

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

October 4, 2024

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of October 7, 2024

Dear Council Members:

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

The Tree Commission will present a report.

There will be a first reading on Resolution 2024-29, which authorizes the Mayor or her designee to enter into a Clinical Affiliation Agreement Between Rhodes State College and City of Wauseon, Fire Department.

There will be a second reading on Ordinance 2024-5, which amends the Codified Ordinances to include a new Section 191.21, which requires landlords to submit an annual list of tenants and their addresses to the Tax Commissioner.

There is no legislation for third reading.

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

Phone 419-335-9022 • Office Fax 419-335-3866

www.cityofwauseon.com

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

WAUSEON CITY COUNCIL AGENDA
October 7, 2024
5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
 - a) Councilor Chamberlin
 - b) Councilor Heising
 - c) Councilor Schneider
 - d) Councilor Simon
 - e) Council President Stickley
 - f) Councilor Tijerina
5. Approval of prior meeting minutes:
 - Council Meeting: September 16, 2024
 - Committee of the Whole: October 3, 2024
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____

All in favor:
6. 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
7. Committee Reports
 - a) Tree Commission: October 1, 2024
8. First Reading of Legislation or Emergency
 - a) **Resolution 2024-29:** A Resolution Authorizing The City Of Wauseon, Wauseon Fire Department To Enter Into A Clinical Affiliation Agreement With Rhodes State College
 - Motion to place Resolution 2024-29 on first reading moved by _____ and seconded by _____
 - Vote: ___ Yeas ___ Nays
9. Second Reading of Legislation or Emergency
 - a) **Ordinance 2024-4:** An Ordinance Amending The Codified Ordinances Of The City Of Wauseon To Include New Section 191.21

Phone 419-335-9022 • Office Fax 419-335-3866

www.cityofwauseon.com

- Motion to place Ordinance 2024-4 on second reading moved by _____ and seconded by _____

- Vote: __ Yeas __ Nays

10. New Business

11. Old Business

12. Approval of the Bills

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

- Vote: ____ Yeas ____ Nays

13. 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, September 16, 2024**

Special Council Meeting

A special Council Meeting was held at 4:45 to Honor the promotion of Brady Schaffer (from Lieutenant to Captain) and Jarrid Wyse (from Part-Time to Full-Time). Caption Jason Fischer lead the Badge Pinning Ceremony. The Fire Department members' families were there to honor them. Cookies were enjoyed after the celebrations.

Council Meeting

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, Tijerina, Chamberlin and Heising, 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

INDIVIDUALS WISHING TO ADDRESS COUNCIL

The Wauseon Recreation Superintendent, Matt Mennetti, was requested by council to attend the meeting. Assistant Recreation Superintendent, Hugo Barajas, was also present. Matt provided council with the Wauseon Recreation Association account report. Council has been wanting clarification on the WRA finances specifically regarding the Tiny's Tournament. Matt Mennetti explained the cost and expense to council. There was thorough discussion about how certain events are ran at Biddle Park. Moving forward council representatives, Council President Stickley and Councilor Simon will be relaying the WRA meeting minutes back to council.

COMMITTEE REPORTS

Director of Public Service, Keith Torbet gave a report from the previous Park Board meeting on September 10, 2024. There were no recommendations.

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. He informed council on the MagneGrip Grant that they will be voting on under New Business. The fair went well for his department. His department has been successful with advertising for vacant positions within his department. Fire Prevention month is coming up in October.

Chief Chittenden gave a report for his department. His department will be participating in the Road to Wellness event at the new senior center. The date for Christmas for Kids has been finalized for December 7, 2024. Applications for the event will be going out within the next month.

Keith Torbet gave a report for his department. The Fulton Street water line project is coming along. He informed council on Resolution 2024-25, 26, and 27.

Jamie Giguere gave a report for her department. She provided council with the August month end report. The income tax revenue is down 6%.

Tom McWatters gave a report for his department. He explained Ordinance 2024-3 and 4 to council.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2024-3: An Ordinance Amending The Codified Ordinances Of The City Of Wauseon To Include New Section 1117a; And Declaring An Emergency

Motion to place Ordinance 2024-3 on emergency reading moved by Councilor Chamberlin and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Ordinance 2024-3 on final reading moved by Councilor Chamberlin and seconded by Councilor Simon.

Vote: 6 Yeas 0 Nays Motion Carries

Ordinance 2024-4: An Ordinance Amending The Codified Ordinances Of The City Of Wauseon To Include New Section 191.21

Motion to place Ordinance 2024-4 on first moved by Councilor Chamberlin and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2024-25: A Resolution Authorizing The Mayor Or Their Designee To Prepare And Submit An Application To Participate In The Ohio Public Works Commission State Capital Improvement And/or Local Transportation Improvement Program(S) And To Execute Contracts As Required; And Declaring An Emergency

Motion to place Resolution 2024-25 on emergency reading moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Resolution 2024-25 on final reading moved by Council Chamberlin and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2024-26: A Resolution Authorizing The Mayor Or Their Designee To Prepare And Submit An Application To Participate In The Ohio Public Works Commission State Capital Improvement And/or Local Transportation Improvement Program(S) And To Execute Contracts As Required; And Declaring An Emergency

Motion to place Resolution 2024-26 on emergency reading moved by Councilor Simon and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Resolution 2024-26 on final reading moved by Council Tijerina and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays Motion Carries

Resolution 2024-27: A Resolution Authorizing The Mayor To Enter Into An LPA Federal Local-let Project Agreement For The Resurfacing Of A Portion Of North Fulton Street; And Declaring An Emergency

Motion to place Resolution 2024-27 on emergency reading moved by Councilor Schneider and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to place Resolution 2024-27 on final reading moved by Council Chamberlin and seconded by Councilor Stickley.

