

Mayor
Kathy Huner

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

July 28, 2022

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of August 1, 2022

Dear Council Members:

We are not aware of anyone wishing to address Council.

There are no Committee reports.

There will be a first reading on Resolution 2022-16 (emergency), which authorizes the Public Services Director to advertise for bids for the residential garbage collection franchise. There will also be a first reading of Resolution 2022-17 (emergency), which authorizes the Mayor to enter into a Sanitary Sewer Easement with McDonalds Real Estate Company and LP Properties 4124, LLC. Finally, there will be a first reading on Resolution 2022-18, which adopts the conversion of the City's handbook into the Lexipol format and authorizes periodic updates to the handbook by Lexipol.

There will be a second reading on Ordinance 2022-4, which modifies the Codified Ordinances to increase the sewer rates for the years 2022 (effective September 1, 2022), 2023, and 2024. There will also be a second reading of Ordinance 2022-5, which modifies the Codified Ordinances to increase the water rates for the years 2022 (effective September 1, 2022), 2023, and 2024.

There is no legislation for third reading.

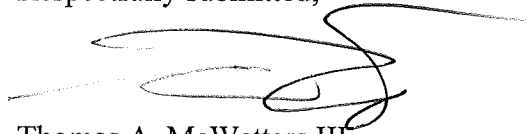
In new business, a motion will be necessary to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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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,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

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
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Police Chief
Kevin Chittenden

Fire Chief
Rick Sluder

WAUSEON CITY COUNCIL AGENDA
August 1, 2022
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 Stickley
 - e) Council President Stiriz
 - f) Councilor Tijerina
5. Approval of prior meeting minutes:
 - a) Council Meeting: July 18, 2022
 - b) Committee of the Whole: July 28, 2022
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Department Head Reports
 - a) Rick Sluder, 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
8. First Reading of Legislation or Emergency
 - a) **Resolution 2022-18:** A Resolution Adopting The City Of Wauseon Local Government Manual
 - Motion to place Resolution 2022-18 on first reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - b) **Resolution 2022-16:** A Resolution Authorizing The Public Services Director To Advertise For Bids For The Refuse Franchise; And Declaring An Emergency
 - Motion to place Resolution 2022-16 on emergency reading moved by _____ and seconded by _____

- Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2022-16 on final reading passed moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - c) **Resolution 2022-17:** A Resolution Authorizing The Mayor To Enter Into A Sanitary Sewer Easement Agreement With McDonald's Real Estate Company And LP Properties 4124, LLC; And Declaring An Emergency
 - Motion to place Resolution 2022-17 on emergency reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - Motion to place Resolution 2022-17 on final reading passed moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
9. Second Reading of Legislation or Emergency
- a) **Ordinance 2022-4:** An Ordinance Modifying the Rate Schedule for Sewer Rates for the City of Wauseon
 - Motion to place Ordinance 2022-4 on second reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
 - b) **Ordinance 2022-5:** An Ordinance Modifying the Rate Schedule for Water Rates for the City of Wauseon
 - Motion to place Ordinance 2022-5 on second reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
10. Third Reading of Legislation or Emergency
11. New Business
12. Executive Session
- a) Motion to enter into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
13. Approval of the Bills
- a) 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 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, July 18, 2022**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. in 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 Chamberlin, Schneider, Stickley and Tijerina to constitute a quorum for the transaction of city business. Councilor Heising had an excused absence.

MINUTES

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

All in favor: *Motion Passed Unanimously*

DEPARTMENT HEAD REPORTS

Keith Torbet, Director of Public Service said the Brunell Street Reconstruction is ahead of schedule with an estimated end date of August 1, 2022. The water and sanitary sewer lines are done. The poles for Toledo Edison have been moved. The McDonald's will be closed for reconstruction on July 31, 2022. The steps for the municipal building have been successfully redone.

COMMITTEE REPORTS

Council President Scott Stiriz gave a report of the July 11, 2022 Tree Commission Meeting. He said the Tree Commission Committee discussed the Annual Tree City USA event that Wauseon will be hosting next year. They discussed utilizing local businesses for the event. The location options they discussed were two different church options in Wauseon. Stephanie Miller, Regional Urban Forester will be attending the next Tree Commission Meeting on August 15th to further help plan the event.

