

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Harold Stickley
Scott Stiriz
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

June 2, 2023

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of June 5, 2023

Dear Council Members:

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

The Safety & Code Committee will present a report and recommend that the use of golf carts be legalized in the City of Wauseon, subject to certain restrictions to be discussed and agreed upon by Council should the recommendation be approved.

The Finance Committee will present a report and recommend: (1) the City move forward with the restoration of the North Park and Fire Department monuments; (2) the City proceed with the milling and repaving of the existing sections of Seneca Drive; (3) the Fire Department be permitted to purchase a new vehicle; (4) that the City proceed with the purchase of a replacement generator for the Municipal Building; and (5) that an amendment to the 2023 Appropriation Ordinance be approved

There will be a first reading of Resolution 2023-7, which amends Ordinance 2022-7, the 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 2023.

There is no legislation for second or third reading.

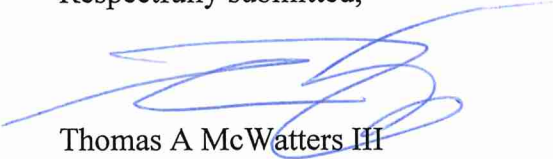
A motion will be necessary to enter into an executive session to consider: (1) potential or imminent litigation; and (2) the discipline or demotion of a public employee or official.

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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

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WAUSEON CITY COUNCIL AGENDA

June 1, 2023

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 Stickley
 - e) Council President Stiriz
 - f) Councilor Tijerina
- Approval of prior meeting minutes:
 - a) Council Meeting: May 15, 2023
 - b) Committee of the Whole: June 1, 2023
- Motion to approve the prior meeting minutes moved by _____ and seconded by _____.
All in favor:
- 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
- Committee Reports
 - a) Finance Committee: May 15, 2023
 - Recommendation to move forward with the restoration of the North Park and Fire Department monuments moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
 - Recommendation to proceed with the milling and repaving of the existing sections of Seneca Drive moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
 - b) Safety and Code: May 17, 2023
 - Recommendation that the use of golf carts be legalized in the City of Wauseon, subject to certain restrictions moved by _____ and seconded by _____.

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- Vote: ____ Yeas ____ Nays
- c) Tree Commission: May 25, 2023, Council President Stiriz, Chair
- d) Finance Committee: May 26, 2023, Councilor Schneider, Chair
 - Recommendation that the Fire Department be permitted to purchase a new vehicle moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- e) Finance Committee: June 1, 2023 Councilor Schneider, Chair
 - Recommendation that the City proceed with the purchase of a replacement generator for the Municipal Building moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- First Reading of Legislation or Emergency
 - a) • Resolution 2023-7: A Resolution To Amend Ordinance 2022-7 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 2023 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 accept the Public Water System Equipment Grant moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- Old Business
- Approval of the Bills
 - a) Motion to approve and pay the bills as presented moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- Executive Session
 - a) Motion to Enter into Executive Session for the purpose of potential or imminent litigation; and considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
- Adjournment
 - a) Motion to adjourn moved by _____ and seconded by _____.

All in favor:

Korin Baumgartner
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, May 15, 2023**

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 Stiriz, Councilors Schneider, Tijerina, Heising, and Stickley to constitute a quorum for the transaction of city business. Councilor Chamberlin had an excused absence.

MINUTES

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

Mayor Huner mentioned that a typo in the previous Committee of the Whole minutes will be changed.

All in favor: Motion Passed Unanimously

ANNUAL JOINT MEETING BETWEEN CITY COUNCIL AND CLINTON TOWNSHIP TRUSTEES

Roll was taken by the Clerk of Council. Present were Council President Stiriz, Councilors Schneider, Tijerina, Heising, Stickley, Trustee Hite, and Trustee Neuenschwander to constitute a quorum for the transaction of city business. Councilor Chamberlin and Trustee Frey had an excused absence.

Motion to reappoint Rick Frey to the Wauseon Union Cemetery for the three year term of January 1, 2024 to January 1, 2027 moved by Councilor Stickley and seconded by Trustee Hite.

Vote: 7 Yeas 0 Nays Motion Carries

There being no further business, Trustee Hite moved and seconded by Councilor Tijerina to adjourn the annual joint meeting between City Council and Clinton Township Trustees at 5:07 p.m.

PROCLAMATION

Mayor Huner read the EMS Proclamation. The week of May 21-27, 2023, is designated as Emergency Medical Services Week. Mayor Huner thanked Chief Kessler and his department for their hard work.

