

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

August 16, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of August 19, 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 the 2023-8 Appropriations Ordinance be amended to provide additional funding for the building feasibility studies.

The Tree Commission will present a report.

The Safety & Code Committee will present a report and recommend that the Codified Ordinances be amended to add Chapter 1117A (Zoning Certificate for Commercial Property) to the Zoning Code and Section 191.21 (landlord reporting requirement) to the Tax Code.

The Park Board will present a report and recommend that the pool entry fee for non-residents increase for 2025 season.

There will be a first reading on Resolution 2024-22, which amends the 2024 Appropriations Ordinance to provide for additional funding for the building feasibility studies.

There will also be a first reading on Resolution 2024-23 (emergency), which authorizes the Mayor to enter into an agreement with TRIOTECH for IT services.

There is no legislation for second or third reading.

In new business, a motion will be necessary to schedule Trick or Treat for Thursday, October 31, 2024.

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

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

WAUSEON CITY COUNCIL AGENDA
August 19, 2024
5:00 pm

Order of Business

- Call meeting to order
- Pledge of Allegiance
- Moment of Silence
- Roll Call
 - a) Councilor Chamberlin
 - b) Councilor Heising
 - c) Councilor Schneider
 - d) Councilor Simon
 - e) Councilor Tijerina
 - f) Council President Stickley
- Approval of prior meeting minutes:
 - a) Council Meeting: August 5, 2024
 - b) Committee of the Whole: August 15, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
- Committee Reports
 - a) Finance Committee: August 5, 2024
Recommendation that the 2023-8 Appropriations Ordinance be amended to provide additional funding for the building feasibility studies moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
 - b) Tree Commission: August 6, 2024
 - c) Safety and Code Committee: August 8, 2024
Recommendation that the Codified Ordinances be amended to add Chapter 1117 A (Zoning Certificate for Commercial Property) to the Zoning Code moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays

Recommendation that the Codified Ordinances be amended to add Section 191.21 (landlord reporting requirement) to the Tax Code moved by _____ and seconded by _____.

 - Vote: ____ Yeas ____ Nays
 - d) Park Board: August 13, 2024

Recommendation that the pool entry fee increase for non-city residents for the 2025 pool season moved by _____ and seconded by _____.

- Vote: ____ Yeas ____ Nays

- Department Head Reports

- a) Chief 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

- First Reading of Legislation or Emergency

- a) Resolution 2024-22: 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 2024-22 on first reading moved by _____ and seconded by _____

- Vote: ____ Yeas ____ Nays

- a) Resolution 2024-23: A Resolution Authorizing The Mayor To Enter Into A Service Contract With Triotech For It Services; And Declaring An Emergency

- Motion to place Resolution 2024-23 on emergency reading moved by _____ and seconded by _____

- Vote: ____ Yeas ____ Nays

- Motion to place Resolution 2024-23 on final reading moved by _____ and seconded by _____

- Vote: ____ Yeas ____ Nays

- Second Reading of Legislation or Emergency

- Third Reading of Legislation or Emergency

- New Business

- a) Motion to schedule Trick or Treat for Thursday, October 31, 2024, from 6-7:30 p.m. moved by _____ and seconded by _____.

- Old Business

- Approval of the Bills

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

- Vote: ____ Yeas ____ Nays

- 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.

Finance Committee
Friday, August 5, 2024
Council Chambers
4:30 p.m.

Present: Steve Schneider, Shane Chamberlin, and Sarah Heising

Staff: Phil Kessler, Keith Torbet, Kevin Chittenden, Jamie Giguere, Mayor Huner, and Korin Miller

Matter: Feasibility Studies

Keith Torbet provided a copy of the feasibility study proposal for the Finance Committee to review. The Finance Committee has already approved \$56,000 for the current municipal building. After the former Senior Center (240 Clinton Street) has become available for the city to potentially utilize. Keith Torbet has also asked the feasibility study company, Mull and Weithman, to provide a quote for that building. He explained his opinion on the importance of these studies. Not only will it provide residents with the proper information when future structure decisions are made, but it will also help the administration make the best decision. He is asking for an additional \$48,000 to provide both buildings with a feasibility study.

Councilor Schneider expressed his opinions on using the buildings that are available. He is not in favor of a new structure, that would require a levy, and he does not think that that would be in the best interest of the residents.

Councilor Chamberlin stated that he would prefer to see the original feasibility study budget be used for the former senior center building. He asked Keith Torbet to clarify the importance of the current municipal building having a feasibility study done.

Keith Torbet stated that it is much needed for the upkeep of the structure. He stated that once the study is completed future engineers can continuously refer to it.

Councilor Chamberlin stated that he sees the use in both feasibility studies being done if there is not going to be a new structure built. He asked Keith Torbet if there has been communication with Clinton Township about this topic, because they are the owners of the building.

Keith Torbet said he has talked to Clinton Township. Clinton Township stated there has not been much interest and the City of Wauseon gets first right of refusal. Clinton Township will be notified when the decision of the possibly feasibility study.

