

Mayor
Kathy Huner

City Council
Shane Chamberlin
Patrick Griggs
Steve Schneider
Harold Stickley
Jeff Stiriz
Scott Stiriz



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
Rick Sluder

December 31, 2020

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

Re: Council Meeting of January 4, 2021

Dear Council Members:

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

The Tree Commission will present a report.

There will be a first reading on Resolution 2021-1, which authorizes the Mayor to renew an agreement with Schoenhardt & Associates for accounting services needed to handle the "GAAP" Accounting.

There is no legislation for second or third reading.

Council will have the opportunity to comment on applications for liquor licenses for Kam Wah (D1, D2, and D3), Jay Petroleum (C1 and C2), and Ironwood Golf Course (D1 and D2).

In new business, a motion will be necessary to appoint Keith Torbet to the Maumee Valley Planning Organization board for a term of from January 4, 2021, through December 31, 2021.

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, appearing to read "Tom McWatters", is written over a horizontal line.

Thomas A. McWatters III
City Law Director

TAM:knp

cc: Kathy Huner, Mayor
Andrea Gerken, Clerk of Council
Jamie Giguere, Finance Director
The Blade

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WAUSEON CITY COUNCIL AGENDA

January 4, 2021

5:00 pm

Order of Business

1. Call meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
 - a) Council President Chamberlin
 - b) Councilor Griggs
 - c) Councilor Schneider
 - d) Councilor Stickley
 - e) Councilor Jeff Stiriz
 - f) Councilor Scott Stiriz
5. Approval of prior meetings' minutes:
 - a) Council Meeting: December 21, 2020
 - b) Special Council Meeting: December 30, 2020
 - c) Committee of the Whole: December 30, 2020
 - 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. Committee Reports
 - a) Tree Commission: Wednesday, December 16, 2020, Patrick Griggs, Council Rep
8. First Reading of Legislation or Emergency
 - a) Resolution 2021-1: A Resolution Authorizing the Mayor to Renew an Agreement with Schoenhardt & Associates for Accounting Services Needed to Handle the "GAAP" Accounting
 - Motion to place Resolution 2021-1 on first reading moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
9. Second Reading of Legislation or Emergency
10. Third Reading of Legislation or Emergency
11. New Business
 - a) Motion to accept the Mayor's appointment of Keith Torbet to the Maumee Valley Planning Organization board and commissions moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
 - b) Kam Wah liquor license D1, D2 & D3 application
 - c) Jay Petroleum liquor license C1 & C2 application

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d) Ironwood Golf Course liquor license D1 & D2 application

12. Approval of the Bills

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

_____.
Vote: _____ Yeas _____ Nays

13. Adjournment

a) Motion to adjourn moved by _____ and seconded by _____.

All in favor:

Andrea R Gerken
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.



*MINUTES OF THE WAUSEON TREE COMMISSION
DECEMBER 16, 2020*

ATTENDANCE - COMMISSION MEMBERS - Pete Carr (present)
Tom Collins (absent)
Larry Frey (present)
Rick Frey (present)
Patrick Griggs (absent)
Laura Kamp (present)
Dan Nelson (absent)

VISITOR Andrea Gerken, City of Wauseon

The regular meeting of the Wauseon Tree Commission was held in Council Chambers at 230 Clinton St., Wauseon, OH. Chairman Rick Frey called the meeting to order at 8:00 a.m.

Tree City USA – Rick spoke to Stephanie Miller, Regional Urban Forester about having Tree City USA banquet on Wednesday June 16, 2021 at Homecoming Park instead of Wednesday April 21, 2021. Larry Frey will check on the amount of tables needed for the event. Rick informed Stephanie we would have box lunches from OKA Designs in Wauseon and that was well received by Stephanie. Pete will check with Nate Andre about date change and speaking outside at Homecoming Park. Rick asked Pete to inquire with Ed Nofziger about wagon rides for those interested after the banquet showing both north and south woods, wetland, and oak savanna in corridor. Laura made a suggestion on the printing for the Tree City USA campfire ceramic mugs, that will be passed out to all who attend.

Tree Report – Larry provided a 2020 tree take down list. This list has 39 trees to be removed on it. (see attached)

Oklahoma Elm Tree – Rick set a date of Friday, December 18, 2020 at 2:00 p.m. to honor Jim Spiess for all the years served on the Wauseon Tree Commission. This event will take place at the Wauseon High School where the tree is planted. A plaque will be placed next to the tree explaining the importance of the Elm.

