

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

May 3, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of May 6, 2024

Dear Council Members:

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

The Park Board will present a report and recommend that Council approve the Homecoming Committee's request to sell alcohol during the Homecoming at Dorothy Biddle Park this year. Please note that because the request is being made to sell alcohol in a park, City Council's approval is not necessary under the City's current Alcohol Policy. The Homecoming Committee must still comply, however, with the requirements of the City's Alcohol Policy. A copy of the policy is included with this letter for your convenience.

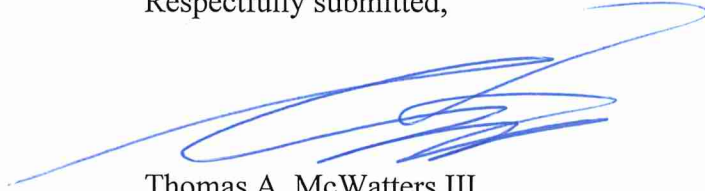
The Personnel Committee will present a report and recommend that the job classification for the position of Grounds Keeper be approved. The Safety & Code Committee will present a report and recommend that Chapter 159 of the Codified Ordinances (Tree Code) be amended. Finally, the Tree Commission will present a report.

There is no legislation for first, second, or third reading.

In new business, the Mayor will present a report of the results of her cannabis roundtable.

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 several loops and a long horizontal stroke extending to the left.

Thomas A. McWatters III
City Law Director

TAM:knp

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

City of Wauseon Alcohol Policy

1. Except as set forth in this Alcohol Policy ("Policy"), the sale or possession of alcohol on any property owned by the City of Wauseon, including its parks or facilities, is strictly prohibited.
2. The Wauseon Park Board is authorized to review and accept applications from non-profit entities, individuals, or groups of individuals wishing to sell beer in the Wauseon Parks for the following events or purposes: fund raising and/or to create public awareness of a particular entity or cause. Such applications shall be made to the Wauseon Park Board using applications prepared and made available to the public by the Park Board.

In the event that the Wauseon Recreation Association, Inc. ("WRA") is authorized, pursuant to this section, to provide for the sale and consumption of beer at the Dorothy Biddle Park during select weekends in which adult soft-ball tournaments are sponsored and supervised by the Wauseon Parks & Recreation Department ("WPRD"), such sale and consumption shall be governed by the following additional provisions:

- a. Subject to oversight by the WPRD and the Wauseon Park Board as set forth below, the WRA shall be responsible for supervising the sale of beer, and the conditions under which beer is sold, as permitted herein.
 - b. The beer to be sold by the WRA shall be purchased from an outside vendor only. Such vendor shall be selected by the WRA, and approved by the WPRD and the the Wauseon Park Board. The Wauseon Park Board shall review and approve any contracts with outside beer vendors prior to execution by a representative of the WRA.
 - c. All proceeds from the sale of beer in accordance with this Policy shall be distributed to the WRA for use for improvements to the City's parks and/or operation of the City's recreation programs.
3. Non-profit entities, individuals, or groups of individuals wishing to sell beer on City-owned property, other than at one of the parks, for purposes of fund raising and/or to create public awareness of a particular entity or cause, shall make application to the City for a permit. Such application shall be made to the Wauseon Police Department using an application prepared and made available to the public by the Police Department. Under this section, a permit may be granted only if the Mayor and the head of each of the City's Departments approves the application, and the application is approved by City Council. The application shall be approved/denied by the Mayor, the Chief of Police, the Fire Chief, and the Public Services Director within five (5) business days following submission of the application to the Police Department. Council shall approve/deny an application within three (3) weeks after it is submitted to the Police Department.

