

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
Richard Sluder

November 17, 2022

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

RE: Council Meeting of November 21, 2022

Dear Council Members:

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

The Personnel Committee will present a report and recommend that the City's vacation policy included in the City's handbook be revised.

The Tree Commission will also present a report.

There will be a first reading on Resolution 2022-30 (emergency), which adjusts the Compensation Plan's Wage Scale based on the Consumer Price Index.

There will be a second reading on Resolution 2022-28, which authorizes the Mayor to enter into an agreement for indigent defense services in the County Court with the Fulton County Commissioners.

There will be a third reading on Resolution 2022-26 (emergency), which authorizes the Mayor or her designee to enter into a contract with the lowest and best bidder for the City's residential refuse contract.

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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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Fire Chief
Phil Kessler

WAUSEON CITY COUNCIL AGENDA
November 21, 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: November 7, 2022
 - b) Committee of the Whole: November 17, 2022
 - Motion to approve the prior meeting minutes moved by _____ and seconded by _____.

All in favor:
6. Names of Individuals Wishing to Address Council and Topic
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. Committee Report
 - a) Personnel Committee Meeting - November 7, 2022 - Councilor Heising
 - Recommendation that the City of Wauseon update their vacation policy in the handbook to the following: 90 days – 1 week, 1 year – 1 week, 2 years – 2 weeks, 6 years – 3 weeks, 10 years – 4 weeks, and 15 years – 5 weeks
 - Vote: ____ Yeas ____ Nays
 - b) Tree Commission Meeting – November 14, 2022
9. First Reading of Legislation or Emergency
 - **Resolution 2022-30:** A Resolution Adjusting the Compensation Plan's Wage Scale Based on the Consumer Price Index; And Declaring an Emergency

- Motion to place Resolution 2022-29 on first reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
10. Second Reading of Legislation or Emergency
- a) **Resolution 2022-28:** A Resolution Authorizing the Mayor to Enter into an Agreement for Indigent Defense Services in County Court With the Fulton County Commissioners
- Motion to place Resolution 2022-28 on second reading moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
11. Third Reading of Legislation or Emergency
- a) **Resolution 2022-26:** A Resolution 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 for the Refuse Franchise
- Motion to place Resolution 2022-26 on final reading and the final reading be passed moved by _____ and seconded by _____
 - Vote: ____ Yeas ____ Nays
12. New Business
13. Old Business
14. Approval of the Bills
- a) Motion to approve and pay the bills as presented moved by _____ and seconded by _____
- Vote: ____ Yeas ____ Nays
16. Adjournment
- a) Motion to adjourn moved by _____ and seconded by _____.
All in favor:

Brooke Baumgartner
Assistant 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, November 7, 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, and Councilors Chamberlin, Heising, Schneider, Stickley, and Tijerina to constitute a quorum for the transaction of city business.

MINUTES

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

All in favor: *Motion Passed Unanimously*

INDIVIDUALS WISHING TO ADDRESS COUNCIL

Jim Kerr was present to address the Wauseon City Council regarding the Wauseon Downtown Association's (WDA) sponsorship of the Christmas Parade. Jim Kerr said he would like to thank City Council for allowing him to speak tonight. He gave some background of himself and shared that he is President of the Wauseon Downtown Association. He shared that the purpose of the Downtown Association is to promote a vital community through marketing, promoting special events, and the development of leadership in the Downtown district. He said that the concern he would like to bring to the Council tonight is the overreach of authority by the Holiday Committee, specifically regarding the Christmas Parade. He said that he has organized this parade for the last decade and has grown it into what it is now.

He said in July he received a letter from Keith Torbet on behalf of the Holiday Committee that they would be taking over the Christmas Parade. He responded to Mr. Torbet and the Holiday Committee members in August. The letter stated that there was no need for the Holiday Committee to take over the parade. The WDA received no response to this letter. He also shared this letter with the members of the Council. Mr. Kerr asked by what authority can the Holiday Committee usurp an event that is sponsored by a volunteer organization.

He shared that when the WDA turned in their parade permit form, it was rejected. He had already contacted volunteers, the Public Works office, Fire Department, and Police Department. He also posted the registration form online.