Councilor Tijerina gave a report of the July 13, 2022 Utility Meeting. He explained ARS Representative Michele Ryder was at the meeting to thoroughly discuss different options regarding the City of Wauseon's garbage and recycling collection options. Councilor Tijerina went over the informative hand out Michele Ryder had provided for everyone at the Utility Meeting. It included a pros and cons list for different collection options. With the city's 5 year contract with ARS being completely customizable, the Utility Committee Members looked at multiple options ranging from residents being able to use different size trash cans for pick up, to sticking with the sticker system we have been using. Councilor Tijerina also said a combination of trash tags and trash canisters could be an option. The Utility Committee has about 6 weeks to decide on how they want to move forward with ARS. Council Members decided to move forward with the process.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2022-4: An Ordinance Modifying the Rate Schedule for Sewer Rates for the City of Wauseon

Motion to place Ordinance 2022-4 on first reading moved by Councilor Chamberlin and seconded by Councilor Schneider.

Vote: 4 Yeas 1 Nays *Motion Carries*

Ordinance 2022-5: An Ordinance Modifying the Rate Schedule for Water Rates for the City of Wauseon

Motion to place Ordinance 2022-5 on first reading moved by Councilor Chamberlin and seconded by Councilor Tijerina.

Vote: 4 Yeas 1 Nays *Motion Carries*

Resolution 2022-15: a Resolution Authorizing the Director of Finance to Establish a New Fund for the Depositing and Administration of Funds From Certain Oneohio Opioid Settlements; and Declaring an Emergency

Motion to place Resolution 2022-15 on emergency reading moved by Councilor Stickley and seconded by Council President Stiriz.

Vote: 5 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2022-15 on final reading and the final reading be passed moved by Councilor Schneider and seconded by Councilor Stickley.

Vote: 5 Yeas 0 Nays *Motion Carries*

THERE WAS NO LEGISLATION ON SECOND OR THIRD READING

NEW BUSINESS

The Council Members discussed the upcoming homecoming event and the parade. There was also discussion on an upcoming Ethics Event on August 5, 2022, that some council members may be attending. There will be a movie night at Regard Park on July 21, 2022, for local families to attend, the event is hosted by Wauseon Chamber of Commerce.

APPROVAL OF THE BILLS

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

Vote: 5 Yeas 0 Nays *Motion Carries*

ADJOURNMENT

There being no further business, Councilor Tijerina moved and seconded by Councilor Chamberlin to adjourn this meeting at 5:41 p.m.

All in favor: *Motion Passed Unanimously*

Adrienne Miller, Clerk of Council

Scott Stiriz, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, July 28, 2022**

Councilor President Stiriz called this meeting to order at 7:30 a.m. in Council Chambers. Present were Councilors, Schneider, Stickley, Tijerina and Heising. Councilor Chamberlin had an excused absence. Also present was Police Chief Chittenden and Director of Public Service Keith Torbet.

Chief police Keven Chittenden said they are ready for the Wauseon Homecoming this weekend.

Keith Torbet said Brunell Street Construction finish date will be sometime in August, 2022.

There is two pieces of legislation under first reading.

Resolution 2022-16: A Resolution Authorizing The Public Services Director To Advertise For Bids For The Refuse Franchise, Authorizing The Mayor Or Her Designee To Accept The Lowest And Best Bid And To Enter Into A Contract With The Lowest And Best Bidder; And Declaring An Emergency

Resolution 2022-17: A Resolution Authorizing The Mayor To Enter Into A Sanitary Sewer Easement Agreement With Mcdonald's Real Estate Company And Lp Properties 4124, Llc; And Declaring An Emergency

There is two pieces of legislation under second reading.

Ordinance 2022-4: An Ordinance Modifying the Rate Schedule for Sewer Rates for the City of Wauseon; and Declaring an Emergency

Ordinance 2022-4: An Ordinance Modifying the Rate Schedule for Water Rates for the City of Wauseon; and Declaring an Emergency

There are no pieces of legislation under third reading.

There will be an Executive Session on Monday's Council Meeting regarding the consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

There will also be a Finance Meeting August 1, 2022 regarding a Budget Amendment.

There being no further business, this meeting adjourned at 8:14 a.m.