4. Any entity authorized pursuant to this Policy to sell beer on any City-owned property shall comply with the following requirements:
 - a. Applications for permits to sell alcohol under sections 2 and 3 of this Policy must be submitted to the Wauseon Park Board/Wauseon Police Department, as appropriate, no later than ninety (90) days prior to the first date of the proposed event.
 - b. All approved applicants must file an F permit with the State of Ohio Department of Commerce no later than sixty (60) days prior to the first date of the proposed event.
 - c. The sale of beer shall be supervised only by individuals who have established that they have received approved seller/server training for the sale of alcohol. Proof that seller/server training has been or will be completed must be provided prior to thirty (30) days before the first date of the proposed event.
 - d. For each event in which beer is sold as permitted under this Policy, the authorized entity shall obtain liability insurance coverage in an amount not less than \$1,000,000. Such policy shall name the City of Wauseon as co-insureds. Proof of insurance must be provided no later than thirty (30) days prior to the first date of the proposed event.
 - e. In consultation with the Wauseon Police Department, the authorized entity shall establish a designated, secured zone in which beer shall be sold. No beer shall be permitted to be taken from the designated zone, or brought into the designated zone. The designated zone, and the means used to secure the designated zone, shall be approved by the Wauseon Police Department.
 - f. Signs shall be posted inside and immediately outside the designated zone stating that: (1) no beer is to be brought into or taken out of the designated area; (2) violation of (1) shall result in immediate removal from the premises.
 - g. The authorized entity shall require that each person desiring to purchase beer provide proper identification establishing that he or she is twenty-one years of age or older. Patrons supplying proper identification of age shall be provided a wristband. Only patrons wearing the issued wristband shall be permitted to purchase beer.
5. Failure to comply with any of the aforementioned sections may result in immediate suspension of the use permit and the immediate termination of any further alcohol sales. Persons or entities in violation of this policy shall be banned from applying for a use application for a period of not less than three (3) years.

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Police Chief
Kevin Chittenden

Fire Chief
Chief Kessler

WAUSEON CITY COUNCIL AGENDA
May 6, 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 15, 2024
 - b) Special Council Meeting: April 19, 2024
 - c) Committee of the Whole: May 2, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
 - All in favor:
6. Committee Reports
 - a) Park Board: April 16, 2024
Recommendation that Council approve the Homecoming Committee's request to sell alcohol during the Homecoming at Dorothy Biddle Park this year moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - b) Tree Commission: April 23, 2024
 - c) Personnel Committee: April 26, 2024
Recommendation to approve the job classification for the position of Grounds Keeper moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - d) Safety & Code Committee: May 1, 2024
Recommendation that Chapter 159 of the Codified Ordinances (Tree Code) be amended 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

9. Second Reading of Legislation or Emergency

10. Third Reading of Legislation or Emergency

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, April 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, and Heising, to constitute a quorum for the transaction of city business. Councilor Tijerina had an excused absence. Councilor Schneider made a motion to approve excusal of Councilor Chamberlin, Councilor Heising seconded it. Council President Stickley expressed his disappointment of Councilor Chamberlin being absent, five members need to be present to pass emergency legislation. Council President Stickley had verified at the previous Committee of the Whole meeting that all council members besides Councilor Tijerina would be present at the next Council Meeting. There was continued discussion on the topic. Clerk of Council then took the vote.

Vote: 3 Yeas 1 Nays (Council President Stickley) Motion Carries

MINUTES

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

All in favor: Motion Passed Unanimously

COMMITTEE REPORTS

Finance Committee: April 1, 2024

Councilor Schneider gave a report from the previous Finance Committee meeting. He explained the two recommendations that the Finance Committee are presenting.

Recommendation to relocate \$50,000 for playground equipment moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 4 Yeas 0 Nays Motion Carries

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 moved by Councilor Heising and moved by Councilor Simon.

Vote: 4 Yeas 0 Nays Motion Carries

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. He met with Civil Service to open the promotional process to move employees around to fill in vacant positions. A lot of truck and building maintenance is going on currently. The generator will be installed soon.

Keith Torbet gave a report for his department. He will be needing a Personnel Committee meeting regarding the new grounds keeper position. Homecoming Leggett Street Park is under construction at the moment.

FIRST READING OF LEGISLATION

Ordinance 2024-1: An Ordinance Amending Section 933.07(C)(1) Of The Codified Ordinances Of The City Of Wauseon

Motion to place Ordinance 2024-1 on first reading moved by Council President Stickley and seconded by Councilor Simon.

Vote: 4 Yeas 0 Nays Motion Carries

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 first reading moved by Council President Stickley and seconded by Councilor Simon.

Vote: 4 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION ON SECOND READING

THIRD READING OF LEGISLATION

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

Motion to place Resolution 2024-10 on third reading moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 4 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 on third reading moved by Councilor Simon and seconded by Councilor Heising.

Vote: 4 Yeas 0 Nays Motion Carries

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 moved by Council President Stickley and seconded by Councilor Simon.

Vote: 4 Yeas 0 Nays Motion Carries

There was discussion regarding the dog waste at Homecoming Park.