He said that the WDA is not hosting the parade this year due to the overreach of the Holiday Committee. He asked that the Council review the letter. He also thanked the many volunteers who have helped make this a special holiday event and a great Wauseon tradition.

Mayor Huner asked the chairperson of the Holiday Committee, Keith Torbet, if there is anything he would like to say. Mr. Torbet shared that this was a unanimous decision of the Holiday Committee after numerous attempts to reach out to Mr. Kerr. Mr. Torbet shared there were some concerns after the 2021 Christmas Parade. Mr. Torbet also shared that Mr. Kerr has not attempted to contact him or the Holiday Committee besides the letter.

Councilor Schneider voiced his concern that the Holiday Committee met at 10 am because everyone on the Committee was a city employee and if the meetings were held after hours, employees would receive overtime pay. Mayor Huner shared that many members of the Committee are at large. Councilor Schneider asked again if city employees would receive overtime pay if the meetings were in the evening. Keith Torbet shared that the city employees on the Committee are himself, Chief Kessler, and the Mayor, who are department heads, and would not receive overtime pay.

He shared that the only person who would get overtime pay would be the clerk who takes the minutes. Mayor Huner shared that we held these meetings monthly and throughout the summer. Councilor Schneider asked why the meetings couldn't be held in the evening. Mayor Huner shared that the majority of the members were able to meet during the day, which is easier, allows us to have minutes, and prevents us from having to pay overtime.

Councilor Chamberlin asked how big the Holiday Committee's voting body is. Mayor Huner said eight. Councilor Chamberlin asked if everyone on the Committee agreed to take ownership of the Holiday Committee. Keith Torbet said yes.

Councilor Heising shared that she read every word of the correspondence. She shared that she felt Mr. Kerr didn't feel appreciated, and she said as a Citizen of Wauseon, I want to thank him for all that he did and the volunteers he brought together for all those events over those years. She said she and her children enjoyed and will continue to enjoy the parade because it is a lovely event.

Councilor Chamberlin asked if there was anyone who served on the Holiday Committee and the Wauseon Downtown Association. Keith Torbet shared that he does not know who is on the WDA. Councilor Chamberlin asked if Mr. Kerr has been a member of the Holiday Committee. Keith Torbet said yes, he was. Councilor Chamberlin asked if Mr. Kerr was a part of the Holiday Committee when this decision was made. Mayor Huner said he quit the Holiday Committee in January.

Councilor Tijerina asked for clarification. He said that since the Holiday Committee is taking ownership of the Christmas Parade and organizing everything, the WDA feels like these actions are overreached. Councilor Tijerina asked if the WDA is going to withdraw its support or if they are still going to support the parade but are just upset. Mr. Kerr responded that he specifically stated what has happened. He said that the WDA has organized this parade for twenty years. He does not understand why the Holiday Committee feels they have the right to take over an event that belongs to, basically, twenty years of work building a parade for the community. It's one of the two big things the WDA does – the Christmas Parade and the Farmer's Market.

Councilor Heising asked if the Wauseon Downtown Association was himself or if he has a board. Mr. Kerr said it's growing, and he's recruiting leaders in the community. Councilor Heising asked if the board has meetings at a certain time. Mr. Kerr said yes, there is an active board. Councilor Heising asked how many individuals make up the board. Mr. Kerr said there were four, but they lost one this past year.

Keith Torbet shared that the Committee's concern was the lack of volunteers for the 2021 Christmas Parade and the lack of organization. Mr. Kerr said he does not believe this is a true statement. In the letter, he stated he had enough volunteers and named them. He also said this is not a parade that is thrown together. Mr. Kerr said the specific comment in the letter from Keith Torbet that said the saving grace for the 2021 parade was a train was a great disservice to the organization and the community. He shared that there were forty entries. It wasn't something that happened at the last minute. It took a lot of organization and planning from many dedicated people. He said for the Holiday Committee to claim that the parade was disorganized is just not accurate. Keith Torbet asked Mr. Kerr why last year at the Christmas Parade, the first unit was released at 7 pm when the parade started, and the second unit wasn't released until 7:10 pm. Mr. Kerr said that was a false statement and it was a communication problem, but that doesn't make the whole parade unorganized. He challenged everyone to watch the video of the 2021 Christmas parade. He shared that he wishes us all the best and reiterated his point, which is how the Holiday Committee has the authority to take over the parade.

