

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

March 29, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of April 1, 2024

Dear Council Members:

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

There are no committee reports.

There will be a first reading on the following resolutions:

1. Resolution 2024-14 (emergency), which amends Ordinance 2023-8--Annual Appropriation Ordinance which authorizes the director of finance to increase or decrease certain line account appropriations within the various funds listed within the year of 2024.
2. Resolution 2024-15 (emergency), which authorizes the mayor or her designee to enter into various agreements necessary for the installation of electronic access control systems in the fire department; and declaring an emergency

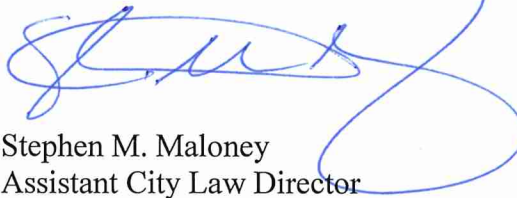
There will be a second reading on the following resolutions:

1. Resolution 2024-10, which authorizes the adoption of the County's Final 9-1-1 Plan.
3. Resolution 2024-11, which authorizes the Wauseon Fire Department to enter into a Memorandum of Understanding for Participation in the Fulton County Special Response Team.

There will be a third reading on Resolution 2024-9, which accepts the Petition of Annexation for nine parcels comprising approximately 13 acres in Clinton Township.

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,



Stephen M. Maloney
Assistant City Law Director

SMM:knp

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

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WAUSEON CITY COUNCIL AGENDA
April 1, 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: March 18, 2024
 - b) Committee of the Whole: March 28, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Committee Reports
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 2024-14: A Resolution To Amend Ordinance 2023-8 Annual Appropriation Ordinance By Authorizing The Director Of Finance To Increase Or Decrease Certain Line Account Appropriations Within The Various Funds Listed Within The Year Of 2024.
 - Motion to place Resolution 2024-14 on first reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - b) Resolution 2024-15: A Resolution Authorizing The Mayor Or Her Designee To Enter Into Various Agreements Necessary For The Installation Of Electronic Access Control Systems In The Fire Department; And Declaring An Emergency
 - Motion to place Resolution 2024-15 on emergency reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2024-15 on final reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays

9. Second Reading of Legislation or Emergency

a) Resolution 2024-10: A Resolution Adopting The County 9-1-1 Final Plan

- Motion to place Resolution 2024-10 on second reading moved by _____ and seconded by _____

• Vote: ____ Yeas ____ Nays

b) Resolution 2024-11: A Resolution Authorizing The Wauseon Fire Department To Enter Into A Memorandum Of Understanding For Participation In The Fulton County Special Response Team

- Motion to place Resolution 2024-11 on second reading moved by _____ and seconded by _____

• Vote: ____ Yeas ____ Nays

10. Third Reading of Legislation or Emergency

a) Resolution 2024-9: A Resolution Accepting Annexation Petition for Nine Parcels

- Motion to place Resolution 2024-9 on third reading moved by _____ and seconded by _____

• Vote: ____ Yeas ____ Nays

11. New Business

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, March 4, 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, Chamberlin, Tijerina, Heising, and Councilor Simon to constitute a quorum for the transaction of city business.

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

Tree Commission: March 5, 2024

Tom McWatters and Keith Torbet explained what was discussed at the last Tree Commission meeting. The Tree Commission members are working diligently to rewrite the tree code. Tom McWatters stated they are close to getting the updated code completed, they will soon present it to the Safety and Code committee for approval.

Park Board: March 12, 2024

Councilor Simon gave a report from the previous Park Board meeting. There was a lot of discussion over the topic of the Biddle Park Ball fields. Councilor Chamberlin questioned Keith Torbet regarding a quote from the Park Board minutes. The quote being "Keith states he doesn't feel the demand for organized sports is there anymore." Keith Torbet explained that that is national data. There was continued discussion on this topic, including the pros and cons of either adding two additional ball fields or renovating the two north ball fields.

Finance Committee Meeting: March 15, 2024

Recommendation that the Fire Department be permitted to spend \$17,000.00 and enter into various agreements for the upgrading of its shore lines moved by Councilor Tijerina and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

Recommendation that new locks be purchased and installed on four doors inside the City Building moved by Councilor Chamberlin and seconded by Councilor Schneider.

Vote: 6 Yeas 0 Nays Motion Carries

Recommendation that the 2023 Annual Appropriation Ordinance be amended to provide for the increase and decrease of certain line appropriations within the various funds listed in 2024 moved by Councilor Chamberlin and seconded by Council President Stickley.

Vote: 6 Yeas 0 Nays Motion Carries

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. The Fire Department received another grant, it will be for a fire extinguisher trainer.