Recommendation that Appropriation Ordinance 2023-8 be amended to provide additional funding for the building feasibility studies moved by Councilor Heising and seconded by Councilor Heising

Vote: 3 Yays 0 Nays

Motion Carries

There being no further business, this meeting adjourned at 4:45 p.m.

Respectfully submitted,
Korin Miller



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

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

Staff: Korin Miller, Keith Torbet

Prior meeting minutes approved with two changes moved by John Alexander and seconded by Rick Frey

Matter: Downtown Trees

John Alexander stated that he did gather information regarding the trees on Fulton Street. DeepRoot is the landscape manufacturer that provides the tree equipment downtown. He informed the commission on the different sizes of planting spots and the cost. There are approximately 24 trees downtown. He stated that he would like to see less trees in better spots. Laura Kamp mentioned that if the city were to invest in the downtown tree reconstruction on Fulton Street it would be a good idea to bring in a landscape architect. There was continued discussion on this topic with commission members sharing their ideas and opinions. The commission will be looking into grants. Keith Torbet stated that the grants for this type of project are very competitive, and it would be a good idea to have local businesses involved with interest in this project. Laura Kamp stated that the next step would be starting to inform the public.

Matter: old business

Rick Frey will be looking into the replacement stone for the Bannisters. Laura Kamp brought up the discussion of who will take the vacant seat. She will be following up with a recommendation that Rick Frey made.

Matter: City of Wauseon Strategic Plan and Growth Awards

Kurt Stuckey went through a list of items that the commission is currently doing or already completed that would qualify them for growth award points. Some of these items included, continuing education, a new commission member, a place for the city brush to go that is not a land fill, and enforcement proceedings. The commission is on track to obtain the growth award.

(Jeremy Simon exited Council Chambers at 8:35 a.m.)



Laura Kamp went over the City of Wauseon Tree Commission Strategic Plan. This plan was inspired by the City of Waterville Tree Commission Plan. This plan includes things like the mission statement, goals, and an annual plan. Laura Kamp explained the plan to the Tree Commission. She asked the members if this is something that they would be interested in implementing.

The committee will meet again on September 17, 2024, at 8:00 a.m.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Korin Miller
Clerk of Council

SAFETY & CODE COMMITTEE
COUNCIL CHAMBERS
Wednesday, August 8, 2024
7:15 AM

COMMITTEE MEMBERS: Brandon Tijerina (Chair), Steve Schneider and Jeremy Simon (entered Council Chambers at 7:20 a.m.)

STAFF: Korin Miller, Tom McWatters, Chief Chittenden, Danny Markley, Chief Kessler, and Mayor Huner (entered Council Chambers at 7:26 a.m.)

Councilor Tijerina called the meeting to order at 7:15 a.m. on August 8, 2024.

Parade Permits

The committee was provided update code revision drafts. The committee looked over it. Chief Chittenden also stated there is not a system in place for parade permit denial. There was discussion on solutions for that. The conclusion included that there would be a provision in the code stating that the department heads will sign off on the parade permit along with the mayor. The applicant will be notified if the permit was denied within 3-5 business days.

Emergencies

The proposed updated code would allow the city to handle public nuisances in extreme cases. There will be another revision to the draft code stating that the Fire Chief will notify the Mayor and Law Director. Tom McWatters will revise the draft and present a new one at the next safety and code committee meeting.

Zoning

Tom McWatters and Code Enforcer Danny Markley worked together on creating a code amendment. The amendment will require commercial businesses to obtain a zoning certificate. Through the application process this will allow Code Enforcer, Danny Markley, assist the business owner with following the city's code properly. It will also help the new businesses to abide by Wood County requirements. The fee for this certificate will be \$100.

Recommendation that the Codified Ordinances be amended to add Chapter 1117 A (Zoning Certificate for Commercial Property) to the Zoning Code moved by Councilor Schneider and seconded by Councilor Simon.

Vote: 3 yays 0 nays
Motion Carriers

Land lord

There was discussion on rental homes in the city of Wauseon that houses more people than the code allow. This brings up multiple concerns, one concern being safety if the fire department needs to respond to a structure fire, and the other concern being city taxes being filed properly. There was discussion on how the landlords can communicate with the city with who is living in their houses. Tom McWatters provided a draft to amend the end of the tax code section. This amendment will require landlords to provide information on tenants to the tax commissioner.

Recommendation that the Codified Ordinances be amended to add Section 191.21 (landlord reporting requirement) to the Tax Code moved by Councilor Tijerina and seconded by Councilor Schneider.

Vote: 3 yays 0 nays
Motion Carriers

The Committee will be following up with the food truck, and solicitors code amendments.

All in Favor, Motion Carries.

There being no further business, this Safety & Code Committee meeting adjourned at 8:15 a.m.

Respectfully submitted,

Korin Miller
Clerk of Council

**PARK BOARD
CITY COUNCIL CHAMBERS
TUESDAY, August 13, 2024
7:01 AM**

MEMBERS PRESENT: Russ Pauley, Brook Conrad, Larry Zimmerman, Harold Stickley, Jacob Flores, and Jeremy Simon.