Korin Miller, Clerk of Council

Scott Stiriz, Council President

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

RESOLUTION 2022-18

A RESOLUTION ADOPTING THE CITY OF WAUSEON LOCAL GOVERNMENT MANUAL

WHEREAS, in December 2019 City Council approved certain updates to the City of Wauseon’s Employee Handbook; and

WHEREAS, the revised Handbook was titled “The City of Wauseon, Ohio Personnel Policy and Procedure Manual” (“Procedural Manual”); and

WHEREAS, the Procedural Manual has been reformatted to the standards of Lexipol, LLC, which, through a subscription service, will provide updates based on changes to federal and state law; and

WHEREAS, the reformatted Procedural Manual is now titled “City of Wauseon Local Government Manual”; and

WHEREAS, the City desires to adopt the City of Wauseon Local Government Manual; and

WHEREAS, the City desires that the City of Wauseon Local Government Manual be updated by Lexipol, LLC from time to time without Council approval; and

WHEREAS, a copy of the City of Wauseon Local Government Manual is on file in the office of the Clerk of Council;

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

Section 1

The Wauseon City Council hereby adopts the City of Wauseon Local Government Manual.

Section 2

The City of Wauseon Local Government Manual shall be revised from time to time based on recommended revisions by Lexipol, LLC without the need for further action by Council.

Passed:

Kathy Huner, Mayor

Scott Stiriz
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	_____	_____

RESOLUTION 2022-16

A RESOLUTION AUTHORIZING THE PUBLIC SERVICES DIRECTOR TO ADVERTISE FOR BIDS FOR THE REFUSE FRANCHISE; AND DECLARING AN EMERGENCY

WHEREAS, Section 713.03 of the Codified Ordinances of the City of Wauseon provides that the Director of Public Service shall at the direction of Council advertise for bids for a refuse franchise; and

WHEREAS, the current refuse franchise will expire on November 30, 2022; and

WHEREAS, the collection of refuse is necessary in order to promote the health, safety, and welfare of the citizens of the City of Wauseon, and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because the current franchise will expire on November 30, 2022.

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

Section 1.

That the Director of Public Service is hereby authorized to advertise for bids for refuse collection franchises provided in Section 713.03 et. seq. of the Codified Ordinances of the City of Wauseon.

Section 2.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Scott Stiriz
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	_____	_____

RESOLUTION 2022-17

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A SANITARY SEWER EASEMENT AGREEMENT WITH MCDONALD’S REAL ESTATE COMPANY AND LP PROPERTIES 4124, LLC; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon (“City”) owns operates a sanitary sewer line which runs north and south and is located on the west side of Fulton County Parcel No. 06-015604-04.000 (“Property”), which is currently owned by LP Properties 4124, LLC (“LP Properties”); and

WHEREAS, LP Properties intends to sell a portion of the Property to McDonald’s Real Estate Company (“McDonalds”); and

WHEREAS, LP Properties and McDonalds desire to provide a sanitary sewer easement (“Easement”) to the City of Wauseon and the City of Wauseon desires to obtain a sanitary sewer easement for operation of its sanitary sewer across the Property; and

WHEREAS, the terms of the sanitary sewer easement are set forth in a Sanitary Sewer Easement Agreement, a copy of which is on file in the office of the Clerk of Council; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because the City is currently without a recorded easement for its sanitary sewer and LP Properties and McDonalds desire to close on the above-described sale immediately;

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

Section 1.

That the Mayor is hereby authorized to enter into the Easement on behalf of the City of Wauseon.

Section 2.

That the Mayor is authorized to execute any and all documents necessary to carry out the intent of this resolution.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Scott Stiriz
President of Council

Attest: _____
Koriin 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 2022-4

AN ORDINANCE MODIFYING THE RATE SCHEDULE FOR SEWER RATES FOR THE CITY OF WAUSEON; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon has undertaken a rate study and analysis to determine the appropriate water and sewer fees necessary to ensure that the water and sewer fund remains solvent; and

WHEREAS, Council has determined that it is necessary to raise the base water and sewer rates 6% to ensure that the water and sewer fund remains solvent; and

WHEREAS, Council has determined that it is appropriate for the water and sewer rate increase to take effect April 1, 2021; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because it is necessary for the City's financial well-being that the increases take effect on April 1, 2021, as required by this legislation;

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

Section 1.

That Section 929, Exhibit B, be amended to provide as follows for sewer service and commodity charges:

EXHIBIT B

	Beginning 04/01/2021
Service Charge (\$/mo./customer)	\$19.02
Commodity Charge (\$/10 c.f.)	1.31

The table pertaining to Debt Charge shall remain unchanged.

