

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

January 15, 2021

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

Re: Council Meeting of January 18, 2021

Dear Council Members:

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

Council Member Scott Stiriz will present a report on the recent meeting by the Wauseon Recreation Association.

There will be a first reading of Ordinance 2021-1 (emergency), which authorizes the South Shoop Repaving Project.

There will be a second 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 third reading.

In new business, a motion will be necessary to authorize the lease of a vactor truck as set forth in the 2021 budget.

A motion will also be necessary to approve the Mayor's appointments to various boards and commissions.

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

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WAUSEON CITY COUNCIL AGENDA
January 18, 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: January 4, 2021
 - b) Committee of the Whole: January 14, 2021
 - 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) Wauseon Recreation Association Board: Monday, January 11, 2021, Scott Stiriz, Council Rep
8. First Reading of Legislation or Emergency
 - a) Ordinance 2021-1: An Ordinance Authorizing the South Shoop Repaving Project; and Declaring an Emergency
 - Motion to place Ordinance 2021-1 on emergency reading moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
 - Motion to place Ordinance 2021-1 on final reading moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays
9. Second 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 second reading moved by _____ and seconded by _____.
 - Vote: ____ Yeas ____ Nays

10. Third Reading of Legislation or Emergency

11. New Business

- a) Motion to approve the four year lease agreement in the total amount of \$366,000 for the vactor truck moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
- b) Motion to accept the Mayor's appointments to the various boards and commissions moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
- **Zoning Board of Appeals (1/1/21 to 12/31/25)**
Greg Suon
 - **Charter Revision Commission (1/1/21 to 12/31/21)**
Jeff Stiriz
Steve Schneider
 - **Park Board (1/1/21 to 12/31/25)**
Larry Zimmerman
 - **Planning Commission (1/1/21 to 12/31/26)**
Amy Ferguson
 - **Tree Commission (1/1/21 to 12/31/23)**
Tom Collins
 - **Pride Preservation & Design Review Board (1/1/21 to 12/31/23)**
Bev Meridew
 - **Charter Revision Commission (Unexpired Term until 6/30/21)**
Eric Nagle

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.



WAUSEON RECREATION ASSOCIATION BOARD MEETING

Wauseon Recreation Department

765 East Linfoot Street, Wauseon, OH 43567

Meeting Held via Zoom

Minutes of Wauseon Recreation Association Board Meeting, held Monday January 11, 2021 at 7:00 P.M.

The meeting of the Wauseon Recreation Association Board of Directors was called to order at 7:05 P.M. by WRA President Zach Riley.

The roll was then taken, with WRA Board Members Shelly Borton, Zach Riley, Matt Strader, Jason Robinson and Kyle Storrer, constituting a quorum for the transaction of business. Also present were Recreation Director Matt Mennetti, Assistant Recreation Director Hugo Barajas, Park Board Representative Larry Zimmerman, City Council Representative Scott Stiriz.

Minutes from the November 9, 2020 WRA meeting were presented for approval. Shelly Borton motioned to approve the minutes as presented, with Matt Strader seconding the motion. The motion passed with a 5-0 vote.

Matt Mennetti provided a financial report, stating that the WRA currently held a little over \$11,663.56.

Boys and Girls Little Indians are half way done and going really well. Hosting a Girls and Boys Tournament at the Middle School the first two weekends in February. Adult Church League basketball, Co-Ed Volleyball, Tomahawk Wrestling are all going on and doing well.

Spring and Summer registration will be coming soon. Some deadlines for registration will be in February.

30% drop in numbers of participants across all sports in 2020, believed to be due to the COVID-19 Pandemic. Expecting numbers to be back up this year.

Old Business

Jason Robinson motions to renew Shelly Borton for another 5 year term from 2021-2025. Matt Strader seconds. Approved unanimously 4-0.

Discussion of funding for new softball bases - Intentionally passed motion to spend up to \$1200.00 on new bases for the softball quad from the WRA Softball account. 4 Safety bases, 4 sets of full bases. Price quote \$1879.96 from BSN Sports. Motion made by Matt Strader to proceed with the purchase for the bases at the new cost presented using funds from the WRA softball account, 2nd Jason Robinson - motion passed unanimously

New Business

Approval of meeting dates for the remainder of 2021 was motion by Kyle Storrer and 2nd by Jason Robinson , Motion carried 5-0. Meeting dates are as follows: March 8, May 10, July 12, September 20, November 8.

With no additional business on the agenda, Jason Robinson made a motion to adjourn the meeting, which was seconded by Matt Strader. The motion passed unanimously. Meeting adjourned at 7:31pm.

