

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

February 26, 2021

Wauseon City Council
230 Clinton Street
Wauseon, Ohio 43567

Re: Council Meeting of March 1, 2021

Dear Council Members:

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

The Personnel Committee will present a report and recommend that revisions to certain job descriptions for employees of the City be revised.

There will be a first reading on Resolution 2021-5, which approves the Solid Waste Management Plan Update for the Joint Solid Waste Management District of Defiance, Fulton, Paulding and Williams Counties, Ohio.

There will be a second reading of Ordinance 2021-2, which amends Exhibit B of Section 929 and Section 933.02(a)(1) of the Codified Ordinances to increase the water and sewer rates by 6% effective April 1, 2021. There will also be a second reading on Ordinance 2021-3, which amends Codified Ordinance 933(b) to increase the restoration fee after service is disconnected due to non-payment to \$50, and to add a \$100 restoration fee for service restored during non-business hours. Finally, there will be a second reading of Resolution 2021-4, which authorizes the Mayor to enter into an agreement with Sudsina & Associates to serve as an advisor for debt offerings and other financings.

There is no legislation for third reading.

In new business, the Mayor will present the Mayor's Annual Report.

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
Andrea Gerken, Clerk of Council
Jamie Giguere, Finance Director
The Blade

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WAUSEON CITY COUNCIL AGENDA

March 1, 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: February 15, 2021
 - b) Committee of the Whole: February 25, 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) Personnel Committee: Monday, February 15, 2021 Shane Chamberlin, Chair
 - Motion to accept the Personnel Committee recommendation to accept the recommended updates to the job descriptions presented except item #2, the Clerk of Council/Administrative Assistant to the Director of Public Service moved by _____ and seconded by _____.

Vote: ____ Yeas ____ Nays
8. Department Head Reports
9. First Reading of Legislation or Emergency
 - a) Resolution 2021-5: A Resolution Approving the Solid Waste Management Plan Update for the Joint Solid Waste Management District of Defiance, Fulton, Paulding and Williams Counties, Ohio
 - Motion to put Resolution 2021-5 on first reading and the first reading be passed moved by _____ and seconded by _____.

VOTE: ____ Yeas ____ Nays

10. Second Reading of Legislation or Emergency

- a) Ordinance 2021-2: An Ordinance to Amend Exhibit B of Section 929 and Section 933.02(a)(1) of the Codified Ordinances to increase the water and sewer rates by 6% effective April 1, 2021
- Motion to put Ordinance 2021-2 on second reading and the second reading be passed moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
- b) Ordinance 2021-3: An Ordinance to Amend Codified Ordinance 933(b) to increase the restoration fee after service is disconnected due to non-payment to \$50, and to add a \$100 restoration fee for service restored during non-business hours.
- Motion to put Ordinance 2021-3 on second reading and the second reading be passed moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays
- c) Resolution 2021-4: A Resolution Authorizing the Mayor to Enter into an Agreement with Sudsina & Associates to Serve as an Advisor for Debt Offerings and Other Financings
- Motion to put Resolution 2021-4 on second reading and the first second be passed moved by _____ and seconded by _____.
Vote: ____ Yeas ____ Nays

11. Third Reading of Legislation or Emergency

12. New Business

- a) Mayor's Annual Report

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

15. Adjournment

- a) Motion to adjourn moved by _____ and seconded by _____.
All in favor:

Trudi L. Mahnke
Ass't 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, FEBRUARY 15, 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 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 Jeff Stiriz to approve the minutes as printed.

All in favor: Motion Carries

INDIVIDUALS WISHING TO ADDRESS COUNCIL

There was no one present to address council.

COMMITTEE REPORTS

Councilor Griggs provided a summary of the February 10, 2021 Tree Commission meeting. He said Stephanie Miller was present via Zoom to advise that there cannot be any in person events; the 2021 Tree City USA banquet must either be virtual or canceled. After discussion, the members voted to move the Tree City USA banquet to 2023. Also discussed were trees to be removed.