Jerry Matheny Spruce tree – A second dedication will take place on Friday, December 18, 2020 at approximately 2:00 p.m. to dedicate the Spruce planted at the Municipal Building on Clinton St. Rick invited Sandy and Mark Matheny to be at ceremony. The plaque that will be placed there in front of the tree will say: Jerry's Tree – In memory of Jerry Matheny Mayor 1992-2003 – Most influential in Wauseon's Tree City USA status.

230 Clinton Street, Wauseon, OH 43567

Tree Commission Members: Pete Carr, Tom Collins, Larry Frey, Rick Frey, Patrick Griggs, Laura Kamp, Dan Nelson

The next meeting will be January 13, 2021 at 8:00 a.m. in Council Chambers. With no other business to attend to, Chairman Rick Frey adjourned the meeting at 8:40 a.m.

Submitted by Pete Carr 12/22/20.

230 Clinton Street, Wauseon, OH 43567

Tree Commission Members: Pete Carr, Tom Collins, Larry Frey, Rick Frey, Patrick Griggs, Laura Kamp, Dan Nelson

	Yes	No
Emergency		
First Reading		
Second Reading		
Third Reading		
Suspension		

RESOLUTION 2021-1

A RESOLUTION AUTHORIZING THE MAYOR TO RENEW AN AGREEMENT WITH SCHOENHARDT & ASSOCIATES FOR ACCOUNTING SERVICES NEEDED TO HANDLE THE “GAAP” ACCOUNTING

WHEREAS, the City of Wauseon is required to comply with “GAAP” accounting pursuant to State mandate; and

WHEREAS, the Finance Director has in the past consulted with Schoenhardt & Associates for accounting services in order to comply with “GAAP” accounting requirements; and

WHEREAS, those services are necessary and appropriate for the proper administration of the Finance Department:

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 renew the contract with Schoenhardt & Associates for accounting services needed to handle the “GAAP” accounting pursuant to State mandate;

Section 2

The Mayor is hereby authorized to execute any and all documents necessary therefore.

Passed:

Kathy Huner, Mayor

Shane Chamberlin, President
of Council

Attest: _____
Andrea Gerken
Clerk of Council

Approved as to Form:

Thomas A. McWatters III
City Law Director

**WAUSEON CITY COUNCIL
COUNCIL MEETING
MONDAY, DECEMBER 21, 2020**

Mayor Huner called this meeting of the Wauseon City Council to order at 5:00 p.m. via Zoom Cloud Meeting. The meeting was streamed on Facebook Live. She led the Pledge of Allegiance which was followed by a moment of silence. Roll was taken by the Clerk of Council. Present were Council President Chamberlin, Councilors Jeff Stiriz, Scott Stiriz, Stickley, Griggs and Schneider 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 Griggs to approve the minutes as printed.

Vote: 5 Yeas 0 Nays *Motion Carries*

COMMITTEE REPORTS

Council President Chamberlin provided a summary of the December 7, 2020 Personnel Committee meeting. He said after brief discussion the committee recommended approving the Clerk of Council evaluation as presented.

Motion to accept the Personnel Committee recommendation to approve the Clerk of Council evaluation moved by Councilor Stickley and seconded by Councilor Schneider.

Vote: 4 Yeas 1 Nay (Griggs) 1 Abstain (Chamberlin) *Motion Carries*

Councilor Schneider gave a summary of the December 10, 2020 Finance Committee meeting. He said the various department heads and superintendents attended to explain their portion of the budget. He said after two hours the committee voted to approve it as presented.

Councilor Jeff Stiriz asked about the coronavirus funds and Jamie Giguere explained that she still has to amend the budget to reconcile for the use of those funds. He also asked about the service truck for Public Works and about the ambulance that are to be purchased. Chief Sluder said the ambulance we have has 200,000 miles on it and it is time to replace it. Councilor Jeff Stiriz asked what will happen to our current ambulance and Chief Sluder said they have a couple of options; they can either mount the box on another chassis or keep it so they have two. There was a lot of discussion about the transport ambulance.

Council President Chamberlin asked about the Public Works service truck that is set to be replaced. Keith Torbet said the truck they are planning to replace is 17 years old. Councilor Stickley asked about the vacuum truck that is included in the budget. Keith Torbet said our current truck is going to need a lot of repairs. There was general discussion about the purchase of a vacuum truck.

