilor Heising.

Vote: 5 Yeas 0 Nays Motion Carries

Motion to place Resolution 2024-3 on final reading moved by Councilor Schneider and seconded by Council President Stickley.

Vote: 5 Yeas 0 Nays Motion Carries

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 moved by Councilor Chamberlin and seconded by Councilor Simon.

Vote: 5 Yeas 0 Nays Motion Carries

THERE WERE NO LEGISLATION FOR SECOND OR THIRD READING

NEW BUSINESS

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 Councilor Schneider and seconded by Councilor Simon.

Vote: 5 Yeas 0 Nays Motion Carries

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 Council President Stickley and seconded by Councilor Chamberlin.

Vote: 5 Yeas 0 Nays Motion Carries

Motion to approve the Mayor's appointments to various boards and commissions moved by Council President Stickley and seconded by Councilor Heising.

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

Councilor Chamberlin expressed his opinions and concerns about the appointments to the various boards and commissions.

Mayor Huner did not agree with Councilor Chamberlin's concerns.

Vote: 4 Yeas 1 Nays (Councilor Chamberlin) Motion Carries

APPROVAL OF BILLS

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

Vote: 5 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, Councilor Chamberlin moved and seconded by Council President Stickley to adjourn the meeting. 5:37 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 15, 2024**

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

Council President Stickley went over the proposed agenda for the upcoming council meeting. There will be two committee reports. Keith Torbet explained the Tree Commission report and the Park Board report.

Council President Stickley went over the proposed legislation.

Resolution 2024-5: A Resolution Authorizing The Mayor To Enter Into A Service Agreement With IWORQ Systems, Inc. For Software Applications And Services For The Department Of Building And Housing; And Declaring An Emergency

Zoning and Code Enforcer, Danny Markley answered the questions that council members had regarding the legislation.

Resolution 2024-6: A Resolution Authorizing The Mayor To Advertise For Bids For Street Resurfacing On Oak Street; 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; And Declaring An Emergency

Resolution 2024-7: A Resolution Authorizing The Mayor And/or Her Designee To Enter Into A Fire And Emergency Protection Agreement With Clinton Township; And Declaring An Emergency

Resolution 2024-8: A Resolution Authorizing The Mayor And/or Her Designee To Enter Into A Fire And Emergency Protection Agreement With Dover Township; And Declaring An Emergency

Chief Kessler explained Resolution 2024-7 and 8. He answered any questions council had.

Council President Stickley had a Memorandum he requested from Tom McWatters given to all of council. The document stated the rules on being excused from a Council Meeting.

Council President Stickley stated there will be two motions under New Business.

- a) Motion to accept the JAG Grant

Chief Chittenden answered questions about this motion.

- b) Motion to approve the Mayor's appointments to various boards and commissions

DEPARTMENT HEAD REPORTS

Director of Public Service, Keith Torbet gave a report for his department. The FCEDC awards banquet will be on April 25, 2024. The Hybrid Beacon bid tap is completed. It has been submitted and approved.

Chief Chittenden gave a report for his department. He will be doing a Civil Service test for an entry level patrol officer. Two new Durango's are in, they are close to being road ready.

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.

Director of Finance, Jamie Giguere, gave a report for her department. She stated that her department would like to wear jeans during the week. The jeans would be expected to be professional with no rips or frays.

Sarah Heising exited the council chamber at 8:00 a.m.

ADJOURNMENT

There being no further business, this meeting adjourned at 8:07 a.m.

Korin Miller, Clerk of Council

Harold Stickley, Council President



**TREE COMMISSION
COUNCIL CHAMBERS
Tuesday February 6, 2024
8:00 AM**

Present: Laura Kamp, Rick Frey, Dan Nelson, John Alexander, Kurt Stuckey

Staff: Korin Miller, Keith Torbet, Tom McWatters

Absent: Jeremy Simon, Tom Collins

Tom McWatters joined the Tree Commission in council chambers. He provided a proposed updated Tree Code along with a memorandum explaining all the changes. The Tree Commission discussed some of the changes with him. The committee is close to completing this project and will soon present it to the Safety and Code Committee.

The committee will meet again on March 4, 2024, at 8:00 a.m.

The meeting adjourned at 10:05 a.m.

Respectfully submitted,

Korin Miller
Clerk of Council

**PARK BOARD
CITY COUNCIL CHAMBERS
TUESDAY, FEBRUARY 13, 2024
7:05 AM**

MEMBERS PRESENT: Russ Pauley, Jakob Flores, Brook Conrad, Larry Zimmerman, Jeremy Simon, Mayor Huner

STAFF: Keith Torbet, John Arps and Jan Tropf

ABSENT: David Carroll (excused), and Harold Stickley

Matter: Park Board Minutes of December 12, 2023

Motion made by Brook Conrad, to approve last month's minutes, seconded by Larry Zimmerman

Yeas: 5 Nays: 0

Matter: Pool Rentals

Tom Burkhalter has requested the pool rental hours be moved from Saturdays to Fridays. He reasoning is that he feels there would be more attendance on Saturdays if the pool wouldn't have to close to the public for rentals. Larry Zimmerman suggested to offer rentals on Friday and Saturday nights to see what type of draw a Friday night will bring since the rentals are a good money makers for the pool. Keith Torbet weighed in that people getting off of work to rush to a pool rental for 5:15pm. Jeremy Simon suggested that on Friday nights only offer the late rental hour (7:00 – 8:30pm) and continue the same rental times on Saturday.

