

Mayor
Kathy Huner

City Council
Shane Chamberlin
Sarah Heising
Steve Schneider
Jeremy Simon
Brandon Tijerina



Director of Law
Thomas A. McWatters III

Director of Finance
Jamie L. Giguere

Director of Public Service
Keith C. Torbet

Police Chief
Kevin Chittenden

Fire Chief
Chief Kessler

Wauseon City Council Agenda
July 7, 2025
5:00 PM

Order of Business

1. Call Meeting to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Roll Call
5. Approval of Prior Meeting Minutes:
 - a) Council Meeting:
 - i. June 16, 2025
 - b) Committee of the Whole:
 - i. July 3, 2025
6. Committee Reports
 - a) Personnel Committee: June 4, 2025
 - i. Recommendation to accept the job description changes for the Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator, Construction Maintenance Worker, and Working Foreman.
 - b) Park Board: June 17, 2025
 - c) Tree Commission: July 1, 2025
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. First Reading of Legislation or Emergency
9. Second Reading of Legislation or Emergency
10. Third Reading of Legislation or Emergency
11. New Business
12. Old Business
13. Approval of the Bills
14. Adjournment

Korin Miller
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.



Item: 5.a.i.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office: Admin

Item Name: June 16, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 6 16 2025 Council Minutes

**WAUSEON CITY COUNCIL
COUNCIL MEETING
Monday, June 16, 2025**

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

MINUTES

Council President Chamberlin asked for a motion to approve the prior meeting minutes. Councilor Heising moved and was seconded by Councilor Tijerina to approve the minutes as printed.

All in favor: Motion Passed Unanimously

INDIVIDUALS ADDRESSING COUNCIL

Jerry Smith from the Lions Club came to address council. He presented a Certificate of Appreciation from the Lion's Club International President to Keith Torbet for the successful installation of the Hybrid Beacon. It is the fourth highest award someone can receive. Jerry highlighted that the Hybrid Beacon will save lives in the future. Mayor Huner thanked Keith Torbet for his hard work.

COMMITTEE REPORTS

Council President Chamberlin gave a report from the previous Personnel Committee meeting on June 4, 2025. The committee presented one recommendation.

Recommendation to accept the job description changes for the Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator, Construction Maintenance Worker, and Working Foreman.

After discussing the fact that council and Mayor had not reviewed the job description changes it was concluded to hold off on voting on this recommendation.

DEPARTMENT REPORTS

Keith Torbet gave a report for his department. There will be a water fountain installed on the bike trail, and the water fountain at South Park will be replaced. He is working with IT on getting surveillance installed at the parks.

THERE WAS NO LEGISLATION FOR FIRST, SECOND, OR THIRD READING

NEW BUSINESS

Mayor Huner stated that the Homecoming Committee has stated that there will be no rides at the event this year, however they will have other activities for families. Council President Chamberlin shared that it seems like the committee thoroughly checked into all options.

APPROVAL OF THE BILLS

Motion to approve and pay the bills as presented moved by Councilor Schneider and seconded by Council President Chamberlin.

Vote: 4 Yeas 0 Nays Motion Carries

ADJOURNMENT

There being no further business, moved by Councilor Tijerina and seconded by Councilor Schneider to adjourn the meeting at 5:16 p.m.

All in favor: *Motion Passed Unanimously*

Korin Miller, Clerk of Council

Shane Chamberlin, Council President



Item: 5.b.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office:

Item Name: Committee of the Whole:

Summary:

Recommended Action:

Budget:

Attachments:

None

**WAUSEON CITY COUNCIL
COMMITTEE OF THE WHOLE
THURSDAY, July 3, 2025**

Council President Chamberlin called this meeting to order at 7:15 a.m. Present were Councilors, Galbraith, Schneider, Tijerina, and Simon.

Council President Chamberlin went over the proposed agenda for the upcoming Council Meeting.

Council President Chamberlin will give a report from the Personnel Committee meeting on June 4, 2025. They will present a recommendation.

Recommendation to accept the job description changes for Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator, Construction Maintenance Worker, and Working Foreman.

There will be a report from the previous Park Board meeting on June 17, 2025.

Councilor Simon will give a report from the previous Tree Commission meeting on July 1, 2025.

There will be no legislation.

Council President Chamberlin went over the previous staff notes.

Councilor Tijerina exited Council Chambers at 7:35 a.m.

Chief Kessler had shared that Brandy Secory successfully completed her NREMT-B Testing. There were no issues with the National Threshers Convention. Throughout the next month there will be Crosley Cars, Geocaching, and Motorcycle events. During July his department will be participating in leadership training. He has also requested a Civil Service meeting. His department is gearing up for the Fourth of July event at Biddle Park.