Vote: 6 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR SECOND OR THIRD READING

NEW BUSINESS

Motion to set the fee for the Zoning Certificate to \$100 moved by Councilor Simon and seconded by Council President Stickley.

Vote: 6 Yeas 0 Nays Motion Carries

Motion to Motion to approve the MagneGrip grant moved by Councilor Chamberlin and seconded by Council President Stickley.

Vote: 6 Yeas 0 Nays Motion Carries

Mayor Huner wanted to take a moment to give her condolences to the family of Larry Fruth.

APPROVAL OF BILLS

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

Vote: 6 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, moved by Council President Stickley and seconded by Councilor Tijerina to adjourn the meeting. 6:27 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, October 3, 2024**

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

President Stickley went over the proposed agenda for the upcoming Council Meeting on October 7, 2024. There will be two pieces of legislation on the upcoming agenda.

First Reading of Legislation:

Resolution 2024-29: Clinical Affiliation agreement between Rhodes State College and the City of Wauseon Fire Department

Second Reading of Legislation:

Ordinance 2024-4: An Ordinance Amending the Codified Ordinances of The Of The City Of Wauseon To Include New Section 19.21

Committee Reports: Tree Commission: October 1, 2024

DEPARTMENT HEAD REPORTS

Chief Kessler gave a report for his department. The Lieutenant Civil Service interviews have been completed. The new IT company has been doing excellence. He also discussed the Promotion Ceremony that was done previously at the special Council Meeting. Everyone agreed it was done very well. He informed council of new software he is interested in. He will be emailing them more information on it.

Chief Chittenden gave a report for his department. He is asking for a Safety and Code meeting regarding fee prices. Christmas for kids will be December 7, 2024. The letters will be going out soon. On Wednesday October 2, 2024, his department had their annual Awards Banquet. There has been an agreement met with the union, after a total of about five hours of mediation.

Keith Torbet gave a report for his department. Oak Street final walk through has been completed. Overall, it was quality work. Fulton Street water line project is coming along, minus a leak that was found. Funding was not awarded for the 2 OPWC grants. The two demo property projects are coming along.

ADJOURNMENT

There being no further business, this meeting adjourned at 7:48 a.m.

Korin Miller, Clerk of Council

Harold Stickley, Council President



TREE COMMISSION
COUNCIL CHAMBERS
Tuesday, October 1, 2024
8:00 AM

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

Staff: Korin Miller

Chairmen, Laura Kamp, provided binders for the commission members. The binders have all the Tree Commission important information. The members thanked Laura for them.

There was discussion regarding a resident's property and two trees that have been complained about. Rick Frey agreed to go to the property and assess the trees.

The Tree Commission voted to adopt the Strategic Plan that they will be working through next year. The plan is detailed and will help the Tree Commission receive growth award points.

The Clerk of Council will be updating the city website to include the new Tree Ordinance and the current members of the Tree Commission.

The members spent most of the meeting discussing the beginning of the strategic plan.

The commission members will be attending a Forestry Conference on November 9, 2024.

The committee will meet again on November 6, 2024, at 8:00 a.m.

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

Respectfully submitted,

Korin Miller
Clerk of Council

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

RESOLUTION 2024-29

A RESOLUTION AUTHORIZING THE CITY OF WAUSEON, WAUSEON FIRE DEPARTMENT TO ENTER INTO A CLINICAL AFFILIATION AGREEMENT WITH RHODES STATE COLEGE

WHEREAS, James A. Rhodes State College (“College”) has established approved and/or accredited programs (“Program”); and

WHEREAS, the City of Wauseon, Wauseon Fire Department (“WFD”) is willing to furnish students with rotation through certain clinical services of WFD in order to further the clinical enrichment educational experiences of students currently enrolled and in good standing in the Program at the College; and

WHEREAS, it is the mutual desire of College and WFD to have teaching programs that are in the public interest and benefit public health and welfare; and

WHEREAS, it is the mutual desire of the parties to affiliate pursuant to A Clinical Affiliation Agreement Between Rhodes State College and City of Wauseon, Fire Department (“Agreement”) in order to provide health care education to the College’s Program students at WFD; and

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

WHEREAS, the parties may, from time to time, desire to renew or amend the Agreement;

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

Section 1

That the Mayor and/or designee are hereby authorized to execute the Agreement, 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 renewals of or amendments to the Agreement, provided any such renewals or amendments do not materially

change the Agreement.

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	_____	_____

ORDINANCE NO. 2024-4

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON TO INCLUDE NEW SECTION 191.21

WHEREAS, the City desires to amend the Codified Ordinances of the City to include a new Section 191.21, which will require landlords to submit an annual report to the Tax Commissioner listing the names and addresses of tenants;

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

Section 1.

That the Codified Ordinances shall be amended to include new Section 191.21, which shall provide as follows:

“ (A) On or before December 31st of each year, all property owners of rental or leased property who rent to tenants of residential, commercial, or industrial premises shall file with the Income Tax Commissioner, a report showing the name, address, move in/out dates, and forwarding address if known, of each tenant who occupies the residential, commercial, or industrial premises within the corporation limits of the municipality during a requested year.

(B) Landor report forms shall be made available on the City of Wauseon website. Failure to submit a report will result in notification to the landlord to comply within 30 days. Any subsequent notifications will incur a \$50 penalty to the landlord. “

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