Councilor Stickley also asked if the PD is purchasing a new police car and Chief Chittenden said yes but they would be using funds from a different account, not the capital account. Councilor Stickley said he wants to caution everyone regarding spending during the fiscal year of 2021 because we may have the risk of a shut down due to the pandemic.

Motion to accept the Finance Committee recommendation to approve the 2021 budget moved by Council President Chamberlin and seconded by Councilor Griggs.

Vote: 5 Yeas 1 Nays (Jeff Stiriz) *Motion Carries*

Councilor Stickley gave a summary of the December 17, 2020 Buildings and Grounds Committee meeting. He said the committee met to discuss a request from Eric Richer to allow for a drive to be expanded on city property off of County Road 15. He said after brief discussion the committee recommended allowing Mr. Richer to use 20' of city property.

Motion to accept the Buildings and Grounds Committee recommendation to allow for the 20' access drive to be installed off of County Road 15 at the request of Eric Richer moved by Councilor Stickley and seconded by Councilor Schneider.
Vote: 6 Yeas 0 Nays *Motion Carries*

DEPARTMENT HEAD REPORTS

Chief Sluder: He said they are working on EMS contracts for 2022 with the Fulton County Commissioners. He said COVID transports have increased.

Chief Chittenden: He said the PD received a \$3000 donation from the Backing the Blue BBQ hosted by the Delta Eagles. He said those funds will help with the public cameras. He said there has been an increase in crashes and he asked everyone to drive carefully.

Keith Torbet: He said the downtown ADA project has been awarded to Smith Paving and may be done by May 2021. He thanked Public Works for fixing the sign so quickly. He exited the meeting at 5:39 pm.

Jamie Giguere: She said the Munilink portal is now ready to sign up for electronic bills. Robin Schantz has announced her retirement on March 31, 2021. Councilor Griggs cautioned replacing Robin Schantz with a part time person to make sure the office is fully staffed.

Tom McWatters: He explained Resolution 2020-29 for the RLF for Tony's Pet Shop. He said he supplied a summary for valid reasons to go into executive session and for passing legislation on emergency.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2020-10: An Ordinance to Approve, Adopt and Enact the 2020 Replacement Pages to the Codified Ordinances; to Repeal Ordinances in Conflict Therewith; to Publish the Enactment of New Matter; and Declaring an Emergency

Motion to place Ordinance 2020-10 on emergency reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Ordinance 2020-10 on final reading moved by Councilor Jeff Stiriz and seconded by Councilor Schneider.
Vote: 6 Yeas 0 Nays *Motion Carries*

Ordinance 2020-11: An Ordinance to Make Appropriations for Current Expenses and Other Expenditures of the City of Wauseon, State of Ohio, During the Fiscal Year Ending December 31, 2021

Motion to place Ordinance 2020-11 on final reading moved by Councilor Jeff Stiriz and seconded by Councilor Scott Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2020-27: A Resolution to Amend the Compensation Plan by Adjusting the Employee Wage Scale; and Declaring an Emergency

Motion to place Resolution 2020-27 on emergency reading moved by Councilor Schneider and seconded by Councilor Jeff Stiriz.

Vote: 5 Yeas 1 Nays (Griggs) *Motion Carries*

Motion to place Resolution 2020-27 on final reading moved by Councilor Jeff Stiriz and seconded by Councilor Stickley.
Vote: 5 Yeas 1 Nays (Griggs) *Motion Carries*

Resolution 2020-28: A Resolution Approving a Wage Increase for Full-Time Non-Union Employees to be Effective the First Full Pay Period in 2021; and Declaring an Emergency

Motion to place Resolution 2020-28 on emergency reading moved by Councilor Jeff Stiriz and seconded by Councilor Scott Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-28 on final reading moved by Councilor Schneider and seconded by Council President Chamberlin.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2020-29: A Resolution Accepting the Recommendation of the Revolving Loan Fund Committee; Authorizing the Mayor to Enter Into an Agreement with Tony's Pet Shop; and Declaring an Emergency

Motion to place Resolution 2020-29 on emergency reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-29 on final reading moved by Councilor Jeff Stiriz and seconded by Council President Chamberlin.
Vote: 6 Yeas 0 Nays *Motion Carries*