Motion to accept the Tree Commission recommendation to reschedule the Tree City USA banquet to 2023 moved by Council President Chamberlin and seconded by Councilor Scott Stiriz.

Vote: 6 Yeas 0 Nays Motion Carries

Mayor Huner said she would like to thank the members of the Tree Commission for all the work they did to plan the 2021 Tree City USA banquet.

Council President Chamberlin gave a summary of the February 12, 2021 Personnel Committee meeting. He said that an Accounts Payable position is being created to replace the Assistant Director of Finance who is retiring soon. He said that Jamie Giguere is confident they will be able to find a candidate to fill this new part time position. He said there were other job descriptions to be considered but the committee wanted to review them and discuss at a later date. After discussion, the committee recommended creating this position to replace the Assistant Director of Finance.

Motion to accept the Personnel Committee recommendation to accept the part-time Accounts Payable position to replace the full-time Assistant Director of Finance position moved by Councilor Schneider and seconded by Councilor Stickley.

Vote: 6 Yeas 0 Nays Motion Carries

DEPARTMENT HEAD REPORTS

There were no department head reports.

FIRST READING OF LEGISLATION OR EMERGENCY

Ordinance 2021-2: An Ordinance to Amend Exhibit B of Section 929 and Section 933.02(a)(1) of the Codified Ordinances to increase the water and sewer rates by 6% effective April 1, 2021

Motion to place Ordinance 2021-2 on first reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.
Vote: 5 Yeas 1 Nays (Scott Stiriz) *Motion Carries*

Ordinance 2021-3: An Ordinance to Amend Codified Ordinance 933(b) to increase the restoration fee after service is disconnected due to non-payment to \$50, and to add a \$100 restoration fee for service restored during non-business hours

Motion to place Ordinance 2021-3 on first reading moved by Councilor Stickley and seconded by Councilor Griggs.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2021-2: A Resolution Authorizing the Mayor to Enter into an Agreement with Intelligent Mailing Solution for a New Postage Meter; and Declaring an Emergency

Motion to place Resolution 2021-2 on emergency reading moved by Council President Chamberlin and seconded by Councilor Schneider.

Councilor Jeff Stiriz asked why this legislation needed to be on emergency. Mayor Huner said because our postage machine is not working and we need a new one as soon as possible. President Chamberlin asked if the reason for emergency could be included in the future. He said the reason for emergency is for the operation of city business.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2021-2 on final reading moved by Councilor Stickley and seconded by Councilor Jeff Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2021-3: A Resolution Authorizing the Mayor to Enter into a Lease Agreement with TCF Capital Solutions for a New Vector Truck; and Declaring an Emergency

Motion to place Resolution 2021-3 on emergency reading moved by Councilor Schneider and seconded by Councilor Stickley. There was general discussion as to why this legislation needed to be on emergency reading.

Vote: 6 Yeas 0 Nays *Motion Carries*

Motion to place Resolution 2021-3 on final reading moved by Councilor Jeff Stiriz and seconded by Councilor Scott Stiriz.
Vote: 6 Yeas 0 Nays *Motion Carries*

Resolution 2021-4: A Resolution Authorizing the Mayor to Enter into an Agreement with Sudsina & Associates to Serve as an Advisor for Debt Offerings and Other Financings

Motion to place Resolution 2021-4 on first reading moved by Council President Chamberlin and seconded by Councilor Jeff Stiriz.

Vote: 6 Yeas 0 Nays *Motion Carries*

SECOND AND THIRD READING OF LEGISLATION OR EMERGENCY

There was no legislation for second or third reading.

NEW BUSINESS

Motion to schedule a public hearing for Monday, March 15, 2021 at 5:00 p.m. for the application to rezone parcel (#06-017072-00.000) at 604-606 S Shoop Ave from R-4 (Multi-Family) to B-4 (Mixed Community Use) in order to allow for the construction of an addition to the existing structure moved by Councilor Stickley and seconded by Council President Chamberlin.