Chief Chittenden had shared that Safety City is completed. Aaron Hicks graduated from the Police Academy and has been sworn in as an Auxiliary Officer. Due to the heat, his department has been dealing with vehicles issues.

Keith Torbet had shared that there will be a bid opening for the North Fulton Street repaving on July 8th, at 10:00 a.m. He is working on getting street re-striping scheduled with Aero Mark. He is working with RCAP, who will be doing a water audit to help identify the possible water loss issue. Keith also gave an update that the City Pool is doing very well so far this year.

Jamie had stated that the income tax revenue is up 0.74% from this time last year. She is also working on the health insurance renewal questionnaire. The Auditors will begin at the end of July or early August.

Code enforcer, Danny Markley and Chief Kessler have worked together on creating a packet for mobile food vender. This packet includes all the information the vender will need. Jan Tropf, administrative assistant, will have the packets available for the venders.

ADJOURNMENT

There being no further business, this meeting adjourned at 8:10 a.m.

Korin Miller, Clerk of Council

Council President Chamberlin



Item: 6.a.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office: Admin

Item Name: Personnel Committee: June 4, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 6 4 2025 Personnel Committee

**PERSONNEL COMMITTEE MEETING
COUNCIL CHAMBERS
WEDNESDAY, June 4, 2025
12:00 PM**

Present: Heather Galbraith, Shane Chamberlin, and Sarah Heising

Also Present: Keith Torbet, Phil Kessler, Kevin Chittenden, Tom McWatters, Danny Markley, Jamie Giguere, and Michelle Wing

Matter: Job Descriptions

Councilor Chamberlin called the meeting to order at 12:00 p.m. on June 4, 2025.

Michelle Wing (HR) provided the committee with five potential job descriptions updates. Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator. The Committee reviewed each of the proposed job descriptions, looking at the roles, responsibilities, qualifications, and any recommended changes.

Recommendation to accept the job description changes for the Utility Clerk, Administrative Assistant, Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator moved by Council President Chamberlin and seconded by Councilor Heising.

Vote: 3 yays 0 nays
Motion carries

Keith Trobet provided two job description changes for a Construction Maintenance Worker and a Working Forman. The committee reviewed the proposed changes.

Recommendation to accept the job description changes for a Construction Maintenance Worker and a Working Forman moved by Council President Chamberlin and Seconded by Councilor Galbraith.

Vote: 3 yays 0 nays
Motion carries

There was no action on the matter.

The meeting adjourned at 11:55 p.m.

Respectfully submitted by,

Korin Miller
Clerk of Council



Item: 6.a.i.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office: Admin

Item Name: Recommendation to accept the job description changes for the Fire Chief Executive Assistant, Assistant Director of Finance, Paramedic and EMS Coordinator, Construction Maintenance Worker, and Working Foreman.

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 6.b.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office: Admin

Item Name: Park Board: June 17, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 6-17-25 Minutes

**PARK BOARD
COUNCIL CHAMBERS
TUESDAY, June 17, 2025
7:00 AM**

MEMBERS PRESENT: Jacob Flores, Russ Pauley, Dave Carroll, Brook Conrad, Larry Zimmerman

STAFF: Keith Torbet, Jan Trops and John Arps

ABSENT: Mayor Huner, Jeremy Simon and Heather Galbraith

Matter: Approval of March 11, 2025 Minutes

Motion made by Brook Conrad seconded by Dave Carroll to approve the Minutes of March 11, 2025

Vote: 5 Yeas 0 Nays - Motion Carried

Matter: Park Cameras

Keith Torbet updated the Park Board on the vandalism of the restrooms at Homecoming Park. The City wishes to place cameras at the Parks to capture images of those entering and exiting the area. There had been similar issues at Reighard Park too. Motion made by Larry Zimmerman to place the cameras where needed, motion seconded by Jacob Flores.

Vote: 5 Yeas 0 Nays - Motion Carried

Updates: Biddle Park

- Concession Stand – T-ball fields
Keith Torbet advised the City was looking at getting Exhaust Hoods from either the old Sterlings Building or the Senior Center to be installed in the Concession Stand. Details are still being worked out for either of these options. The goal is to have it installed in time for Homecoming.
- Electrical Upgrades
6 power poles near the T-ball fields have been installed for future events such as July 4th, Homecoming and any other type events that may take place at Biddle Park.

Updates: Wabash Playground Equipment

- Larry Zimmerman has a quote from Boss Playground Equipment for \$72,000, to re-do the playground at Wabash Park. Boss Playground keeps enticing with different types of discounts. The City will pay \$50,000 and Rotary will also pay to get the equipment upgraded and replaced.

