

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
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
Chief Kessler

Wauseon City Council Agenda **April 7, 2025** **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:
 - i. Council Meeting: March 17, 2025
 - b) Committee of the Whole:
 - i. Committee of the Whole: April 3, 2025
6. Committee Reports
 - a) Tree Commission: April 1, 2025
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 2025-8
9. Second Reading of Legislation or Emergency
10. Third Reading of Legislation or Emergency
 - a) Ordinance 2025-4
 - b) Ordinance 2025-5
11. New Business
12. Old Business
13. Approval of the Bills
14. Adjournment

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.



Item: 5.a.i.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office: Admin

Item Name: Council Meeting: March 17, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 3 17 2025 Council Minutes

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, March 17, 2025**

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 Councilors Schneider, Tijerina, Chamberlin, Simon, 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. Councilor Chamberlin moved and was seconded by Councilor Heising to approve the minutes as printed.

All in favor: Motion Passed Unanimously

Motion to accept the resignation of Council Member Harold Stickley moved by Councilor Simon and seconded by Councilor Chamberlin.

Vote: 5 Yeas 0 Nays Motion Carries

COMMITTEE REPORTS

Councilor Schneider gave a report from the previous Finance Committee meeting on March 3, 2025.

Councilor Simon gave a report from the previous Tree Commission meeting on March 4, 2025.

Councilor Simon also gave a report from the previous Park Board meeting on March 11, 2025.

Recommendation to accept a memorial bench from the Fulton County Veterans Service Organization moved by Councilor Heising and seconded by Councilor Simon.

Vote: 5 Yeas 0 Nays Motion Carries

Recommendation to approve a 25% discount for city employees for pool passes and rentals moved by Councilor Schneider and seconded by Councilor Schneider.

Vote: 5 Yeas 0 Nays Motion Carries

Mayor Huner wanted council to clarify what employees would receive the 25% discount. All council members agreed the discount would apply for all part-time and full-time employees.

DEPARTMENT REPORTS

Chief Kessler gave a report for the Fire Department. His department has been steadily busy. There have been a few weather-related incidents but nothing serious. The Hero's Vs Hero's event went well.

Chief Chittenden gave a report for the Police Department. The last remaining Crown Victoria police car has been retired. The replacement vehicle will be in soon.

Director Torbet gave a report for the Public Works Department. The Enterprise Sanitary Sewer project has been recently put out for bid. Three companies have contacted him for bid packets. He is confident that there will be submitted bids

for the bid opening on March 28, 2025. Smith Paving will be working on the concrete work for the Hybrid Beacon. His department is getting the city pool ready for the season, a lot of last year's employees will be returning.

Law Director, Tom McWatters, had nothing to report.

THERE WAS NO LEGISLATION FOR FIRST READING

SECOND READING OF LEGISLATION OR EMERGENCY

Ordinance 2025-4: An Ordinance Amending The Codified Ordinances Of The City Of Wauseon To Add A New Section 721 Pertaining To Mobile Food Vehicles

Motion to place Ordinance 2025-4 on first reading moved by Councilor Tijerina and seconded by Councilor Simon.
Vote: 5 Yeas 0 Nays Motion Carries

Ordinance 2025-5: An Ordinance Amending Section 377 Of The Codified Ordinances Of The City Of Wauseon; And Declaring An Emergency

Motion to place Ordinance 2025-5 on emergency reading moved by Councilor Tijerina and seconded by Councilor Chamberlin.
Vote: 5 Yeas 0 Nays Motion Carries

THERE WAS NO LEGISLATION FOR THIRD READING

NEW BUSINESS

Mayor Huner recognized the retirement of Lou Thourot from the Water Treatment Plant. April 4, 2025, will be his last official day after 32 years of phenomenal service.

Councilor Chamberlin stated the importance of Lou Thourot job throughout the years.

APPROVAL OF THE BILLS

Motion to approve and pay the bills as presented moved by Councilor Schneider and seconded by Councilor Heising.
Vote: 5 Yeas 0 Nays Motion Carries

EXECUTIVE SESSION

Motion to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, and to discuss imminent litigation moved by Councilor Simon and seconded by Councilor Chamberlin.
Vote: 5 Yeas 0 Nays Motion Carries

Council exited Executive Session at 6:06 p.m.