Council President Stickley stated he was thankful to anyone who helped repair the tornado siren at the golf course.

APPROVAL OF BILLS

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

Vote: 4 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, Council President Simon moved and seconded by Councilor Heising to adjourn the meeting. 5:43 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Harold Stickley, President of Council

**WAUSEON CITY COUNCIL
SPECIAL COUNCIL MEETING
Monday, April 19, 2024**

Mayor Huner called this meeting of the Wauseon City Council to order at 7:30 a.m. in the Council Chambers.

ROLL CALL

Roll was taken by the Clerk of Council. Present were Council President Stickley, and Councilors, Schneider, Tijerina, Chamberlin and Simon to constitute a quorum for the transaction of city business.

FIRST READING OF LEGISLATION

Ordinance 2024-1: An Ordinance Amending Section 933.07(C)(1) Of The Codified Ordinances Of The City Of Wauseon; And Declaring An Emergency

Motion to place Ordinance 2024-1 on emergency reading moved by Councilor Schneider and seconded by Council President Stickley.

Councilor Chamberlin requested clarity on why Ordinance 2024-1 is on emergency. Tom McWatters clarified.

Vote: 5 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2024-1 on final reading moved by Councilor Tijerina and seconded by Council President Stickley.

Vote: 5 Yeas 0 Nays Motion Carries

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 Council President Stickley and seconded by Councilor Schneider.

Councilor Chamberlin requested clarity on why Resolution 2024-16 is on emergency. Tom McWatters and Director Giguere clarified.

Vote: 5 Yeas 0 Nays Motion Carries

Motion to place Resolution 2024-16 on final reading moved by Council President Stickley and 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 7:38 a.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Scott Stiriz, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, May 2, 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.

Clerk of Council went over the staff notes from the previous staff meeting. Council President Stickley was absent from the previous staff meeting.

Councilor Simon gave a report from the previous Park Board meeting on April 16, 2024. There will be one recommendation from the Park Board.

Recommendation to approve alcohol in Biddle Park for Homecoming, pending state approval.

Councilor Simon gave a report from the previous Tree Commission meeting on April 23, 2024. The Tree commission has completed the Tree Code update and will be presenting it to the Safety and Code Committee.

Councilor Chamberlin gave an update from the previous Personnel Committee meeting on April 26, 2024. They will be presenting a recommendation at the upcoming council meeting.

Recommendation to approve the job classification for the position of Grounds Keeper.

Councilor Tijerina gave a report from the previous Safety & Code Committee on May 1, 2024. They met with two Tree Commission members who presented the updated Tree Code. The committee commended their efforts on the update and will present a recommendation to approve the amendment to the code.

Recommendation that Chapter 159 of the Codified Ordinances (Tree Code) be amended.

DEPARTMENT HEAD REPORTS

Jamie Giguere gave a report for her department. She is working on getting the Everside Clinic contract completed. She has also been involving the Department Heads in the discussion of possibly enrolling the city into a wellness program. Jamie Giguere is currently working on finishing the month end reports for April.

Chief Chittenden gave a report for his department. Detective Bandeen has officially started his new position in Delta. He informed council and staff of a youtuber approaching municipal buildings. He is working with Motorola on the new cloud-based footage storage system.

Keith Torbet gave a report for his department. He is working with the EPA on the TTHM violations. Tom McWatters and himself are bringing in an Environmental lawyer to assist with the EPA issues. They will be meeting this upcoming Monday. There was recently a preconstruction meeting regarding the hybrid beacon project. There meeting will need to be redone because the contractor did not show up. The playground equipment at Homecoming Park will be installed soon. The city pool is getting cleaned and ready to be filled. The pool will be open on May 25, 2024. Keith Torbet wanted to point out that the soccer fields are in rough shape due to people using them when the park is closed.

Councilor Schneider stated they park should be using their flag system more.

Assistant Chief Shirkey gave a report for the Fire Department. The 806 truck is back from Napoleon. The 808 truck is currently being worked on.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:50 a.m.

Korin Miller, Clerk of Council

Harold Stickley, Council President

**SPECIAL - PARK BOARD
CITY COUNCIL CHAMBERS
TUESDAY, APRIL 16, 2024
7:00 AM**

MEMBERS PRESENT: Russ Pauley, Jakob Flores, Brook Conrad, and, David Carroll

STAFF: Jan Tropf

ABSENT: Mayor Huner, Harold Stickley, Larry Zimmerman, Keith Torbet, John Arps, Jeremy Simon

Matter: Alcohol at Homecoming in Biddle Park

Motion made by Brook Conrad, to approve alcohol in Biddle Park for Homecoming, seconded by Russ Pauley.