Chief Chittenden gave a report for his department. There was nothing new to report since the previous Committee of the Whole meeting. The deadline for Civil Service applications is on Tuesday, 19, 2024.

Director of Public Service, Keith Torbet gave a report for his department. The city water is currently under a TTHM violation. His department is working on resolving the issue. The bid opening for the Oak Street project was last week. He will be awarding it to the lowest bidder. The project will start this summer. \$300,000 from ODOT will go to the Fulton Street project.

Law Director, Tom McWatters, gave a report for his department. He went over the proposed legislation that is under first reading. He mentioned that the Indian Trails in Wauseon are great to use this time of year.

FIRST READING OF LEGISLATION

Resolution 2024-10: A Resolution Adopting The County 9-1-1 Final Plan

Motion to place Resolution 2024-10 moved by Councilor Chamberlin and seconded by Councilor Schneider.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2024-11: A Resolution Authorizing The Wauseon Fire Department To Enter Into A Memorandum Of Understanding For Participation In The Fulton County Special Response Team

Motion to place Resolution 2024-11 first reading moved by Councilor Simon and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2024-12: A Resolution To Amend Ordinance 2023-8 Annual Appropriation Ordinance By Authorizing The Director Of Finance To Increase Or Decrease Certain Line Account Appropriations Within The Various Funds Listed Within The Year Of 2024

Motion to place Resolution 2024-12 on first reading moved by Councilor Schneider and seconded by Council President Stickley.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2024-13: A Resolution Authorizing The Mayor Or Her Designee To Enter Into Various Agreements Necessary For The Installation Of New Shore Lines In The Fire Department; And Declaring An Emergency

Motion to place Resolution 2024-13 on emergency reading moved by Councilor Heising and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Resolution 2024-13 on final reading moved by Councilor Schneider and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays Motion Carries

SECOND READING OF LEGISLATION

Resolution 2024-9: A Resolution Accepting Annexation Petition for Nine Parcels

Motion to place Resolution 2024-9 on second reading moved by Councilor Tijerina and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

NEW BUSINESS

Motion to approve the Mayor's appointments to various boards and commissions moved by Councilor Simon and seconded by Councilor Chamberlin.

Planning Commission

Kevin Hite- Term 2024-2029

Vote: 6 Yeas 0 Nays Motion Carries

APPROVAL OF BILLS

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

Vote: 6 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, Councilor Chamberlin moved and seconded by Council President Stickley to adjourn the meeting. 5:51 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, March 28, 2024**

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

The Clerk of Council went over the proposed agenda for the upcoming council meeting. There is currently no one addressing council. There are no committee reports. There will be five pieces of legislation on the agenda for the next council meeting.

The Clerk of Council went over the notes from the previous Staff Meeting.

DEPARTMENT HEAD REPORTS

Jamie Giguere gave a report for her department. She explained Resolution 2024-14. There was an Insurance Committee meeting yesterday, she would like to bring some of that information to the Finance Committee.

Chief Chittenden gave a report for his department. The Durango's are in, they did not come with the correct laptop stand and those are currently being switched out. The civil services test was cancelled due to only one applicant for the open job. There was a second applicant, but they have not been through the police academy. Chief Chittenden wanted council's input of possibly sponsoring that person. There was some discussion on the topic and council is in support of the idea. There is a trial coming up next week, some of the police officers will be in attendance.

Keith Torbet gave a report for his department. He will be needing a Finance Committee meeting regarding Rotary's park project. The TTHM violations are back. He will be possibly working with a specific lawyer on the topic. The Public Works Department did a good job at collecting data for the EPA regarding the water services lines leading to resident's homes. Keith Torbet is working with attorney Stephan Maloney on updating the code for the water reclamation plant.

Chief Kessler gave a report for his department. The turn pike will be closed soon for reconstruction. His department received a resignation. They are currently down three Fire Department employees.

Councilor Heising asked if Chief Kessler knew when the turnpike will be closed. He stated he did not know.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:33 a.m.

Korin Miller, Clerk of Council

Harold Stickley, Council President

RESOLUTION 2024-12

A RESOLUTION TO AMEND ORDINANCE 2023-8 ANNUAL APPROPRIATION ORDINANCE BY AUTHORIZING THE DIRECTOR OF FINANCE TO INCREASE OR DECREASE CERTAIN LINE ACCOUNT APPROPRIATIONS WITHIN THE VARIOUS FUNDS LISTED WITHIN THE YEAR OF 2024.