DEPARTMENT REPORTS

Chief Kessler gave a report for his department. He explained a previously part time employee will be full time the start of June. His department is doing events to honor EMS week. He thanked Clinton Township for everything they do to help with the Fire Department. Chief Kessler showed a recruitment video he created. He hopes to share that with the public.

Director of Public Service, Keith Torbet gave a report for his department. The city pool has been filled with water. The pool is half booked on Saturdays for the summer. He thanked the Fire Department for doing the CPR training for the lifeguards. North Park is almost finished. Public works is doing the finishing touches. He is working on several sets of easements.

COMMITTEE REPORTS

Councilor Tijerina gave a report from the April 27, 2023, Safety and Code meeting. He explained the committee was addressed by multiple residents, who expressed their opinions on the city changing their laws in favor of allowing golf carts on the streets. He said the committee decided to bring the topic back to the entire council for discussion. The Safety and Code committee will meet again on Wednesday May 17, 2023, to further discuss the topic.

Council President Stiriz gave a report from the May 3, 2023, Tree Commission meeting. He explained that the minutes detailed what the Tree Commission needed to do before the event. He said that the May 9, 2023, Tree City Awards Event went great. It was well attended by surrounding cities and villages. He thanked the Tree Commission members and Public Works for all their help with the event.

Mayor Huner said the event was well received and that she has heard great feedback.

Councilor Stickley gave a report from the May 9, 2023, Park Board meeting. He explained the first recommendation Park Board is presenting to council. He said the estimated cost for the six pickleball courts was \$96,000, excluding the fence. He said the committee discussed the trails that will go through the Native Grassland area at Homecoming Park. An anonymous doner has donated \$90,000 for a playground at Homecoming Park. The committee has decided to move forward with portable bathrooms for the parks that do not have restroom facilities.

Recommendation to move forward with six pickleball courts at Homecoming Park moved by Councilor Stickley and seconded by Council President Stiriz.

Vote: 5 Yeas 0 Nays Motion Carries

Recommendation to proceed with the implementation of AED units at Biddle Park moved by Councilor Schneider and seconded by Councilor Tijerina.

Vote: 5 Yeas 0 Nays Motion Carries

THERE WERE NO PIECES OF LEGISLATION UNDER FIRST SECOND OR THIRD READING

NEW BUSINESS

Mayor Huner mentioned that the FFA students did a great job planting flowers around the city. The flowers were funded by the Wauseon Beautification Team. Administrative Assistant, Brooke Baumgartner and the Fire Department Executive Assistant, Hannah Kreitzer were a huge help. Public Works also assisted with the project.

Mayor Huner also mentioned the new sculptures that have been placed along the trail.

APPROVAL OF BILLS

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

Vote: 5 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, Councilor Stickley moved and seconded by Council President Stiriz to adjourn this meeting at 5:36 p.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, June 1, 2023**

Council President Stiriz called this meeting to order at 7:30 a.m. in Council Chambers. Present were Councilors, Stickley, Schneider, Tijerina, Heising Tijerina, and Chamberlin.

DEPARTMENT HEAD REPORTS

Director Giguere gave a report for her department. She explained that she has submitted the financial statements to the state. She also said they will be sent a different auditor this year.

Chief Chittenden gave a report for the Police Department. His department has received their new tasers, everyone will be certified with those. They have received their new Dodge Durango. A dispatcher has resigned from her position, she has been replaced. A patrolman has accepted a new position in Waterville, June 7, 2023, will be his last day. Assistant Chief of Police, John Roof will be stepping down to a Patrol Officer position in August of 2023. The Assistant Chief position will be filled by Nathan Hartsock.

Director Torbet gave a report for his department. The wild grass at Homecoming Park has been planted. He wanted to thank Soil and Water for their hard work with the project. The Seneca Drive water line has been connected. They will start working on the subgrade and the road pavement. ODOT has contacted Director Torbet to report a leak. His department is looking into it further.

Chief Kessler gave a report for his department. He explained that he will be filling two positions. He said they have been working on collecting data over the past two years for a mandatory Medicare audit, it is now completed. The City fireworks will be on July 3, 2023. Keith Torbet has been assisting in the generator replacement process. Chief Kessler will be at the next finance meeting to discuss the generator replacement options.

COMMITTEE REPORTS

Councilor Tijerina gave a report from the previous Safety and Code meeting on May 17, 2023. He explained the meeting was about legalizing golf carts to drive on the streets. Council discussed their opinions on the matter. Councilor Tijerina explained that if the recommendation presented passes the committee will meet to decide restrictions.