Vote: 6 Yeas 0 Nays *Motion Carries*

President Chamberlin gave a shout out to the Wauseon swimmers who made it on from sectionals to districts. He said the girls and boys swim teams both did very well. Mayor Huner gave a shout out to Skye Cinema for allowing the swim parents to watch the event at the theater.

Mayor Huner thanked Andrea Gerken and John Arps for the Snow Policy and Procedures that has been posted on the city website and social media sites. She said they did a lot of good work getting this information out to the public.

OLD BUSINESS

Councilor Jeff Stiriz asked if the tax levy for the fire department was going to be necessary. Mayor Huner said it sounds like we are going to be able to come to an agreement with the county so it won't be needed. Councilor Jeff Stiriz said he is glad it looks like this won't be necessary because he wouldn't want people to be double or triple taxed.

Councilor Jeff Stiriz asked Mayor Huner about having department heads attend council meetings. Mayor Huner said she made that decision a couple weeks ago as a result of questions they weren't prepared for and heated arguments that have taken place. She said the department heads would like to be more prepared. Councilor Jeff Stiriz asked if department heads are going to provide written reports for the Mayor to read at council. Mayor Huner said she plans to have them attend the Committee of the Whole so questions can be asked at that time. Councilor Jeff Stiriz said he followed the chain of command; he asked President Chamberlin about the matter; President Chamberlin sent an email inquiring and it went unanswered. Councilor Jeff Stiriz said he does not feel the mayor can change an ordinance. Mayor Huner said she did not change an ordinance and she would like council to read section 5.02 of the city charter. Councilor Jeff Stiriz said he is going to call the state and see if changing is appropriate; Mayor Huner said go ahead. Tom McWatters said if department heads need to give a report, each committee needs to also give a report at each meeting. Councilor Griggs said the issue of the fire truck being repaired out of town is important and the city as a whole should try a harder to keep our business in town. Mayor Huner said she agrees that it should be kept local, when possible. There was a lot of discussion about this matter.

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 Jeff Stiriz moved and seconded by Council President Chamberlin to adjourn this meeting at 5:35 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, February 25, 2021

This meeting of the Wauseon City Council was called to order at 7:30 a.m. in Council Chambers. Present were Council President Chamberlin, 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 the Personnel Committee meeting that was held on February 15, 2021. Sarah Wheeler had reviewed several job descriptions that needed revised and some would include a pay increase. They agreed on all changes except for the Clerk's job description and will need to meet again prior to taking any action. Jamie Giguere explained they are not asking to increase wages and only the pay range level would be changed. After a lengthy discussion and some confusion, Council Present Chamberlin asked to hold off on the Personnel Committee report and will be requesting another meeting where Keith Torbet can attend for more clarification. Council President Chamberlin asked Trudi to remove the Personnel Committee Report from Monday night's Council Agenda.

President Chamberlin said there is no legislation for first reading. He said there are three (3) pieces of legislation up for second reading.

Ordinance 2021-2: An Ordinance to Amend Exhibit B of Section 929 and Section 933.02(a)(1) of the Codified Ordinances to increase the water and sewer rates by 6% effective April 1, 2021.

Ordinance 2021-3: An Ordinance to Amend Codified Ordinance 933(b) to increase the restoration fee after service is disconnected due to non-payment to \$50, and to add a \$100 restoration fee for service restored during non-business hours.

Resolution 2021-4: A Resolution Authorizing the Mayor to Enter into an Agreement with Sudsina & Associates to Serve as an Advisor for Debt Offerings and Other Financings

He said the Mayor will be presenting her Annual Report and all Department Heads will be present Monday night to answer any questions regarding the report.

Chief Sluder said we should have a rough EMS draft soon, we are just waiting on the levy to pass in May.

Chief Chittenden said Rick Roe resigned and his last day was February 14. Civil Service Commission met yesterday and authorized him to advertise and test for two (2) entry level patrolman positions. The first Durango was put on the road yesterday and the second Durango will be out within the next few weeks. They received a grant through BWC to purchase 3 out of the 4 needed vest. They also received a JAG grant in the amount of \$9,302 to purchase portable radios.

