

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

April 11, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of April 15, 2024

Dear Council Members:

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

The Finance Committee will present a report and recommend that \$50,000, be reallocated in the Parks and Recreation Special Fund for payment towards the new playground equipment at Homecoming Park, and to underwrite a portion of the costs for provide full-time and part-time employees to access Everside Clinic.

There will be a first reading on Ordinance 2024-1 (emergency), which amends Section 933.07(c)(1) of the Codified Ordinances to increase the water deposit from \$100 to \$125 for non-owner occupied residences. There will also be a first reading on Resolution 2024-16 (emergency), which authorizes the Mayor to enter into an amended agreement for insurance services with Pareto Captive Services, LLC.

There is no legislation for second reading.

There will be a third reading on the following resolutions:

1. Resolution 2024-10, which authorizes the adoption of the County's Final 9-1-1 Plan.
2. 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.

In new business a motion will be necessary to approve, pending approval by the State, the sale of alcohol in downtown on April 26, 2024, at the 2nd annual Walapalooza Concert to be held at the corner of S. Fulton Street and Commercial.

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, 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

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WAUSEON CITY COUNCIL AGENDA
April 15, 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: April 1, 2024
 - b) Committee of the Whole: April 11, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Committee Reports
 - a) Finance Committee: April 1, 2024
Recommendation that \$50,000 be reallocated in the Parks and Recreation Special Fund for payment towards the new playground equipment moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Recommendation to underwrite a portion of costs for provide full-time and part-time employees to access Everside Clinic moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
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) Ordinance 2024-1: An Ordinance Amending Section 933.07(C)(1) Of The Codified Ordinances Of The City Of Wauseon
 - Motion to place Resolution 2024-16 on first reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays

- b) Resolution 2024-16: A Resolution Authorizing The Mayor To Enter Into An Amended Agreement For Health Insurance Coverage With Pareto Captive Services; And Declaring An Emergency
 - Motion to place Resolution 2024-16 on emergency reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2024-16 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
 - a) Resolution 2024-10: A Resolution Adopting The County 9-1-1 Final Plan
 - Motion to place Resolution 2024-10 on third 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 third reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
- 11. New Business
 - a) Motion to approve, pending approval by the State, the sale of alcohol in downtown on April 26, 2024, at the 2nd annual Walapalooza Concert to be held at the corner of S. Fulton Street and Commercial moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
- 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, April 1, 2024

Mayor Hunor called the meeting of the Wauseon City Council to order at 5:00 p.m. in Council Chambers. She led the Pledge of Allegiance which was followed by a moment of silence.

ROLL CALL

Roll call was taken by Jan Tropf, Administrative Assistant to the Mayor and substituting for the Clerk of Council. Present were Councilors, Chamberlin, Schneider, Simon, Tijerina and Council President Stickley. Councilor Heising was excused. There were enough Councilors to constitute a quorum for the transaction of city business.

MINUTES

Motion made by Council President Stickley and seconded by Councilor Tijerina to approve the following minutes:

Council Meeting: March 18, 2024

Committee of the Whole: March 28, 2024

Vote: 5 Yeas, 0 Nays *Motion Carries*

DEPARTMENT HEAD REPORTS

Chief Kessler stated they have been busy, they had 8 calls yesterday. Cara McCann resigned and is going to Perrysburg City. He requested a civil service meeting because the department is down 3 personnel.

Council President Stickley asked Chief Kessler about the tornado siren near the golf course, there was a wire hanging and it didn't appear to sound at the last testing date. Keith Torbet stated they have been having issues with that particular siren and Toledo Edison has been there to fix the wiring. If it's still a problem, please call the City and let us know. This Friday is the monthly test and that sire should be working.

Assistant Chief Nathan Hartsock stated the Police Department had taken possession of the new Durangos but the computer mounts were too small. The correct sizes will be ordered. The Civil Service test scheduled for March 23, 2024, was canceled due to only one qualified applicant.

Keith Torbet stated Public Works has finished cutting trees, they will start with the brush removal next week; 1st and 3rd week will be the North side and 2nd and 4th week will be the South side. Also, the North Fulton Street waterline project will begin and it is scheduled for repaving next year.