Motion made by Larry Zimmerman to have the late time rental on Friday and keep both rental times for Saturday. Motion seconded by Brook Conrad.

Yeas: 5 Nays: 0

Matter: Rotary requesting to replace benches

Larry Zimmerman stated Rotary would like to replace the old benches with new ones like Boy Scout Robbie Crossland did for his eagle project. The Poly Lawn Furniture purchased from Yoder's Porch Swing in Fredericksburg, Ohio costs \$500 for each bench. The Rotary like the concrete slabs the benches were placed and wanted to emulate the same for the new benches. There was also a discussion on Memorial Benches. This subject will be re-visited.

Matter: Sculptures

There are more sculptures to be donated to the City. The Park Board members would like to see them before they agree to them. The members would like to see more themed ones, such as a sled for Homecoming Park. The Board is not opposed to the sculptures but would like more Fulton County / Wauseon themes.

Matter: Power Poles at Biddle Park near T-ball fields

Keith Torbet advised the City is investigating to place power poles in the area for the food trucks (where they park during July 4th celebration) so that each truck would have their own power source instead of the massive generator. This would give more options to use that area for other events.

Motion made by Brook Conrad to install the power poles, seconded by Larry Zimmerman.

Yeas: 5 Nays: 0

Motion to adjourn made by Jeremy Simon, seconded by Russ Pauly.

Meeting Adjourned: 08:00 hrs

Respectfully submitted,
Jan E. Tropsch
Executive Assistant

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

RESOLUTION 2024-5

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A SERVICE AGREEMENT WITH IWORQ SYSTEMS, INC. FOR SOFTWARE APPLICATIONS AND SERVICES FOR THE DEPARTMENT OF BUILDING AND HOUSING; AND DECLARING AN EMERGENCY

WHEREAS, the Department of Building and Housing is in need of certain software applications and services for management of the Department; and

WHEREAS, iWorQ Systems, Inc. (“iWorQ”) is able to provide such software applications and services to the City; and

WHEREAS, the City desires to enter into a Service Agreement with iWorQ for such software applications and services (“Agreement”), a copy of which 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 in order to obtain a discount for the Agreement which will expire in late February 2024;

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

Section 1.

That the Mayor or her designee be, and hereby is, authorized to execute the Agreement, 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

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

RESOLUTION 2024-6

A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR STREET RESURFACING ON OAK STREET; 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; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon is desirous of maintaining its street surfaces for public use; and

WHEREAS, certain monies have been properly budgeted and appropriated for the purpose of resurfacing West Oak Street between Shoop Avenue and Fulton Street; 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 the street resurfacing are currently 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 because of the pending deadlines for submission of the resolution;

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 street resurfacing 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.

Section 4.

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

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

RESOLUTION 2024-7

A RESOLUTION AUTHORIZING THE MAYOR AND/OR HER DESIGNEE TO ENTER INTO A FIRE AND EMERGENCY PROTECTION AGREEMENT WITH CLINTON TOWNSHIP; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon and Clinton Township have in the past mutually agreed to operate a fire department; and

WHEREAS, the City of Wauseon Clinton Township now wish to amend and revise the current agreement to redefine their roles with respect to the funding of fire protection for all areas served by the Wauseon Fire Department; and

WHEREAS, the City of Wauseon desires to enter into a Fire and Emergency Protection Agreement with Clinton Township, a copy of which 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 because the Clinton Township Trustees desire that the Agreement be approved as quickly as possible;

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

Section 1

That the Mayor and/or her designee are hereby authorized to execute the Fire and Emergency Protection Agreement with Clinton Township, a copy of which is on file in the office of Clerk of Council.

Section 2

That the Mayor and/or designee are 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 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

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

RESOLUTION 2024-8

A RESOLUTION AUTHORIZING THE MAYOR AND/OR HER DESIGNEE TO ENTER INTO A FIRE AND EMERGENCY PROTECTION AGREEMENT WITH DOVER TOWNSHIP; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon and Clinton Township have in the past mutually agreed to operate a fire department; and

WHEREAS, the City of Wauseon and Clinton Township have amended and revised their agreement to redefine their roles with respect to the funding of fire protection for all areas served by the Wauseon Fire Department; and

WHEREAS, the City of Wauseon desires to enter into a Fire and Emergency Protection Agreement with Dover Township, a copy of which 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 because the current agreement is about to expire or has expired;

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

Section 1

That the Mayor and/or her designee are hereby authorized to execute the Fire and Emergency Protection Agreement with Dover Township, a copy of which is on file in the office of Clerk of Council.

Section 2

That the Mayor and/or designee are 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 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