Keith Torbet had a virtual meeting with TMACOG yesterday and they will have a representative come meet with us as soon as all restrictions have been lifted. They currently only hold virtual meetings. They also posted the job advertisements for the city on their TMACOG website. He also said there will be a resolution up for first reading regarding the Solid Waste Management update for the Joint Solid Waste Management District. Keith said they have completed a spreadsheet of all the streets in town that show the age and condition of each road and the infrastructure and they have been rated on a scale. This was done so that we know which road needs repaired first if funds were to become available. There may be another Block Grant available soon.

Jamie Giguere said they had their first Insurance Committee meeting and that went well. They will be meeting quarterly and are hoping to get the Wellness Committee back up and running. She said the Income Tax Revenue is doing extremely well and we are back up where we were in 2017.

There being no further business, this meeting adjourned at 8:06 a.m.

Trudi L. Mahnke, Ass't Clerk of Council

Shane Chamberlin, President of Council

**PERSONNEL COMMITTEE MEETING
MONDAY, FEBRUARY 15, 2021
IMMEDIATELY FOLLOWING CITY COUNCIL MEETING**

Present: Shane Chamberlin, Steve Schneider and Scott Stiriz

Also Present: Tom McWatters, Jamie Giguere, Sarah Wheeler, Mayor Huner, Chief Sluder and Andrea Gerken (Mayor Huner exited the meeting at 5:55 pm)

Job Description Updates/Changes

Council President Chamberlin called this meeting to order at 5:40 pm. He said the purpose of the meeting was to discuss the job description updates that were provided by Sarah Wheeler. The clerk was not provided copies of the documents discussed.

Sarah Wheeler said changes were needed to the job description of Administrative Assistant to the Mayor as it was no longer accurate. She said the job duties for the fire department need removed as well as removing the notarizing of documents; the cell phone plan management needs added and assistant to the Public Service Director needs added in place of assistant to the fire chief.

Sarah said position of Fire Captain/Medic needs to have the hours fixed from 56 to 54. Chief Sluder said they are just cleaning up these job descriptions to match what is actually needed.

Sarah said the Second Assistant Fire Chief position also needs the hours on the job description changed from 56 to 40. She said these are just to update and correct the job description to match the position.

Sarah said the Part-time Human Resource Officer was originally a full-time position that reports to the Assistant Director of Finance. She said it needs changed to unclassified, part-time and should report to the Director of Finance.

Sarah said the Paramedic/EMT position is being added as an additional position in the fire department. Chief Sluder said this will allow the FD to hire people for the transfer squad and they would not be fire certified. He explained this will not be a union position. Chief Sluder said he is not looking to fill this position as yet but it will allow him to hire in the future if needed. Jamie Giguere said this will save the city money as this position would go through the PERS systems as opposed to Ohio Police & Fire Pension.

Sarah said the next issues deal with FLSA exemption changes. She explained the guidelines required to meet the Fair Labor Standards Act status. She said the Income Tax Commissioner was classified incorrectly and this needs changed. Sarah said the

Public Works Superintendent needs reclassified. She said the Public Works Assistant Superintendent needs changed as it was also classified incorrectly. She said the Water Reclamation Plant Superintendent also needs reclassified as nonexempt under FLSA. She said the Assistant Chief of Police needs reclassified and updated.

Sarah Wheeler said the next changes deal with monetary/budgetary changes. The first position is the Fire Captain/EMT. She said the hours need changed to 40/week. She said the point factor analysis needs updated due to a change in duties. This will put this position at a pay wage scale level 20 and it was an 18. Sarah said this will be \$184/pay or \$4784/year at the minimum rate on the pay scale. There was a lot of discussion on this suggested update.

Sarah moved on to the First Assistant Fire Chief position which has also increased the necessary education, certification(s) and responsibility. These updates increase the point factor analysis which increases the pay wage scale from a 23 to a 24.