Section 2.

That sections 933.02(a) of the Codified Ordinances of the City of Wauseon shall be amended to read as follows.

933.02 RATE SCHEDULE.

(a) The following shall be the water rates charged by the Municipality for water services per billing period as recorded by each water meter in use on the premises. In the event of one or more meters on the premises, each meter shall be billed separately:

- (1) Beginning on April 1, 2021, the effective water rates shall be :

<u>Residential Accounts</u>	<u>Rate per 100 cubic feet</u>
First 7.00 hundred cubic feet	\$6.54
Over 7.00 hundred cubic feet	\$4.35
Minimum charge per billing	\$7.54
<u>Commercial Accounts</u>	<u>Rate per 100 cubic feet</u>
First 20 hundred cubic feet	\$6.54
Over 20 hundred cubic feet	\$4.35
Minimum charge per billing	\$20.89

- (2) Beginning April 1, 2021, residential and commercial accounts inside the City limits whose usage exceeds 100,000 cubic feet per billing period shall pay at the rate of \$23.19 per 1000 cubic feet of water.
- (3) Beginning April 1, 2021, residential and commercial accounts outside the City limits whose usage exceeds 120,000 cubic feet per billing period shall pay at the rate of \$23.19 per 1000 cubic feet of water.

Section 2.

That all other ordinances in conflict herewith are hereby repealed.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Scott Stiriz, President of Council

Attest: _____
Adrienne 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 2022-5

AN ORDINANCE MODIFYING THE RATE SCHEDULE FOR WATER RATES FOR THE CITY OF WAUSEON; AND DECLARING AN EMERGENCY

WHEREAS, the City of Wauseon has undertaken a rate study and analysis to determine the appropriate water and sewer fees necessary to ensure that the water and sewer fund remains solvent; and

WHEREAS, Council has determined that it is necessary to raise the base water and sewer rates 6% to ensure that the water and sewer fund remains solvent; and

WHEREAS, Council has determined that it is appropriate for the water and sewer rate increase to take effect April 1, 2021; and

WHEREAS, this Resolution should be declared an emergency measure necessary for the immediate preservation of the health, safety, and public welfare of the City because it is necessary for the City's financial well-being that the increases take effect on April 1, 2021, as required by this legislation;

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

Section 1.

That Section 929, Exhibit B, be amended to provide as follows for sewer service and commodity charges:

EXHIBIT B

	Beginning 04/01/2021
Service Charge (\$/mo./customer)	\$19.02
Commodity Charge (\$/10 c.f.)	1.31

The table pertaining to Debt Charge shall remain unchanged.

Section 2.

That sections 933.02(a) of the Codified Ordinances of the City of Wauseon shall be amended to read as follows.

933.02 RATE SCHEDULE.

(a) The following shall be the water rates charged by the Municipality for water services per billing period as recorded by each water meter in use on the premises. In the event of one or more meters on the premises, each meter shall be billed separately:

- (1) Beginning on April 1, 2021, the effective water rates shall be :

<u>Residential Accounts</u>	<u>Rate per 100 cubic feet</u>
First 7.00 hundred cubic feet	\$6.54
Over 7.00 hundred cubic feet	\$4.35
Minimum charge per billing	\$7.54
<u>Commercial Accounts</u>	<u>Rate per 100 cubic feet</u>
First 20 hundred cubic feet	\$6.54
Over 20 hundred cubic feet	\$4.35
Minimum charge per billing	\$20.89

- (2) Beginning April 1, 2021, residential and commercial accounts inside the City limits whose usage exceeds 100,000 cubic feet per billing period shall pay at the rate of \$23.19 per 1000 cubic feet of water.
- (3) Beginning April 1, 2021, residential and commercial accounts outside the City limits whose usage exceeds 120,000 cubic feet per billing period shall pay at the rate of \$23.19 per 1000 cubic feet of water.

Section 2.

That all other ordinances in conflict herewith are hereby repealed.

Section 3.

That this Resolution be, and hereby is, declared to be an emergency measure, necessary for the immediate preservation of health, safety, and public welfare of the citizens of the City of Wauseon, and shall be in full force and effect from and immediately after its passage.

Passed:

Kathy Huner, Mayor

Scott Stiriz, President of Council

Attest: _____
Adrienne Miller
Clerk of Council

Approved as to form:

Thomas A. McWatters III
City Law Director