Councilor Heising asked if the WDA provides funds for items for the parade. Mr. Kerr said yes, there always are.

Mayor Huner said that she wishes this communication would have happened in the Committee meeting. She said Mr. Kerr was asked to come to numerous Committee meetings before this decision. Mr. Kerr said that was an incorrect statement. Mayor Huner said she spoke with him over the phone and asked Mr. Kerr to attend a Committee Meeting and to talk to Keith Torbet. She shared that she told Mr. Kerr she would move a meeting to work around his schedule so

he can come to talk to the Committee and Mr. Kerr told her no. She shared that the Holiday Committee was willing to work with him. Mr. Kerr said he apologized for conflicting with her thoughts, and he can't recall if he was ever asked or not. Mayor Huner asked if anyone asked him to talk to Keith Torbet. Mr. Kerr said he was no longer a part of the Committee and Mayor Huner clarified that this was his choice in January. Mr. Kerr said his issue is not whether he was there or not. He shared that his issue is why the Committee feels they have the right to tell any organization what they can do with a parade. He went on to say overreach is exactly the right word, and the Committee went too far. He said that he thinks the Committee has a lot of things on its plate, and the Christmas Parade doesn't need to be one of them. He said that he thinks the parade has been run by the WDA and should continue to be run by the WDA. He said, this year, that's not an option; it's too late. He said this year the Holiday Committee will run the Christmas Parade, but he asks Council to not let it happen again.

Councilor Chamberlin asked if the WDA was fully prepared to run the 2022 Christmas Parade. Mr. Kerr said yes, absolutely.

DEPARTMENT HEAD REPORTS

Chief Kessler shared that October was a busy month for the Fire Department because it was fire prevention month. He shared they were in the schools sharing fire prevention information and doing various presentations, alarm drills, and tours. They visited Pettisville School, Wauseon Public Schools, and New Horizons. He shared that Halloween was a success. They had fire trucks handing out candy and then finished the night off with donuts and cider. He said he is working on hiring a full-time firefighter/paramedic, and as that comes together, he would like to do another Oath of Office in front of the Council. He is working with the Mayor and Jamie Giguere on the Collective Bargaining Agreements. Council President Stiriz asked if they had smoke detectors available. Chief Kessler said Captain Fisher and Assistant Chief Shirkey are working with the Red Cross on this. If you need a smoke detector, you can visit the Red Cross. They have a program where you fill out an application for a free smoke detector.

Chief Chittenden shared that his department took part in the drug takeback day, and they turned over 50 lbs. of unused prescription drugs to the DEA. He shared that trick-or-treat went well throughout the city with no incidents. He shared that a Patrolman Civil Service test is on November 12, 2022, and he has four applicants. He reminded everyone that Christmas for Kids in Fulton County this year is on December 10, 2022. Councilor Tijerina asked if this event was just for Wauseon. Chief Chittenden said no. He shared that this is for the entire county and Wauseon organizes the six departments. Everyone agreed that this is an amazing event. Councilor Chamberlin asked how the recipients are chosen. Chief Chittenden shared that individuals must fill out an application and each Police Department has applications available. He said they limit it to about fifty kids so each kid can get one-on-one time with a first responder. He said they go through all the applications and compare them to years past, so they can give presents to new kids over repeat ones, if possible. They also reach out to the schools to help determine which kids will benefit most.