Submitted by:

Shelly Borton

PRELIMINARY LEGISLATION

Participatory

Ordinance #2021-1

PID No. 92361

County/Route/Section FUL SR 108 0.00 Resurf

The following is an ordinance enacted by the City of Wauseon, Fulton County, Ohio, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

SECTION I - Project Description

WHEREAS, the LPA/STATE has identified the need for the described project:

2-Lane district funded resurfacing project on SR-108 in Fulton County from Henry County line to Elm St within the City of Wauseon.; perform necessary related work.

NOW THEREFORE, be it ordained by the City of Wauseon, Ohio

SECTION II - Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION III - Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

- 1) The LPA agrees to assume and contribute the entire cost and expense of the project less the amount of federal-aid funds set aside by the Director of Transportation for the financing of this project from funds allocated by the Federal Highway Administration, United States Department of Transportation.
- 2) The LPA will assume and bear one hundred percent (100%) of the total cost of any features requested by the LPA which are not necessary for the project as determined by the State and/or the Federal Highway Administration. In addition, the LPA will assume and bear one hundred percent (100%) of the total cost of any curb, curb ramps, pavement/concrete repairs and similar items not covered under the Urban Paving Policy.
- 3) The LPA consents to having the State acquire all necessary rights of way for the subject project in the name of the LPA.
- 4) The LPA agrees, upon completion of the project, to own and maintain all those portions of the project under its jurisdiction.
- 5) The State agrees to be the lead agency and to administer the construction phase of the project.

PID No. 92631

SECTION IV - Utilities and Right-of-Way Statement

The LPA agrees that all existing street and public way right-of-way within the jurisdiction of the LPA which is necessary for the described project shall be made available therefor. The LPA further agrees that any right-of-way acquired by said LPA on behalf of the described project shall be acquired and/or made available in accordance with current State and Federal regulations.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION V - Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: 1) provide adequate maintenance for those portions of the Project under the jurisdiction of the LPA in accordance with all applicable state and federal law, including, but not limited to, Title 23, U.S.C., Section 116; 2) provide ample financial provisions, as necessary, for the maintenance of those portions of the Project under its jurisdiction; 3) maintain the right-of-way, keeping it free of obstructions; and 4) hold said right-of-way inviolate for public highway purposes.

SECTION VI - Authority to Sign

The _____ of said City is hereby empowered on behalf of the City
(Contractual Officer)

to enter into contracts with the Director of Transportation necessary to complete the above described project.

Passed: January 18, 2021.
(Date)

Attested: _____

(Clerk Signature)
(Contractual Officer Signature)

Attested: _____

(Clerk Signature)
(President of Council Signature)

This ordinance is hereby declared to be an emergency measure to expedite the highway project(s) and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

CERTIFICATE OF COPY
STATE OF OHIO

City of Wauseon, Fulton County, Ohio

I, Andrea R. Gerken, as Clerk of the City of Wauseon, Ohio, do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the legislative Authority of the said City, on the 18th day of January, 2021, that the publication of such ordinance has been made and certified of record according to law; that no proceedings looking to a referendum upon such ordinance have been taken; and that such ordinance and certificate of publication thereof are of record in

Ordinance 2021-1.

(Ordinance Record No.)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this _____ day of _____, 2021.

Clerk

(SEAL)

City of Wauseon, Ohio

(If Applicable)

The afore going is accepted as a basis for proceeding with the project herein described.

For the City of Wauseon, Ohio

Attest: _____, Date _____
Contractual Officer

For the State of Ohio

Attest: _____, Date _____
Director, Ohio Department of Transportation

	Yes	No
Emergency		
First Reading	6	0
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, JANUARY 4, 2021**

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 was taken by the Clerk of Council. Present were Council President Chamberlin, Councilors Jeff Stiriz, Scott Stiriz, Stickley, Griggs and Schneider.

MINUTES

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

All in favor: Motion Carries

COMMITTEE REPORTS

Councilor Griggs provided a summary of the December 16, 2020 Tree Commission report. The 2021 Tree City banquet has been moved to June in Homecoming Park to allow for better social distancing. Box lunches will be provided by AKA Designs. The commission got a plaque to honor Jim Spiess for the tree in front the Municipal Building. No action taken.

FIRST READING OF LEGISLATION OR EMERGENCY

Resolution 2021-1: A Resolution Authoring 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 Councilor Stickley and seconded by Councilor Griggs.

Vote: 6 Yeas 0 Nays *Motion Carries*

NEW BUSINESS

Motion to accept the Mayor's appointment of Keith Torbet to the Maumee Valley Planning Organization board for a one year term moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

Mayor Huner requested comments about liquor permits for Kam Wah, Jay Petroleum and Ironwood Golf Course. No action taken.

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. Council President Chamberlin moved and seconded by Councilor Stickley to adjourn this meeting at 5:10 p.m.