ADJOURNMENT

There being no further business, moved by Councilor Tijerina and seconded by Councilor Simon to adjourn the meeting at 6:07 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Council Member



Item: 5.b.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office:

Item Name: Committee of the Whole:

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 5.b.i.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office: Admin

Item Name: Committee of the Whole: April 3, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 4 3 2025 Committee of the Whole Agenda

Committee of the Whole
Thursday, April 3, 2025
9:00 a.m.
Council Meeting at 5:00 p.m.
April 7, 2025

1. Individuals Wishing to Address Council

2. Committee Reports

Tree Commission: April 1, 2025

3. First Reading or Emergency

Resolution 2025-8: Bid Advertisement for the Fulton Street Project

4. Second Reading or Emergency

5. Third Reading or Emergency

Ordinance 2025-4: Recommendation that the Codified Ordinances be amended to include a new Section 721 regulating the operation of food trucks in the city

Ordinance 2025-5: Recommendation to amend the slow moving vehicle ordinance (Section 377) to reduce the inspection fee if the inspection occurs prior to March 1st of each year

6. New Business

7. Calendar of Upcoming Events



Item: 6.a.

ITEM REPORT

To: City Council

From: Jeremy Simon, Council Member

Meeting Date: April 7, 2025

Department/Office: Admin

Item Name: Tree Commission: April 1, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 4 1 2025 Tree Commission Minutes



**TREE COMMISSION
COUNCIL CHAMBERS
Tuesday, April 1, 2025
8:00 AM**

Present: Laura Kamp, Rick Frey, John Alexander, and Kurt Stuckey

Staff: Korin Miller

Absent: Dan Nelson, Jeremy Simon, Keith Torbet

John Alexander moved, and Kurt Stuckey seconded to approve the prior meeting's minutes.

John Alexander gave an update to the Tree Commission. There has been 21 ½ loads of mulch distributed along with 20 loads of firewood from trees that the city has removed.

Kurt Stuckey asked John Alexander about the letter that goes out to residents when a tree is removed from the boulevard in front of their property. John explained that the letter informs residents of the tree's removal and outlines that, following its removal, the city will assess whether the location of the previous tree is suitable for replanting another tree.

Some members of the Tree Commission will be attending the Tree City USA Awards event in Bowling Green on April 16, 2025.

The Tree Commission continued to work through the Wauseon Urban Forestry Management Plan.

The committee will meet again on May 6, 2025, at 8:00 a.m.

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

Respectfully submitted,

Korin Miller
Clerk of Council

ITEM REPORT**To:** City Council**From:** Phil Kessler, Fire Chief**Meeting Date:** April 7, 2025**Department/Office:** Fire Department**Item Name:** Phil Kessler, Fire Chief

Summary:**Event:** Wauseon City Council Meeting**Monday, April 7, 2025****Location:** Wauseon City Council Chambers**Time:** 5:00 P.M.

- The updated Zoll Advanced Monitors have been placed in service while we wait for the release of the new Zenix Monitors.
- As of today, the external posting for the position of Executive Assistant to the Fire Chief has been posted to the public. We have 3 internal applicants that have expressed interest. Human Resources has been working with them to obtain resumes.
- I have been working with Skeet (city maintenance), Clinton Twp. Maintenance, and our staff to collect data and information on our apparatus to allow us to grade each vehicle in our fleet.
 1. This will allow us to categorize them based on:
 - Current Condition
 - Mileage
 - Hours
 - Department Needs
 2. This allows us to forecast needs and future replacement schedules.
- We hosted the community Roth ID / Car Seat Check Event in the Fire Department Apparatus Bay on March 29th. Many local organizations participated to make it a success.
- Austin Griffith passed his FF I Certification.
 1. Currently, we have
 - 2-individuals taking FF II
 - 4-individuals taking EMT-B
 - 3-individuals taking FF I

Recommended Action:

N/A

Budget:

N/A

Attachments:

None



Fire Department

CITY OF WAUSEON

Service Providers to Clinton & Dover Townships

Fire Department Report

Event: Wauseon City Council Meeting

Monday, April 7, 2025

Location: Wauseon City Council Chambers

Time: 5:00 P.M.

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 - This will allow us to categorize them based on:
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- We hosted the community Roth ID / Car Seat Check Event in the Fire Department Apparatus Bay on March 29th. Many local organizations participated to make it a success.
- Austin Griffith passed his FF I Certification.
 - Currently we have
 - 2-individuals taking FF II
 - 4-individuals taking EMT-B
 - 3-individuals taking FF I.

Station #1

230 Clinton Street

Wauseon, Ohio 43567

Phil Kessler, Fire Chief

Phone: 419-335-7831

Fax: 4193350180@westfax.com

Firechief@cityofwauseon.com

www.wauseonfire.com

Station #2

13910 Delbert Dunbar Drive

Wauseon, Ohio 43567



Item: 7.b.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office:

Item Name: Kevin Chittenden, Police Chief

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.c.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office:

Item Name: Keith Torbet, Director of Public Service

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.d.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office:

Item Name: Jamie Giguere, Director of Finance

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.e.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office:

Item Name: Thomas McWatters III, Law Director

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 8.a.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office: Admin

Item Name: Resolution 2025-8

Summary:

Recommended Action:

Budget:

Attachments:

1. 2025-8 Resurfacing North Fulton Street

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

RESOLUTION 2025-8

A RESOLUTION AUTHORIZING THE MAYOR TO ADVERTISE FOR BIDS FOR RESURFACING NORTH FULTON STREET; AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST AND BEST BID; AND AUTHORIZING THE MAYOR TO ENTER A CONTRACT WITH THE LOWEST AND BEST BIDDER

WHEREAS, the City of Wauseon desires to maintain its public streets in a safe and serviceable condition for public use; and

WHEREAS, funds have been duly budgeted and appropriated for the purpose of resurfacing North Fulton Street between Linfoot Street and the Norfolk Southern Combined Railroad; and

WHEREAS, the Mayor should be authorized to accept the lowest and best bid for the project, within the appropriated budget for said purpose; and

WHEREAS, plans and specifications for the proposed resurfacing are on file in the Office of the Clerk of Council;

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 advertise for bids for the resurfacing of North Fulton Street, in accordance with the plans and specifications on file and in compliance with applicable provisions of the Ohio Revised Code and the Codified Ordinances of the City of Wauseon.

Section 2.

The Mayor is further authorized to accept the lowest and best bid that complies with all bidding requirements and falls within the budget appropriated for this purpose.

Section 3.

The Mayor is hereby authorized to execute a contract and any related documents necessary to carry out the resurfacing project as authorized herein.

Passed:

Kathy Huner
Mayor

Shane L. Chamberlin
Acting President of Council

Attest:

Korin Miller
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director



Item: 10.a.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office: Admin

Item Name: Ordinance 2025-4

Summary:

Recommended Action:

Budget:

Attachments:

1. 2025-4 Amedning 377 Slow Mving Vehciles

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

ORDINANCE NO. 2025-5

AN ORDINANCE AMENDING SECTION 377 OF THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON

WHEREAS, pursuant to Ordinance 2016-18, City Council adopted Chapter 377 of the Codified Ordinances which, in accordance with Section 4511.215 of the Ohio Revised Code, authorized the operation of low-speed vehicles, under-speed vehicles, utility vehicles, or mini-trucks on a public street or highway under certain conditions specified in that Ordinance; and

WHEREAS, pursuant to Ordinance 2023-4, Council revised Chapter 377 to permit the operation of golf carts within the City’s corporate limits, subject to certain restrictions and procedures; and

WHEREAS, Council desires to amend Chapter 377 to reduce the inspection fee for renewal inspections conducted prior to March 1st of each year;

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

Section 1.

That Section 377.04(e) of the Codified Ordinances shall be amended to read in its entirety as follows:

(e) If a low-speed vehicle, an under-speed vehicle, a utility vehicle or a mini-truck has been inspected, registered and titled, prior to the effective date of this chapter or is brought into the City of Wauseon after the effective date of this chapter, but previously having had such vehicle inspected by an authorized inspection program, in order to legally operate the vehicle in the City of Wauseon, the owner/operator must still provide evidence of an inspection in compliance with Ohio statutory requirements.

Section 2.

That Section 377.04(f) be amended to read as follows:

(f) Vehicles that have been inspected pursuant to this section shall display a sticker that will be provided by the Wauseon Police Department on the rear of the vehicle in a conspicuous location. Stickers shall be valid through February 28th of each year, and shall be renewed annually. A fee of \$10 shall be charged for each renewal inspection conducted prior to March 1st, and a fee of \$50 shall be charged for each renewal inspection conducted March 1st or after. Officers may stop any low-speed vehicle, an under-speed vehicle, a utility vehicle, or a mini-truck operated on a street or highway of the City for the purpose of inspecting the vehicle.

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



Item: 10.b.

ITEM REPORT

To: City Council

From:

Meeting Date: April 7, 2025

Department/Office: Admin

Item Name: Ordinance 2025-5

Summary:

Recommended Action:

Budget:

Attachments:

1. 2025-4 Food Trucks

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

ORDINANCE NO. 2025-4

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF WAUSEON TO ADD A NEW SECTION 721 PERTAINING TO MOBILE FOOD VEHICLES

WHEREAS, during special community events in the City, and otherwise periodically, vendors operating mobile food vehicles are present in the City selling various food and beverage items; and

WHEREAS, the City desires to ensure that the operation of mobile food vehicles in the City is safe and sanitary for all residents of the City and

WHEREAS, the Codified Ordinances do not contain any rules or regulations for the operation of mobile food vehicles in the City; and

WHEREAS, City Council desires to amend the Codified Ordinances to include a new Section 721 which prescribes certain rules and regulations for the operation of mobile food vehicles within the City; and

WHEREAS, a copy of the new Section 721 is attached to this Ordinance as Exhibit A;

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 contain a new Section 721, Mobile Food Vehicles, a copy of which is attached to this Ordinance as Exhibit A.

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