Director of Public Service Keith Torbet shared that he would like to thank the City, Council, and community for all the outreach and support he received for the death of his grandson. He also gave his condolences to Lou Thourot for the passing of his mother this past week. He said as far as the city's concerned, they have been very busy with leaf pickup. He said the Washington Street project and Brunell Street project are complete. He is also finishing up the drop matrix form for the EPA and working on lead and copper requirements for the EPA. He said the water tower on North Shoop Avenue is set to be inspected. Councilor Tijerina asked if he expects the tower to pass. Keith Torbet said yes, the tower was fully redone in 2017. Councilor Schneider asked if there will be another brush pickup after the leaf pickup. Keith Torbet said they try to do a brush pickup before the snowplows come out, but it depends on the weather. Councilor Stickley asked if there was an update on when McDonald's will open. Keith Torbet shared that they are finalizing an opening date. Councilor Chamberlin asked how Keith Torbet feels about the Brunell Street project. He shared that it was a learning curve for him, but thought it went well. He said Bryan Excavating did an excellent job. He shared there were unforeseen circumstances including a cement vault, logs, and lines under the road. He said they came in \$100,000 over the estimate, which he felt was good given the obstacles.

Finance Director Jamie Giguere shared that she provided the month-end reports. She said the income tax revenue is up 18% from last October. She has been working on the 2023 budget and is still tweaking it. Once it is ready, she will need a Finance Committee Meeting to discuss the budget. She said she's excited because we will have a Christmas party this year on December 9, 2022.

Law Director Tom Mcwatters shared that he is reviewing the draft changes to the city's code from the publishing company. He also shared that he thinks Keith Torbet did a great job on the Brunell Street project. Councilor Heising said congrats to your son for his finish at state. Tom Mcwatters said thank you and congrats to the Wauseon runners as well.

COMMITTEE REPORTS

Councilor Heising gave a report from the November 1 and 4, 2022, Personnel Committee Meetings. She shared that Sarah Wheeler was present to discuss recommendations regarding payroll vendors. She said that we currently use CMI and discussed the reasons why it's not working well for Human Resources, and she also shared the financial aspects. One of the biggest reasons she would like to switch to a new vendor would be to cut out many of the manual steps. Councilor Heising shared that Sarah Wheeler recommended a switch to a payroll vendor called Paylocity. This switch would eliminate most of the manual steps. It also has room for growth, as it can be used for training and compliance videos, create a smoother onboarding process and possibly replace other current programs used. She shared that the Paylocity software would be paid using the following funds - fifty percent of the general fund and fifty percent of the street, water, and water reclamation fund. The switch would allow Sarah Wheeler to spend more time on the Human Resources aspect of her job and less time on payroll. She shared that they did ask clarifying questions at the first meeting on November 1, 2022, and decided to meet again on November 4, 2022, to get these questions answered. They wanted to know other local municipalities or companies that use the Paylocity software. Sarah Wheeler provided that F & M Bank and the Fulton County Health Center use the software. At the November 4, 2022, the Personnel Committee Meeting made a recommendation to move forward with the Paylocity Software.

Recommendation that the City of Wauseon enters into an agreement with Paylocity for HR and Payroll Solutions

Councilor Chamberlin made a motion to amend the agenda and move the Recommendation until after the executive section seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays *Motion Carries*

FIRST READING OF LEGISLATION OR EMERGENCY

Resolution 2022-27: A Resolution to Amend Ordinance 2021-14 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 2022

Motion to place Resolution 2022-27 on final reading and the final reading be passed moved by Council President Stiriz and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2022-28: A Resolution Authorizing the Mayor to Enter into an Agreement for Indigent Defense Services in County Court With the Fulton County Commissioners

Motion to place Resolution 2022-28 on first reading and the first reading be passed moved by Councilor Stickley and seconded by Councilor Chamberlin.

Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2022-29: A Resolution Authorizing the Mayor to Enter into an Agreement with Paylocity for Human Resource and Payroll Solutions; and Declaring an Emergency

Motion to amend the agenda and move Resolution 2022-29 until after the Executive Session moved by Councilor Chamberlin and seconded by Councilor Heising.

Vote: 6 Yeas 0 Nays *Motion Carries*

SECOND READING OF LEGISLATION OR EMERGENCY

Resolution 2022-26: A Resolution 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 for the Refuse Franchise

Motion to place Resolution 2022-26 on second reading and the second reading be passed moved by Councilor Heising and seconded by Councilor Tijerina.