SECOND READING OF LEGISLATION OR EMERGENCY

Resolution 2020-23: Authorizing the Mayor to Grant a Permanent Easement to Ohio Gas Co. for a Twenty Foot Strip Along the Southeast Corner of Fulton County Parcel No. 06-015518-05.000 Located Near the Corner of County Road F (Linfoot Street) and County Road 13

Motion to place Resolution 2020-23 on second reading moved by Councilor Stickley and seconded by Councilor Schneider.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2020-24: Authorizing the Mayor to Enter into an Agreement with Pareto Captive Services, LLC, Sun Life Financial, and Lucent Health Services for the Provision of Health Insurance for 2021; and Declaring an Emergency

Motion to place Resolution 2020-24 on emergency reading moved by Councilor Stickley and seconded by Councilor Scott Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-24 on final reading moved by Councilor Schneider and seconded by Council President Chamberlin.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2020-25: Authorizing the Mayor to Enter into an Agreement with Met Life to Provide Life Insurance and Voluntary Dental and Vision Insurance for Full Time Employees; and Declaring an Emergency

Motion to place Resolution 2020-25 on emergency reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-25 on final reading moved by Councilor Stickley and seconded by Councilor Schneider.
Vote: 6 Yeas 0 Nays *Motion Carries*

THIRD READING OF LEGISLATION OR EMERGENCY

Resolution 2020-20: A Resolution Authorizing the Mayor to Enter into an Agreement for Indigent Defense Services in County Court with the Fulton County Commissioners; and Declaring an Emergency

Motion to place Resolution 2020-20 on emergency reading moved by Councilor Schneider and seconded by Councilor Stickley.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-20 on final reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2020-21: A Resolution Authorizing the Mayor to Enter into an Agreement for a Countywide Emergency Management Agency Pursuant to Ohio Revised Code Section 5502; and Declaring an Emergency

Motion to place Resolution 2020-21 on emergency reading moved by Councilor Jeff Stiriz and seconded by Councilor Scott Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-21 on final reading moved by Councilor Stickley and seconded by Councilor Scott Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

NEW BUSINESS

Councilor Jeff Stiriz questioned why the city takes their vehicles out of town to get them fixed. Mayor Huner said we usually try to use local when possible. She said local is not always the best option for the citizens. Mayor Huner asked Chief Sluder to advise why this vehicle was towed outside of Wauseon to be repaired. Chief Sluder said he was not aware of a city policy that requires vehicles to be repaired in Wauseon. Councilor Schneider said he personally thinks if we can use local that we should. There was a lot of discussion about having a vehicle towed to an out of town facility to be repaired.

Mayor Huner said she would like to thank the City of Wauseon Council and employees for stepping up during this COVID year. She honored the memory of Wendell Newcomb, Joe Kolb, Judge Jim Barber, Brett Kahrs, Marie Hale, Greta Weber and Tom Willison. She thanked the citizens of Wauseon for stepping up to benefit our businesses and supporting our first responders. She said she hopes and prays 2021 brings more unity.

Motion to authorize the Director of Finance to pay all bills through December 31, 2020 moved by Councilor Jeff Stiriz and seconded by Council President Chamberlin.

Vote: 6 Yeas 0 Nays *Motion Carries*

APPROVAL OF THE BILLS

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

Vote: 6 Yeas 0 Nays *Motion Carries*

ADJOURNMENT

There being no further business, Mayor Huner asked for a motion to adjourn. Councilor Stickley moved and seconded by Councilor Jeff Stiriz to adjourn this meeting at 6:22 p.m.

All in favor: *Motion Passed Unanimously*

Mayor Huner wished everyone a Merry Christmas!

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council

DRAFT

**WAUSEON CITY COUNCIL
SPECIAL COUNCIL MEETING
WEDNESDAY, DECEMBER 30, 2020**

Mayor Huner called this meeting of the Wauseon City Council to order at 8:15 a.m. in Council Chambers. Roll was taken by the Clerk of Council. Present were Council President Chamberlin, Councilors Stickley, Griggs, Scott Stiriz and Schneider. Councilor Jeff Stiriz was excused.

COMMITTEE REPORTS

President Chamberlin said the Personnel Committee met to discuss the merit increase for the clerk of council. He said after a brief discussion it was recommended and accepted to use the same scale recommended by the mayor for all other full time, non-union employees. Per Tom McWatters this does not need voted on unless the members of council wish to disapprove. No action taken.