Updates: Drinking Fountains

- John Arps updated the Board Members about 2 new drinking fountains that have been installed. One fountain is at South Park, the other is on the Bike Path. When the City installed the new water line, they added the piping for the drinking fountain. However, the Fountain must be winterized each year because of the cost difference. A drinking fountain that must be winterized costs \$4600 (each); whereas a winterized one costs is over \$9000 (each).

Matter: Use of Concession Stand at Biddle Park (T-ball area)

Jan Tropf mentioned to the Members that a business in Wauseon (Perfect Pair Catering) asked to rent the concession stand near the T-ball stand for the July 4th celebration. The members asked what the costs were to rent the other shelter houses such as Reighard Park, Homecoming and Rotary.

Motion made by Brook Conrad to allow Perfect Pair to rent the concession stand for \$100 plus a \$25 deposit. The \$25 would be returned if the building is cleaned, motion seconded by Jacob Flores.

Vote: 4 Yeas 1 Nay - Motion Carried

Matter: Frequency of Meetings

Keith Torbet suggested to the Board Members to alter the frequency of Park Board meetings to a quarterly basis unless an urgent matter arises and a need for a special meeting. The meeting months would be March, June, September, and November. Motion made by Larry Zimmerman to change the Park Board meetings, motion seconded by Dave Carroll.

Vote: 5 Yeas 0 Nays - Motion Carried

Other Business: Friends and Family rallying around Liam Lammon's Family are wishing to plant a Memorial Tree in Liam's memory, and want it planted at Biddle Park. However, there are different rules already in place for no memorial trees in Biddle. There is currently a tree that needs to be replaced due to the tree dying or dead.

Motion made by Larry Zimmerman, seconded by Jacob Flores, to allow a Memorial tree in memory of Liam Lammon to replace an existing tree that needs to be replaced anyway.

Vote: 5 Yeas 0 Nays - Motion Carried

Being no further business, motion made by Larry Zimmerman and seconded by Jacob Flores to adjourn the Park Board Meeting, vote was unanimous.

Meeting adjourned 07:50am

Respectfully submitted,
Jan E. Tropf
Executive Assistant



Item: 6.c.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office: Admin

Item Name: Tree Commission: July 1, 2025

Summary:

Recommended Action:

Budget:

Attachments:

1. 7 1 2025 Tree Commission Minutes



TREE COMMISSION
COUNCIL CHAMBERS
Tuesday, July 1, 2025
8:00 AM

Present: Laura Kamp, Rick Frey, Keith Torbet, Julie Wolf, Kurt Stuckey and Jeremy Simon
Absent: John Alexander

Rick Frey moved to approve the prior meeting's minutes. All were in favor.

Laura Kamp introduced the new member, Julie Wolf.

Stephanie Miller will no longer be the Urban Forester for our area. The new representative will be Haley Bellis. Laura Kamp hopes that she will be attending a Tree Commission meeting in the near future.

There was discussion regarding planting trees at Biddle Park. This topic has been discussed in the past. Rick Frey will be bringing more specific details regarding this to the next meeting in hopes to pursue planting in the fall.

Director Keith Torbet had previously asked the Tree Commission members to look at the property that will become an extension of the city pool parking lot. He wanted the members to identify the trees that were worth keeping. Rick Frey and Kurt Stuckey will be meeting there to mark the trees that can be taken down.

On October 23rd there will be an Urban Forestry conference in Bluffton for the members to attend.

Laura Kamp went through the binders that all the members have with intentions on updating Julie Wolf and getting everyone on the same page. These binders contain all the information that the members would need for a productive meeting. They have a city map, a list of their roles, contact information for each member, the updated Tree Code, Their Strategic Plan, list of tree removals, and other information.

Councilor Simon exited Council Chambers at 8:46.

The committee will meet again on August 5th, 2025, at 8:00 a.m.

The meeting was adjourned at 8:52 a.m.
Respectfully submitted,

Korin Miller
Clerk of Council



Item: 7.a.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office:

Item Name: Phil Kessler, Fire Chief

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.b.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office:

Item Name: Kevin Chittenden, Police Chief

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.c.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office:

Item Name: Keith Torbet, Director of Public Service

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.d.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office:

Item Name: Jamie Giguere, Director of Finance

Summary:

Recommended Action:

Budget:

Attachments:

None



Item: 7.e.

ITEM REPORT

To: City Council

From:

Meeting Date: July 7, 2025

Department/Office:

Item Name: Thomas McWatters III, Law Director

Summary:

Recommended Action:

Budget:

Attachments:

None