Sarah said the Construction/Maintenance position includes about 14 different people. Some job duties were removed from the job description. She said they hire people without licensure or apprenticeships in at a level 14 but with one or both of those they would be moved to a level 15 on the pay scale. Sarah said there is no progression for this increase currently to encourage these individuals to further their education. There was discussion about what this would mean for the city financially.

Sarah said the Working Foreman job duties were updated which increased their point factor analysis. This increase moves them from a 15 to a 16 on the pay scale.

Sarah said the accounts payable position will save the city over \$30,000 annually by reducing this position to part-time.

Sarah said the Clerk of Council position needs to be moved to a part-time position. She said they would create an Administrative Assistant to the Public Service Director which would also be part-time that would be added to the current Clerk of Council to make a full-time position as she is already doing these city duties. Councilor Schneider asked about making it one full-time position as opposed to 2 part-time positions. Sarah said the job duties are so different that you cannot make it one full-time position and we currently have an employee on city property without a direct supervisor. She said two separate job descriptions would be better for the city legally. Sarah said the other option is just reducing the position to part-time. President Chamberlin said just adding the additional duties under the Clerk of Council job description would solve the issue as well. Councilor Schneider said if we make it two different positions, what is the guarantee for the clerk to maintain full-time benefits? Sarah Wheeler said no position is guaranteed. President Chamberlin said he sees this as an attempt to circumvent the charter, where it states the clerk is supervised by the President of Council because of the issues during the evaluation process. Councilor Scott Stiriz said he thinks this is a

power play by the mayor to try to control council. Sarah Wheeler said it is not an attempt to do anything. Tom McWatters said the Clerk of Council position was initially set to be paired with the Human Resource position to make a full-time position. President Chamberlin said he is happy with the way it is right now as a full-time position. Councilor Scott Stiriz said he used to ask the clerk to do things for him as a council member but was told by the mayor that it wasn't the clerk's job to do it. Sarah stated it is only a 25 hour per week position per the time study completed by the clerk a few months ago. She said we either need to add this additional job description or the clerk will be reduced to part-time. Sarah said city work cannot be completed under the clerk of council job description. Councilor Scott Stiriz asked who makes the decision on if the position is full-time or part-time. Councilor Schneider said you cannot guarantee that any full-time position is busy for 40 hours. Councilor Schneider said he is in favor of the Clerk of Council position remaining full-time and if in the future something changes it can be revisited. Council President Chamberlin asked if the Personnel Committee made a recommendation to include the city job duties on the current Clerk of Council job description, would this be followed. Sarah Wheeler said she advises against it. There was a lot of discussion on the options for this position. The committee members said they would discuss this position at a later date.

Council President Chamberlin made a motion with Councilor Scott Stiriz seconding to accept the recommended updates to the job descriptions presented except item #2, the Clerk of Council/Administrative Assistant to the Director of Public Service positions.

VOTE: 3 Yeas – 0 Nays MOTION CARRIES

With no further business to discuss, Councilor Schneider made a motion with Council President Chamberlin seconding to adjourn this meeting at 6:44 pm.

All in favor: Motion passed unanimously

Respectfully submitted,
Andrea R. Gerken
Clerk of Council

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

RESOLUTION 2021-5

A RESOLUTION APPROVING THE SOLID WASTE MANAGEMENT PLAN UPDATE FOR THE JOINT SOLID WASTE MANAGEMENT DISTRICT OF DEFIANCE, FULTON, PAULDING AND WILLIAMS COUNTIES, OHIO

WHEREAS, pursuant to Ohio Revised Code Section 3734.55, the Joint District Policy Committee has updated and adopted a Solid Waste Management Plan for the Joint Solid Waste Management District of Defiance, Fulton, Paulding and Williams Counties, on February 1, 2021 ("District"); and

WHEREAS, the District requests legislative action supporting the adoption of this plan;

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

Section 1

The City of Wauseon does hereby support and approve the adoption of the District's Joint Solid Waste Management District Plan Update.

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