LEGISLATION

Resolution 2020-30: Amend Ordinance 2019-8 Annual Appropriations Ordinance by Authorizing the Director of Finance to Increase or Decrease Certain Line Account Appropriations within the Various Funds Listed within the Year of 2020

Motion to place Resolution 2020-30 on final reading moved by Councilor Schneider and seconded by Councilor Stickley.
Vote: 5 Yeas 0 Nays *Motion Carries*

Resolution 2020-23: Authorizing the Mayor to Execute an Access Easement with Ohio Gas for a Twenty Foot Strip Along the Southeast Corner of Fulton County Parcel No. 06-015518-05.000 Located Near the Corner of County Road F (Linfoot Street) and County Road 13; and Declaring an Emergency

Motion to place Resolution 2020-23 on emergency reading moved by Councilor Stickley and seconded by Councilor Scott Stiriz.

Vote: 5 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2020-23 on final reading moved by Councilor Schneider and seconded by Council President Chamberlin.

Vote: 5 Yeas 0 Nays *Motion Carries*

DEPARTMENT HEAD MERIT INCREASES

Mayor Huner made a recommendation to provide merit increases for the Department Heads. No action taken.

ADJOURNMENT

President Chamberlin said he passed out reasons to go into executive session that was provided by Tom McWatters.

There being no further business, Mayor Huner asked for a motion to adjourn. Councilor Stickley moved and seconded by Councilor Scott Stiriz to adjourn this meeting at 8:24 a.m.

All in favor: *Motion Passed Unanimously*

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
WEDNESDAY, DECEMBER 30, 2020**

Council President Chamberlin called this meeting to order at 7:30 a.m. in Council Chambers. Present were Councilors Scott Stiriz, Griggs, Schneider and Stickley. Councilor Jeff Stiriz was excused. Also present were Chief Sluder, Jamie Giguere and Keith Torbet. Mayor Huner entered the meeting at 7:44 a.m.

Council President Chamberlin gave a summary of topics discussed at the staff meeting. He asked the department heads present if they wanted to add anything. Chief Sluder said he, Trustee, Ivan Hite and Mayor Huner met with Jeff Rupp to discuss the EMS contract and have reached a gentleman's agreement regarding the levy. Keith Torbet said he did get ahold of Progressive Insurance regarding repairing the Wauseon Christmas star. President Chamberlin reminded members that there is a special council meeting at 8:15 a.m. He then moved to the agenda items. He said the Tree Commission will give a report. Councilor Griggs said the Tree Commission met and discussed the 2021 Tree City banquet. It will be moved to June 16th and held at Homecoming Park to allow for social distancing. He said the Tree Commission discussed trees to be removed. Chief Sluder asked how big this event usually is and Mayor Huner said usually around 200 people.

President Chamberlin said at the special council meeting he will present a report of the Personnel Committee and recommend that the clerk of council merit increase follow the same scale that was adopted previously for all other non-union, full-time employees. Councilor Griggs asked why there has to be a separate motion for the clerk and department heads and Keith Torbet said it is because those positions are structured differently in the compensation plan. Mayor Huner said it is just a different procedure. Councilor Schneider questioned the amount of time taken to complete evaluations and if the merit increases are necessary since there is so much subjectivity to the evaluations. He said we should just eliminate them. There was general discussion about merit increases; the evaluation process and what is best and most fair for the employees.

He said there was one piece of legislation on the agenda: Resolution 2021-1: Authorizing the Mayor to Enter into an Agreement with Schoenhardt & Associates for Accounting Services Needed to Handle the GAAP Accounting. President Chamberlin said under new business there will be a motion to accept the Mayor's appointment of Keith Torbet to the Maumee Valley Planning Organization board for the term of January 4, 2021 to December 31, 2021. He said the cemetery board is also seeking someone for Judge Barber's unexpired term. There was general discussion about the new appointee for the Wauseon Union Cemetery Board.

Mayor Huner gave a brief explanation of the joint meeting with herself, Ivan Hite, Jeff Rupp and Chief Sluder. She said the financing will be discussed with the Finance Director. There was general discussion about this agreement.

Mayor Huner said she will not require department heads to attend council meetings but they will attend Committee of the Whole to answer questions.

Councilor Griggs said he wanted to clarify his comments on making the Assistant Director of Finance position part time. Jamie Giguere said that changing that position is an administrative decision. Councilor Griggs said his only concern is having office coverage with three part time employees who make their own schedules. Jamie Giguere said they do have set schedules.

There being no further business, this meeting adjourned at 8:16 a.m.

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council