The Council President asked if the base would be padded and Mr. Torbet responded that it would.

Jamie Giguere stated that as of March 2024, tax revenue down, by approximately 15% approximately \$300,000, and it's probably just the timing and this will most likely be back up in April.

FIRST READING OF LEGISLATION OR EMERGENCY

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 by Council President Stickley, seconded by Councilor Schneider

Vote: 5 Yeas, 0 Nays. *Motion carries*

Vote 5 Yeas 0 Nays *Motion carries*

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 Councilor Simon, seconded by Councilor Tijerina.

Vote: 5 Yeas, 0 Nay *Motion carries*

Motion to place resolution 2024-15 on final reading made by Council Chamberlin, seconded by Councilor Schneider

Vote: 5 Yeas, 0 Nays *Motion carries*

SECOND READING OF LEGISLATION OR EMERGENCY

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

Motion to place Ordinance 2024-10 on second reading moved by Council President Stickley seconded by Councilor Tijerina.

Vote: 5 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 Ordinance 2024-11 on second reading moved by Councilor Chamberlin seconded by Councilor Simon.

Vote: 5 Yeas 0 Nays *Motion carries*

THIRD READING OF LEGISLATION OR EMERGENCY

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

Motion to place Ordinance 2024-9 on third reading moved by Councilor Tijerina seconded by Council President Stickley.

Vote: 5 Yeas 0 Nays *Motion carries*

NEW BUSINESS

Mayor shows off the Committee and Boards Books created by Administrative Assistant Jan Tropf. Ms Tropf explains that the duties and responsibilities are exactly as written in the Charter and/or The City Ordinances.

APPROVAL OF THE BILLS

Motion to approve and pay the bills made by Councilor Schneider, seconded by Councilor Simon

Vote: 5 Yeas 0 Nays *Motion carries*

ADJOURNMENT

There being no further business, Council President Stickley moved and seconded by Councilor Tijerina to adjourn this meeting at 5:20 p.m.

All in favor: *Motion passes Unanimously*

Jan E. Tropf, Administrative Assistant

Harold Stickley, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, April 11, 2024**

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

Council President Stickley went over the proposed agenda.

Councilor Schneider gave a report from the previous Finance Committee meeting on April 1, 2024. There will be two recommendations from the committee.

Recommendation to relocate \$50,000 for playground equipment.

Recommendation for the City to pay \$55 per month and the employee pay \$10 per month, to include part-time employees, any extended family members would have to pay the entire \$65 to use Everside Clinic.

DEPARTMENT HEAD REPORTS

Jamie Giguere did not have anything to report. However, she did explain Resolution 2024-16.

Chief Chittenden gave a report for his department. The Eclipse went well for the City of Wauseon. He will start working with his new cloud-based video storage system soon. New radios will be ordered soon. Detective Bandeen has handed in his resignation effective April 21, 2024.

Keith Torbet gave a report for his department. He is working with the EPA on the TTHM violations. At the next Park Board meeting the Homecoming Committee will be requesting the approval to have alcohol at Biddle Park during this year's Homecoming. There will be a Civil Service meeting on April 12, 2024. At that meeting Keith Torbet will be getting approval for Civil Service testing.

There was discussion regarding the Biddle Park fields being closed. Keith Torbet stated he personally has not received any complaints regarding the topic.

Chief Kessler gave a report for his department. He will also be attending the civil service meeting regarding hiring for his department. He is working with the Mayor, Tom McWatters and the Township on developing the Fire District.

NEW BUSINESS

Motion to approve, pending approval by the State, the sale of alcohol in downtown on April 26, 2024, at the 2nd annual Walapalooza Concert to be held at the corner of S. Fulton Street and Commercial.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:44 a.m.

Korin Miller, Clerk of Council

Harold Stickley, Council President

**Finance Committee
Council Chambers
April 1, 2024**

The meeting was opened at 16:23 hours.