Recommendation that the use of golf carts be legalized in the City of Wauseon, subject to certain restrictions.

Councilor Schneider gave a report from the previous Finance Meetings on May 15, 2023, and May 26, 2023. He explained the recommendations that the committee will be presenting. Chief Kessler answered any questions Council had regarding the Fire Department vehicle purchase. Councilor Schneider told council that the committee is meeting later that day to discuss the purchase of a replacement generator.

Recommendation to move forward with the restoration of the North Park and Fire Department monuments.

Recommendation to proceed with the milling and repaving of the existing sections of Seneca Drive.

Recommendation that the Fire Department be permitted to purchase a new vehicle.

A Tree Commission and an additional Finance Meeting report will be given at the upcoming council meeting.

Council President Stiriz then read over the expected agenda for the next council meeting.

FIRST READING OF LEGISLATION

Resolution 2023-7: A Resolution To Amend Ordinance 2022-7 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 2023.

THERE WILL BE NO LEGISLATION UNDER SECOND OR THIRD READING**NEW BUSINESS**

Motion to accept the Public Water System Equipment Grant.

EXECUTIVE SESSION

Motion to Enter into Executive Session for the purpose of potential or imminent litigation; and considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

There being no further business, this meeting adjourned at 8:50 a.m.

Korin Miller, Clerk of Council

Scott Stiriz, Council President

Finance Committee Meeting – 2023 Budget

May 15, 2023

Finance Committee Meeting convened at 5:40pm with the following in attendance:

Finance Committee: Steve Schneider and Sarah Heising; Shane Chamberlin - absent

Staff: Chief Kessler, Director Keith Torbet, Mayor Huner

Matter: Monument Cleaning

Director Torbet presented the estimated cost for the North Park monument cleaning to be \$13,222. Prior to the meeting Chief Kessler asked if Director Torbet could also get an estimate for the Fire Department monument. Director Torbet said that the estimated cost is \$1,296.

Councilor Schneider said he believes this is something that is important to do.

Motion to move forward with both monument cleanings moved by Councilor Schneider and seconded by Councilor Heising.

All in favor.

Matter: Seneca Drive

Director Torbet explained that there will be a new roadway put in for the new housing development. He told the committee he would like to have a connecting roadway repaired. He said the estimated cost would be \$43,684.

Councilor Schneider stated that he was in favor of it.

The milling of the existing Seneca Drive and repaving for the same street moved by Councilor Heising and Seconded by Councilor Schneider.

Matter: Fire Department Vehicle

Chief Kessler explained that in 2022 the budget was approved for a Chevy Tahoe to replace the inspector vehicle. He told the committee that the vehicles are difficult to get from the dealership. The initial budget was \$37,000. He will be needing around \$58,000. He is waiting to hear back on bid assistance.

Councilor Heising asked if he was unhappy with the pricing and choices at the dealership. Chief Kessler clarified that the problem is with the purchasing process.

No action was taken.

The meeting was adjourned at 5:58 pm.

Respectfully submitted,

Clerk of Council,
Korin Miller

SAFETY & CODE COMMITTEE
COUNCIL CHAMBERS
Wednesday, May 17, 2023
7:30 AM

COMMITTEE MEMBERS: Brandon Tijerina (Chair), Steve Schneider, Council President Stiriz

STAFF: Korin Miller, Tom McWatters, Chief Chittenden, Keith Torbet

MATTER: Legalizing golf carts driving on city streets

Councilor Tijerina shared his opinions on the matter. He believes that if residents have street legalized golf carts, they should be able to use them on the city streets. He said he liked the idea of doing a trial run for a year or two.

Councilor Schneider said he is in favor of the idea with strict rules.

Chief Chittenden stated he is not in favor of a trial run. He provided a handout of the surrounding city's golf cart laws. He strongly recommends that if the council moves forward with the matter, that the golf carts stay off roads allowing speed limits over 25mph. He is not in favor of the idea overall though.

Everyone discussed the streets in the city that have speed limits over 25 mph.

Director Torbet explained that there will need to be clear communication with golf cart owners if the matter moves forward.

Everyone discussed the surrounding city's laws.

Tom McWatters told the committee that they can restrict any areas that they see fit.

Councilor Tijerina asked Tom McWatters if they could also have time restrictions on the golf carts. Tom McWatters said yes.

The committee discussed it would be best to bring this before council to be voted on pending restrictions. If council passes the recommendation the Safety and Code committee will meet again to decide on restrictions. They will then bring the recommended restrictions back to council to be approved.