Vote: 6 Yeas 0 Nays *Motion Carries*

THERE WAS NO LEGISLATION FOR THIRD READING

NEW BUSINESS

Motion to approve the 2023 schedule of Council Meetings moved by Councilor Tijerina and seconded by Councilor Stickley.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to Approve the Employee Christmas Gifts moved by Councilor Heising and seconded by Councilor Stickley.

Vote: 6 Yeas 0 Nays *Motion Carries*

APPROVAL OF THE BILLS

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

Vote: 6 Yeas 0 Nays *Motion Carries*

EXECUTIVE SESSION

Motion to Enter into Executive Session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official moved by Councilor Chamberlin and seconded by Council President Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Council Exited Executive Session at 6:35 pm.

Recommendation that the City of Wauseon enters into an agreement with Paylocity for HR and Payroll Solutions

Council President Stiriz moved and seconded by Councilor Schneider to table the Recommendation that the City of Wauseon enters into an agreement with Paylocity for HR and Payroll Solutions

Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2022-29: A Resolution Authorizing the Mayor to Enter into an Agreement with Paylocity for Human Resources and Payroll Solutions; and Declaring an Emergency

Councilor Heising moved with Councilor Tijerina seconding to table Resolution 2022-29: A Resolution Authorizing the Mayor to Enter into an Agreement with Paylocity for Human Resources and Payroll Solutions

Vote: 6 Yeas 0 Nays *Motion Carries*

ADJOURNMENT

There being no further business, Councilor Chamberlin moved and seconded by Councilor Stickley to adjourn this meeting at 6:47 p.m.

All in favor: *Motion Passed Unanimously*

Brooke Baumgartner, Assistant Clerk of Council

Scott Stiriz, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, NOVEMBER 17, 2022**

Council President Stiriz called this meeting to order at 7:30 a.m. in Council Chambers. Present were Councilors, Chamberlin, Schneider, Tijerina, Stickley and Heising. Also present was, Chief Kessler, Chief Chittenden, and Jamie Giguere.

Council President Stiriz asked the Personnel Committee to share their report from their November 7th meeting. Councilor Chamberlin gave the report. He shared the recommendation the committee is presenting at the next council meeting regarding the Vacation Policy.

Recommendation that the City of Wauseon update their vacation policy to the following: 90 days – 1 week, 1 year – 1 week, 2 years – 2 weeks, 6 years – 3 weeks, 10 years – 4 weeks, and 15 years – 5 weeks

Council President Stiriz gave the report from the Tree Commission meeting on November 14th. He said the tree commission has finalized the location for the Tree City USA event on May 10th, 2023. The event will be held at Crossroads Evangelical Church here in Wauseon. He said D & J Catering could possibly be catering the event. He said the committee is looking at the possibility of having Four County Career Center help with breakfast for the event. The next meeting Park Board Commission will be joining the Tree Commission to discuss a Forestry Program for Reighard Park. The meeting will be held on December 13th at 7:30 a.m.

Chief Chittenden shared a report. They gave a patrol test on Saturday that 3 people attended. The interviews were then done on November 16th. He is moving forward with the hiring process. He shared with council that he is down a crossing guard. He is looking for someone to cover the Glenwood/Oak Street area. He is down to two crossing guards and hoping to hire one more.

Councilor Schneider asked Chief Chittenden what the pay was for a crossing guard. Chief Chittenden said it was \$14.32, and the times being one hour in the morning and one hour after school lets out.

Chief Kessler shared a report. He said the run volume is going up, and they are acting on every call. The meetings between Mayor, Jamie and the Bargaining Unit are going well. He said this is the first year for EMS 911 collections. He said the fire Department responded to a low frequency high risk event, and previous training paid off. He was proud of the way it was handled. Wauseon Fire Department also had the help of Morenci, Archbold and Ridgeville Fire Departments.

Chief Kessler and the council discussed future items that the Fire Department will need to purchase. By 2025 they will need to invest in new radios. By 202, they will need PPE. He is working with Jamie, the finance director to appropriately forecast a budget. He has hired a grant writer to see what fundings they can successfully get through that.