SECTION 1. BE IT RESOLVED by the Council of the City of Wauseon, Ohio that to provide for the current expenses and other expenditures of said City of Wauseon during the fiscal year ending December 31, 2024, the following line item accounts are authorized to be increased and/or decreased as indicated and set aside and appropriated as follows:

SECTION 2. That Section 4 be amended to read as increased and/or decreased as follows:

<u>CAPITAL Fund</u>		<u>INCREASED</u>	<u>DECREASED</u>
Public Works Equipment	403.699.53530	96,632.00	
Unappropriated Capital Fund			96,632.00
Total Capital Fund		96,632.00	96,632.00

SECTION 3. AND the City Finance Director is hereby authorized to draw his warrants on the City Treasurer for payments from any of the foregoing appropriations upon receiving proper certificates and vouchers therefor, approved by officers authorized by law to approve the same or an Ordinance or Resolution of Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except the persons employed by authority of and in accordance with law or ordinance.

SECTION 4. THIS Resolution shall be in full force immediately upon passage of Council and approved by the Mayor.

Passed: April 1, 2024

ATTEST:

Kathy Huner, Mayor

Korin Miller
Clerk of Council

Harold Stickley
President of Council

Approved as to Form:

City Law Director

I, Korin Miller, Clerk of Council for the City of Wauseon, do hereby certify that this is a true and accurate copy of Resolution 2024-14 passed on April 1, 2024

Korin Miller
Clerk of Council

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

RESOLUTION 2024-15

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO VARIOUS AGREEMENTS NECESSARY FOR THE INSTALLATION OF ELECTRONIC ACCESS CONTROL SYSTEMS IN THE FIRE DEPARTMENT; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon Fire Department's current mechanical locking mechanisms have not been upgraded to electronic access control systems; and

WHEREAS, other entry points and doors within the municipal building have been equipped with electronic access control systems, significantly enhancing security, safety, and operational efficiency; and

WHEREAS, the installation of electronic access control systems, keyfob locks, in the Fire Department is essential for maintaining security, enabling faster response times, and ensuring authorized access during emergency situations; and

WHEREAS, the absence of electronic access control systems poses a risk to the safety and security of both the Fire Department personnel and the assets within, potentially delaying response times during critical incidents; and

WHEREAS, the City of Wauseon recognizes the need to update the Fire Department's access control measures to be in line with current security best practices and the existing infrastructure of the municipal building; and

WHEREAS, the Fire Department has identified a need for immediate action to ensure the health, safety, and public welfare of the citizens of Wauseon, necessitating the designation of this resolution as an emergency measure;

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 agreements necessary for the procurement and installation of four electronic access control systems in the Fire Department to enhance security, safety, and operational efficiency.

Section 2.

That the Mayor is further authorized to execute any and all documents necessary for the implementation of said systems.

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 2024-10

A RESOLUTION ADOPTING THE COUNTY 9-1-1 FINAL PLAN

WHEREAS, the Fulton County 9-1-1 Program Review Committee has completed a Final Plan dated February 6, 2024 (“Plan”) for the handling of 9-1-1 calls in Fulton County; and

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

WHEREAS, Council desires to adopt the Plan;

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

Section 1

The Plan is hereby adopted by the City of Wauseon.

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 2024-11

A RESOLUTION AUTHORIZING THE WAUSEON FIRE DEPARTMENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING FOR PARTICAPATION IN THE FULTON COUNTY SPECIAL RESPONSE TEAM

WHEREAS, the City of Wauseon Fire Department desires to join the Fulton County Sheriff's Office and the Village of Swanton Fire Department in participating in the Fulton County Special Response Team ("SRT"); and

WHEREAS, the City of Wauseon desires that the Wauseon Fire Department participate in the SRT; and

WHEREAS, the parties have prepared a Memorandum of Understanding setting forth terms and conditions of the SRT, a copy of which is on file in the office of the Clerk of Council; and

WHEREAS, the City of Wauseon desires to authorize the Wauseon Fire Department to execute the Memorandum of Understanding;

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 Memorandum of Understanding, 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.

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 2024-9

A RESOLUTION ACCEPTING ANNEXATION PETITION FOR NINE PARCELS

WHEREAS, a majority of owners of nine parcels in Clinton Township containing approximately 13 acres filed a Petition for Annexation with the Board of Commissioners of Fulton County, Ohio requesting that the parcels be annexed into the City of Wauseon: and

WHEREAS, the Board of Commissioners of Fulton County, Ohio accepted the Petition of Annexation pursuant to Resolution 2024-049 passed by the Commissioners on January 11, 2024; and

WHEREAS, pursuant to Section 709.04 of the Ohio Revised Code, the City of Wauseon is required to pass a resolution accepting or rejecting the Petition for Annexation;

WHEREAS, the City desires to accept the Petition for Annexation;

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

Section 1

The Petition of Annexation accepted by the Board of Commissioners of Fulton County, Ohio in Resolution 2024-049 is hereby accepted.

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