All in favor: Motion Passed Unanimously

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, JANUARY 14, 2021**

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

Council President Chamberlin gave a summary of topics discussed at the staff meeting. Chief Sluder provided a draft EMS plan and said he is available for any questions. Councilor Griggs asked Chief Sluder if he was comfortable with the draft EMS agreement; Chief Sluder said it was a negotiation so they didn't get everything requested but what was agreed upon is good. President Chamberlin said Mayor Huner would like to move staff meetings to Wednesdays beginning in September. Councilor Scott Stiriz asked if moving the staff meetings would leave the clerk enough time to create the agenda for Committee of the Whole and was told yes.

Councilor Stickley asked if the city has funds to purchase the Hojnacki property if it becomes available. Jamie Giguere said there is \$1,900,000 in the capital fund and there is \$1,660,000 budgeted for 2021. Councilor Stickley asked if we could use the funds from the levy. Jamie Giguere said the levy is for operation and maintenance, not purchasing property. Councilor Stickley said he asked Tom McWatters about the Hojnacki property and that Tom McWatters told him that Council President Chamberlin told him to stand down on pursuing the property. Council President Chamberlin said he did not tell Mr. McWatters to stop working on the Hojnacki property but that he did voice concerns about the finances of the city. There was general discussion about the Hojnacki property.

President Chamberlin then moved on to the agenda. He said there may be a Tree Commission report but there are no minutes yet. Councilor Griggs asked about paying the bills for the Tree City USA banquet since they cannot take donations as they are not a 501C3 organization. He also asked about reserving and paying for the Homecoming Shelter. Keith Torbet said the Homecoming shelter is city property so no reservation is needed but we need to block out the date. Mr. Torbet said we could ask the Wauseon Area Foundation to accept any donations and pay invoices for the event. Councilor Griggs said he knows he cannot fund raise as an elected official but he asked if the members of Tree Commission are allowed and Keith Torbet said yes. Finally, he said Rick Frey asked him to inquire about Andrea Gerken or Trudi Mahnke taking minutes for the Tree Commission. Andrea Gerken said this was discussed in the past but it was decided this was not a good idea due to overtime. President Chamberlin said he is fine with Pete Carr continuing to do the minutes. There was general discussion about minutes for the Tree Commission.

Scott Stiriz asked if the WRA minutes were sent out and was told yes.

President Chamberlin said for first reading there is one piece of legislation.

Ordinance 2021-1: An Ordinance Authorizing the South Shoop Avenue Repaving Project; and Declaring an Emergency

Keith Torbet explained that the legislation is necessary for the city to participate in the project since a portion is in city limits.

President Chamberlin said there is one piece of legislation for second reading.

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 there is no legislation for third reading.

He said under new business there will be a motion to approve the lease of the vector truck.

Councilor Stickley asked about the cost of the lease. Keith Torbet said he found a demo unit for \$366,000 and it is a 4 year lease for a little over \$90,000 per year. There was general discussion about the vector truck lease.

He said there will also be a motion to accept the Mayor's appointments to the following boards and commissions:

- Greg Suon – Zoning Board of Appeals (1/1/21 to 12/31/25)
- Jeff Stiriz & Steve Schneider – Charter Revision Commission (1/1/21 to 12/31/21)
- Larry Zimmerman – Park Board (1/1/21 to 12/31/25)
- Amy Ferguson – Planning Commission (1/1/21 to 12/31/26)
- Tom Collins – Tree Commission (1/1/21 to 12/31/23)
- Bev Meridew – Pride Preservation & Design Review Board (1/1/21 to 12/31/23)

Councilor Stickley asked Jamie Giguere about combining the Clerk of Council position with the Assistant Finance Director position which would eliminate an entire salary from the budget. Jamie Giguere said she would take this suggestion into consideration.

Councilor Jeff Stiriz asked what year the decision was made to quit giving out the codified books and only have the one in Council Chambers. Andrea Gerken said this procedure predates her but she can look into it. Councilor Scott Stiriz said the entire code can be found online so they decided the books were no longer necessary. There was general discussion about the code books and the updates. Councilor Jeff Stiriz said he didn't need this looked up.

Councilor Griggs asked about having a cement slab removed from the boulevard on E Walnut Street when Public Works is planting a new tree in the area. He said a mailbox sat on the slab but has since been removed. Keith Torbet said they would take care of it.

Council President Chamberlin provided the proper grounds for emergency legislation created by Law Director, Tom McWatters. There was general discussion about emergency legislation. He said he plans to leave his copy in council chambers so it is always on hand. Chief Sluder recommended putting it in a folder on the shelf so it doesn't get moved or lost by others who use the room.

Keith Torbet said there is a preconstruction meeting for the ADA downtown project next week.

There being no further business, this meeting adjourned at 8:08 a.m.

Andrea Gerken, Clerk of Council

Shane Chamberlin, President of Council