Finance Director, Jamie Giguere shared a report. She said the Auditors should be finished this week. She's been working on the budget, and is hoping to have finance done in December.

Councilor Stiriz went over the proposed agenda for Monday night.

He shared that there will be two committee reports:

Personnel Committee Meeting - November 7, 2022 - Councilor Heising
Tree Commission Meeting – November 11, 2022 – Council President Stiriz

There will also be one piece of legislation under first reading:

Resolution 2022-30: A Resolution Authorizing the Mayor to Enter into an Agreement with Paylocity for HR and Payroll Solutions; and Declaring an Emergency

There will be one piece of legislation under second reading:

Resolution 2022-28: A Resolution Authorizing the Mayor to Enter into an Agreement for Indigent Defense Services in County Court With the Fulton County Commissioners

There will be one pieces of legislation under third reading.

Resolution 2022-26: A Resolution 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 for the Refuse Franchise

The will be no items to be voted on under new business.

There being no further business, this meeting adjourned at 8:34 a.m.

Korin Miller, Clerk of Council

Scott Stiriz, Council President

**PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
MONDAY, NOVEMBER 7, 2022
6:45 PM**

Present: Sarah Heising and Shane Chamberlin

Absent: Harold Stickley

Also Present: Jamie Giguere, Keith Torbet, Phil Kessler, Kevin Chittenden, and Brooke Baumgartner

Vacation Policy

Personnel Committee Members called this meeting to order at 6:50 pm. Jamie Giguere was present to discuss the vacation policy. She shared that the current vacation policy is:

1 year – 1 week
2 years – 2 weeks
8 years – 3 weeks
15 years – 4 weeks
25 years – 5 weeks

She shared that she believes this is outdated and we could retain more employees if we update the schedule. Chief Kessler shared that retirement from the fire service is 25 years, so most employees don't reap the 25-year – 5 weeks benefit. He shared that an update to the vacation policy would affect the entire organization because some are collective and some are non-collective. Councilor Chamberlin asked if this would affect non-union and union employees. Mayor Huner said she would like it to be for both, but as of now, it would only be for non-union employees. Chief Kessler shared the vacation policy the union presented, which is the following:

90 days – 1 week
1 year – 1 week
2 years – 2 weeks
6 years – 3 weeks
10 years – 4 weeks
15 years – 5 weeks

Councilor Heising asked if everyone felt comfortable with vacation time as early as 90 days. Mayor Huner said yes because that will be after the probationary period. Councilor Heising asked if anyone would not like this change. Chief Chittenden said it

would be difficult for his department because his employees already receive a decent amount of compensation time and days off. He said more time off affects the scheduling. Either way, he said this would have to be agreed upon during union negotiations. There was further discussion on this topic.

Councilor Chamberlin that he doesn't have a problem with Chief Kessler's proposed vacation policy and thought it was forward-thinking. He clarified that they would be legislating for non-union individuals. He recognized that this may create difficulties in the union negotiations.

Recommendation that the City of Wauseon update their vacation policy to the following: 90 days – 1 week, 1 year – 1 week, 2 years – 2 weeks, 6 years – 3 weeks, 10 years – 4 weeks, and 15 years – 5 weeks moved by Councilor Chamberlin and seconded by Councilor Heising

Vote: 2 Yeas 0 Nays *Motion Carries*

With no further business to discuss, Councilor Chamberlin made a motion with Councilor Heising seconding to adjourn this meeting at 7:08 pm.

All in favor: Motion passed unanimously

Respectfully submitted,
Brooke Baumgartner, Assistant Clerk of Council



**TREE COMMISSION
COUNCIL CHAMBERS
Monday, October 11, 2022
7:30 AM**

Present: Kurt Stuckey, Laura Kamp, Rick Frey, John Alexander, Dan Nelson, Tom Collins

Staff: Korin Miller and Brooke Baumgartner

John Alexander gave an updated committee a list of trees that will need to be removed for the year. There will be a letter sent out to residents to let them know what tree will be removed from the boulevard and why. He also shared with the committee that he had ordered 39 total trees to be planted this year. John and the committee discussed a memorial tree, (requested by Monica Micheal) that will be planted at Homecoming Park.