Yeas: 4 Nays: 0

Motion to adjourned made by Jakob Flores, seconded by Dave Carroll.

Meeting Adjourned: 07:05 hrs

Respectfully submitted,
Jan E. Tropf
Executive Assistant



**TREE COMMISSION
COUNCIL CHAMBERS
Tuesday April 23, 2024
8:00 AM**

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

Staff: Korin Miller, Keith Torbet, Tom McWatters

Absent: Jeremy Simon,

Tom McWatters joined the Tree Commission in council chambers. He provided another proposed updated Tree Code. The Tree Commission discussed some of the changes with him. The committee is ready to present the Tree Code to the Safety and Code committee.

Tom McWatters left Council Chambers at 8:45 a.m.

John Alexander gave an update on the upcoming Arbor Day April 26, 2024. There will be a Plane tree planted outside of the first-grade wing at the primary school on Leggett at 12:30 p.m. The elementary program will take place east of the elementary front entrance at 2:00 p.m. planting a Norway Spruce. In case of rain, we have scheduled the following Monday April 29, 2024, as a scheduled rain day with the same schedule.

Rick Frey brought up the topic of a possible new Chairman for the Tree Commission. He currently is the Chairman for the commission and feels like it is time to elect a new member as the chairman.

Recommendation to appoint Laura Kamp as the new chairman moved by Kurt Stucky and seconded by John Alexander.

All in Favor, Motion Carries.

The committee will meet again on May 7, 2024, at 8:00 a.m.

The meeting adjourned at 9:11 a.m.

Respectfully submitted,

Korin Miller
Clerk of Council

**PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
FRIDAY, APRIL 26, 2024
1:00 PM**

Present: Harold Stickley, Sarah Heising, and Shane Chamberlin

Also Present: Keith Torbet, Korin Miller, Chief Chittenden, and Phil Kessler

Matter: Grounds Keeper Position

Keith Torbet presented the classification specification of the Grounds Keeper position. Councilor Heising recommended some changes to the Clemmons and Nelson job description. She also asked what the plan was for the job during the winter. Keith Torbet stated they will be also assisting Public Works with winter responsibilities. Council President Stickley asked if this person will be required to have their licenses. Keith Torbet said yes.

Motion to accept the job description for the Grounds Keeper position moved by Councilor Chamberlin and seconded by Councilor Heising.

Vote: 3 yays 0 nays *motion carries*

Keith Torbet said there will be a civil service test for this job. They will start advertising soon.

Councilor Heising asked how the new HR hire has been. Both Chief Kessler and Chittenden stated they have been using HR for certain things and it has gone well.

Councilor Chamberlin moved to adjourn at 1:12 p.m. seconded by Councilor Stickley.

All in favor motion passed unanimously.

Respectfully submitted by,

Korin Miller
Clerk of Council

**SAFETY & CODE COMMITTEE
COUNCIL CHAMBERS
Wednesday, May 1, 2024
7:15 AM**

COMMITTEE MEMBERS: Brandon Tijerina (Chair), Jeremy Simon, Steve Schneider

STAFF: Korin Miller, Tom McWatters, Chief Chittenden, Danny Markley

OTHER: Kurt Stuckey (Tree Commission Member), Laura Kamp (Tree Commission Chair)

MATTER: Tree Code

Councilor Tijerina called the meeting to order at 7:15 a.m. on May 1, 2024.

Kurt Stuckey presented the updated Tree Code.

There was discussion on the updated Tree Code. The Safety and Code Committee commended the Tree Commission on the work they have put into updating the code.

Danny Markley asked if the presented Tree Code included sidewalk damage made by tree roots. Tom Mcwatters stated it does not, but that will be something to discuss in the future.

Laura Kamp entered the council chambers at 7:28 a.m.

There was continued discussion on the Tree Code.

Motion to recommend approval for the updated Tree Code moved by Councilor Tijerina and seconded by Councilor Shneider.

All in Favor, Motion Carries.

There being no further business, this Safety & Code Committee meeting adjourned at 7:51 p.m.

Respectfully submitted,

Korin Miller
Clerk of Council