STAFF: Keith Torbet, John Arps, and Jan Tropf

ABSENT: Mayor Huner and David Carroll

GUESTS: Jacob Kessler, Paul Zumfelde

Matter: Park Board Minutes of June 11, 2024

Motion made by Larry Zimmerman to approve the June 11, 2024, minutes, seconded by Russ Pauley

Vote: Yeas: 5 Nays: 0

(Jeremy Simon came in after the vote on the minutes)

Matter: World War II re-enactment – Homecoming Park

Jacob Kessler gave a presentation regarding the World War II re-enactment, dates would be May 2, 3, 4, 2025. He stated Friday would be used for schools to visit and the education portion. Saturday and Sunday would be actual battles, using the hill and the tree line. (Flyer is attached)

The Re-enactment group is an established 501(c)3 non-profit with a \$1 million insurance rider. There are several ideas still waiting to be confirmed, such as a possible swing dance, or a 'Sound of Music' performance. Other issues were discussed such as allowing the event to dig foxhole trenches. (The organization would re-fill holes and re-see any areas); camping on the site for the re-enactors; discount on the use of the pavilion.

Motion made by Larry Zimmerman to allow the WWII re-enactors to come out and use Homecoming Park and to use due diligence to return the park to the same condition. Motion seconded by Jacob Flores.

Vote: Yeas: 6 Nays: 0

Matter: Pool Prices for 2025

A discussion ensued about prices for the pool for the 2025 season. The Park Board stated they were not educated enough on the cost of chemicals, etc., to offer a clear-cut amount. All were in agreement to keep the Wauseon resident amounts the same because the citizens already pay a portion through a tax levy.

Motion made by Larry Zimmerman, seconded by Brook Conrad, to take the City's lead and base any price increases on Keith Torbet's recommendation; keeping the prices the same for Wauseon City residents, and allow Keith to raise the non-resident as needed.

Increase the non-resident daily to \$5
Increase the non-resident pass to \$125

Vote: Yeas: 6 Nays: 0

Matter: Paul Zumfelde Art

Paul Zumfelde stated he still has the monarch butterfly bench waiting to be placed at Homecoming Park in the wild grass area., however, it would need a concrete base and the City would be responsible for pouring that base. Harold Stickley asked about the structure of the butterfly; if it was powder coated or just painted. Paul was unsure, he said it was steel and painted. Harold made the comment it would have to be re-painted over time and asked whose responsibility it was to maintain it. Brook Conrad asked if the City takes ownership of the artwork, and the response was "yes". The art council should maintain once an art council is formed. If an art council is established, the City will ask the Art Council to maintain all art pieces within the city.

It was noted the native grass area is much better this year. The bench was already approved just need a desired location for the Butterfly Bench. Harold Stickley suggested the bench be out of the way of other traffic especially tractors and other vehicles needing to access the wooded area. Motion was made by Larry Zimmerman, seconded by Jacob Flores to allow Keith Torbet and John Arps to pick a desired location for the Butterfly Bench.

Vote: Yeas: 6 Nays: 0

Paul Zumfelde went on to explain about the 2 bears he has. I will pick up quikcrete for the bases so they can be set on the Rails to Trail area, a grassy spot near the High School. Jacob Flores made mentioned he doesn't see what the bears have to do with Wauseon or Fulton County.

Motion made by Brook Conrad, seconded by Jacob Flores **not** to accept the bears.

Vote: Yeas: 6 Nays: 0

Paul show a picture of a metal 'woman', and stated he has someone in Ft Wayne area painting one to look like an Indian. It was commented that the figure may look good in someone's flower bed, but doesn't see it for a City location.

Motion made by Larry Zimmerman, second by Brook Conrad to table the metal lady art.

Vote: Yeas: 6 Nays: 0

Meeting Adjourned: 08:08 hrs

Respectfully submitted,
Jan E. Tropic
Executive Assistant

RESOLUTION 2024-22

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>
Municipal Building Equipment	403.705.52500	52,000.00	
Unappropriated Capital Fund			52,000.00
Total Capital Fund		52,000.00	52,000.00

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: August 19, 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 2024-22 passed on August 19, 2024

Korin Miller
Clerk of Council

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

RESOLUTION 2024-23

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A SERVICE CONTRACT WITH TRIOTECH FOR IT SERVICES; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon maintains a complex information technology system in its various buildings and locations throughout the City; and

WHEREAS, the City is in need of a firm to provide IT services; and

WHEREAS, the City desires to enter into a Service Contract with TRIOTECH to provide such services; and

WHEREAS, a copy of the Service Contract is on file in the office of the Clerk of Council:
and

WHEREAS, that this Resolution be, and hereby is, declared to be an emergency measure, necessary to ensure that the City's IT system operates properly and efficiently;

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 Service Contract.

Section 2.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate authorization for the Mayor to enter into the Service Contract with TRIOTECH, 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