There was discussion on the Tree City USA event that Wauseon will be hosting in the spring. Stephanie Miller participated in the meeting virtually. The event will be Tuesday, May 10th, 2023 and held at Cross Roads Evangelical Church located in Wauseon. The Church will only charge the committee a cleaning fee for the day. The committee is planning to move forward with D & J Catering for the event. Invitations will be sent out by the end of February. Stephanie Miller is providing the addresses and Brooke Baumgartner will put together the invitation and a brochure for the event. The committee discussed flowerpot center pieces for the tables. The project will cost roughly \$100. Laura Kamp mentioned the idea of Four County Career Center helping with breakfast for the event. Breakfast options could possibly be fruit, donuts, and coffee.

The next meeting will be December 13th at 7:30 a.m. The Park board Committee will be joining the meeting to discuss a Forestry Program for Reighard Park. Stephanie Miller will be in attendance virtually. Laura Kamp will be bringing up the topic of creating a nature preserve at Homecoming Park.

Meeting Adjourned at: 9:01 a.m.

Respectfully submitted,
Korin Miller
Clerk of Council

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

RESOLUTION 2022-30

A RESOLUTION ADJUSTING THE COMPENSATION PLAN'S WAGE SCALE BASED ON THE CONSUMER PRICE INDEX; AND DECLARNG AN EMERGENCY

WHEREAS, pursuant to Resolution 2016-16, Council adopted a Compensation Plan for City employees; and

WHEREAS, the Compensation Plan requires that no later than December 15th of each year, Council shall determine whether the minimum, midpoint, and maximum pay rates of the Wage Scale shall be adjusted upwards, effective January 1 of the following year, based on the Consumer Price Index (CPI) effective November 30 of the current year; and

WHEREAS, Council desires that the minimum, midpoint, and maximum pay rates of the Wage Scale be adjusted upwards, effective January 1, 2023, based on the Consumer Price Index (CPI) effective November 30 of the current year; and

WHEREAS, attached to this Resolution as Exhibit A is a copy of the revised Wage Scale based on the CPI; 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, and because the City's Compensation Plan requires that the Wage Scale be adjusted by December 15th of each year;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Wauseon as follows:

Section 1.

That the minimum, midpoint, and maximum pay rates of the City's Compensation Plan's Wage Scale be adjusted upwards, effective January 1, 2023, based on the Consumer Price Index (CPI) effective November 30 of the current year, as set forth on the revised Wage Scale attached to this Resolution as Exhibit A.

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: _____
Brooke Baumgartner
Assistant 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 2022-28

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR INDIGENT DEFENSE SERVICES IN COUNTY COURT WITH THE FULTON COUNTY COMMISSIONERS

WHEREAS, since 2011 the City of Wauseon has contracted with the Fulton County Commissioners for the City’s reimbursement to Fulton County for the County’s costs incurred in providing legal services to indigents charged with violation of ordinances of the City of Wauseon; and

WHEREAS, the County has indicated that it desires to enter into a new Agreement for Indigent Defense Services In County Court for 2023 (“2023 Agreement”) which is substantively identical to the previous year’s contract; and

WHEREAS, the City desires to enter into the 2023 Agreement; and

WHEREAS, a copy of the 2023 Agreement is 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.

That the Mayor or her designee is authorized to execute the 2023 Agreement on file with the Clerk of Council.

Section 2.

The Mayor or her designee is further authorized to execute any and all documents necessary to effectuate the intention of Council pursuant to this Resolution.

Passed:

Kathy Huner, Mayor

Scott Stiriz, President of Council

Attested:

Brooke Baumgartner
Assistant 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 2022-26

A RESOLUTION 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 FOR THE REFUSE FRANCHISE; AND DELCARING 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, pursuant to Resolution 2022-16, an advertisement for such bids was made; 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, and because the City's current refuse contract will expire on November 30, 2022.

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

Section 1.

The Mayor or her designee is hereby authorized to accept the lowest and best bid for the refuse franchise.

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: _____
Brooke Baumgartner
Assistant Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director