Motion to recommend the legalization of golf carts driving on city streets, subject to restrictions, moved by Councilor Schneider seconded by Council Tijerina.

All in Favor, Motion Carries.

No action was taken.

There being no further business, this Safety & Code Committee meeting adjourned at 8:12 p.m.

Respectfully submitted,

Korin Miller
Clerk of Council



**TREE COMMISSION
COUNCIL CHAMBERS
Thursday May 25, 2023
8:00 AM**

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

Other: Stephanie Miller

Staff: Korin Miller

The Tree Commission Committee met to mainly discuss the Annual Tree City USA event that Wauseon hosted on May 9th, 2023. Stephanie Miller was present to discuss how the event went. The committee reflected on the day. They discussed how the event went well. Stephanie informed the group that she had received great feedback from surrounding cities. Korin Miller will be sending out thank you letters to all who helped with the event. The Tree Commission will be meeting in August with Stephanie Miller to work on their Tree Commission Academy homework.

Respectfully submitted,

Korin Miller
Clerk of Council

Finance Committee Meeting – 2023 Budget

May 26, 2023

Finance Committee Meeting convened at 7:30pm with the following in attendance:

Finance Committee: Steve Schneider (Chair), Sarah Heising, Shane Chamberlin

Staff: Chief Kessler, Director Keith Torbet, Chief Chittenden, Korin Miller

Matter: Fire Department Vehicle

Chief Kessler explained that in 2022 the budget was approved for a Chevy Tahoe to replace the inspector vehicle. The budget for that was \$37,000. He told the committee that the vehicles are difficult to get from the dealership. Don's Automotive has a vehicle ready that Chief Kessler thinks would be a great fit. He will be needing around \$58,000. Councilor Schneider stated the difference would be about \$20,000. The committee agreed that they are in favor of the idea.

Motion to approve the purchase of a new Fire Department vehicle moved by Councilor Chamberlin and seconded by Councilor Schneider.

All in favor. Motion Carries.

Motion to adjourn moved by Councilor Schneider and seconded by Councilor Chamberlin.

The meeting was adjourned at 7:50 pm.

Respectfully submitted,

Clerk of Council,
Korin Miller

Finance Committee Meeting – 2023 Budget

June 1, 2023

Finance Committee Meeting convened at 7:30pm with the following in attendance:

Finance Committee: Steve Schneider (Chair), Sarah Heising, Shane Chamberlin

Staff: Chief Kessler, Director Keith Torbet, Chief Chittenden, Director Giguere, Korin Miller

Matter: Regarding the replacement of the current building generator

Chief Kessler explained to the committee that the City Building needs a new generator. He presented two different quotes. Creighton Electric with an estimated cost of \$117,372.76, and Northwest Electrical Contracting Inc. with an estimated cost of \$155,665. Chief Kessler explained the pros and cons of each option. He would like to go with Creighton Electric. Director Giguere informed the committee where the funds would come from.

Motion to approve the purchase of a replacement generator for the city building moved by Councilor Heising and seconded by Councilor Chamberlin.

All in favor, Motion Carries.

Motion to adjourn moved by Councilor Schneider and seconded by Councilor Chamberlin.

The meeting was adjourned at 12:10 pm.

Respectfully submitted,

Clerk of Council,
Korin Miller

RESOLUTION 2023-7

A RESOLUTION TO AMEND ORDINANCE 2022-7 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 2023.

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, 2023, 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>STATE AND LOCAL FISCAL RECOVERY</u>		<u>INCREASED</u>	<u>DECREASED</u>
Capital - Local Fiscal Recovery Fund	206.705.52500	44,000.00	
Unappropriated Local Fiscal Recovery Fund			44,000.00
Total Local Fiscal Recovery Fund		44,000.00	44,000.00

SECTION 3. That Section 6 be amended to read as increased and/or decreased as follows:

<u>CAPITAL Fund</u>		<u>INCREASED</u>	<u>DECREASED</u>
Fire Equipment	403.102.52500	27,800.00	
Parks Equipment	403.302.52500	13,500.00	
Municipal Building Equipment	403.705.52500	119,500.00	
Unappropriated Capital Fund			160,800.00
Total Capital Fund		160,800.00	160,800.00

SECTION 4. 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 5. THIS Resolution shall be in full force immediately upon passage of Council and approved by the Mayor.

Passed: June 5, 2023

ATTEST:

Kathy Huner, Mayor

Korin Miller
Clerk of Council

Scott Stiriz
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 2023-7 passed on June 5, 2023

Korin Baumgartner
Clerk of Council