The Rotary Club has entered into an agreement with BOSS Playground equipment for Homecoming Park. The total costs for the equipment and installation came to \$209,000.00. Rotary had hoped the City could install and save approximately \$60,000, but because of the warranty and liability, they thought it best the company install. Rotary was hoping the City could pay \$50,000 toward the equipment. The equipment will match the other equipment already at Homecoming Park. The set is approximately 68' x 54' and will entertain approximately 88 children.

The Rotary Club has a 5 year goal to put playground equipment in all parks. Councilor states it's worth the \$50,000. Parks and Rec have \$500,000 in general fund; \$188,000 towards the Pool, there is money available. The Levy covered pool and parks.

Councilor Chamberlin wants to be on record that he would like the \$50,000 toward development funds for softball fields but the City doesn't own the land, therefore put the funds towards playground equipment.

Councilor Chamberlin motions to reallocate the funds to pay \$50,000 for the playground equipment, motion seconded by Councilor Schneider.

Vote: 2 Yeas 0 Nays

Jamie Giguere asked Assistant Chief Nathan Hartsock to explain the Everside Clinic since he uses the facility. He has been paying the costs out-of-pocket since he has been working for Wauseon. The cost is \$65 per month but no claims are being paid. Per Finance Director Jamie Giguere, since the City pays the claims up to a certain amount, and if the City would go with Everside Clinic, there would be a savings of approximately \$150,000 per year. Employees must either opt-in or opt-out.

After a lengthy discussion on whether families would be included, Councilor Chamberlin stated he was okay with the City paying for the employees but is cautious of extending to families as well. He also stated it would be fine to also offer to part-time employees as well. He offered his personal experience of this wife using the clinic and had very positive comments regarding it. The City could re-evaluate it with employees and families after a year. Chief Kessler stated this would help retain and attract potential candidates, especially for part-time.

Motion made by Councilor Chamberlin for the City to pay \$55 per month and the employee pay \$10 per month, to include part-time employees, any extended family members

would have to pay the entire \$65 to use Everside Clinic. Motion seconded by Councilor Schneider.

Vote: 2 Yeas 0 Nays

The meeting adjourned at 16:45 hours

Respectfully submitted,

Jan E. Tropf
Administrative Assistant
City of Wauseon

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

ORDINANCE NO. 2024-1

AN ORDINANCE AMENDING SECTION 933.07(c)(1) OF THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON; AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Codified Ordinance 933.07(c)(1), the City requires a total service deposit of \$100 for water and sewer accounts for non-owner occupied residences; and

WHEREAS, Council desires to increase the amount of the deposit required under Section 933.07(c)(1) to \$150.00; 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 because of the immediate need to be provide a basis to be able to fully recover unpaid water bills in the future;

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

Section 1.

That Section 933.07(c)(1) b) shall be amended to read in its entirety as follows:

(1) A total service deposit of one hundred twenty-five dollars (\$125.00) shall be required for water and sewer accounts. Said funds shall be deposited in a non-interesting bearing account to be held in trust until such time as the final bill is paid in full.

Section 2.

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 2024-16

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AMENDED AGREEMENT FOR HEALTH INSURANCE COVERAGE WITH PARETO CAPTIVE SERVICES; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon provides health insurance coverage for its qualified employees; and

WHEREAS, Council determined that obtaining insurance through Pareto Captive Services, LLC (“Pareto”) is the best arrangement for obtaining insurance coverage; and

WHEREAS, the State of Ohio Auditor’s Office has required that the City of Wauseon enter into an amended agreement with Pareto in order to continue to obtain insurance services through Pareto; and

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

WHEREAS, the Mayor should be authorized to enter into the amended agreement with Pareto; and

WHEREAS, the passage of this resolution is necessary in order to provide health insurance coverage for the eligible employees of the City of Wauseon and is therefore necessary to protect the health, safety and welfare of the citizens of the City of Wauseon and should be declared an emergency measure.

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

Section 1.

The Mayor is hereby authorized to enter into the amended agreement with Pareto.

Section 2.

This matter is hereby declared to be an emergency matter urgently necessary in order to provide health insurance coverage for all eligible employees of the City of Wauseon and this measure should therefore be declared an emergency measure 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	_____	_____
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