

6:00pm- Committee of the Whole- Discussion of HLC Appeal
6:20pm- Public Hearing - Code Amendment 1250.31(h)

CITY OF

PERRYSBURG 

**CITY OF PERRYSBURG
CITY COUNCIL
AGENDA**

January 21, 2025

1. Call to Order - 6:30 PM
2. Roll Call
3. Pledge of Allegiance
4. Minutes of Council Meeting of January 7, 2025
5. Special Reports
6. Letters, Communications, and Citizens Communications
7. Administrative Reports
 - a. Mayor
 - b. City Administrator
 - c. Finance Director
 - d. Law Director
8. President of Council Report
9. Committee Reports

a. Finance & Economic Development

Ordinance 1-2025

AN ORDINANCE AMENDING ORDINANCE 68-2024 TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE YEAR ENDING DECEMBER 31, 2025; AND DECLARING AN EMERGENCY.

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
Pass as an Emergency Measure***

Ordinance 2-2025

AN ORDINANCE RESCINDING THE COMMUNITY REINVESTMENT AREA AGREEMENT WITH MAIN STREET RETAIL ENTERPRISES LLC AND V ENTERPRISES LLC, DBA VCOUTURE; AND DECLARING AN EMERGENCY

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
Pass as an Emergency Measure***

Resolution 2-2025

A RESOLUTION TO APPROVE THEN AND NOW CERTIFICATES IN THE AMOUNT OF TWENTY-SIX THOUSAND EIGHTY-FIVE DOLLARS AND SEVENTY-EIGHT CENTS (\$26,085.78), AS ATTACHED IN EXHIBIT A, FOR THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY.

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
Pass as an Emergency Measure***

Resolution 3-2025

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACTS AND/OR PARTICIPATE IN STATE OF OHIO OR APPROVED PURCHASING PROGRAMS FOR THE PURCHASE OF VEHICLES AND EQUIPMENT, AS APPROVED WITH THE 2025 BUDGET AS WELL AS THE TRADE-IN OR OUTRIGHT SALE OF VEHICLES AND EQUIPMENT NO LONGER NEEDED FOR MUNICIPAL PURPOSES; AND DECLARING AN EMERGENCY.

1st Reading, no vote required

Resolution 4-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH HENSCHEN AND ASSOCIATES, INC. TO UPGRADE THE CURRENT MUNICIPAL COURT SOFTWARE; AND DECLARING AN EMERGENCY.

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
Pass as an Emergency Measure***

Resolution 5-2025

A RESOLUTION OF THE CITY OF PERRYSBURG, OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH); AND DECLARING AN EMERGENCY

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
Pass as an Emergency Measure***

- b. Safety**
- c. Recreation**
- d. Planning & Zoning**
- e. Personnel**
- f. Public Utilities**
- g. Service**

10. Other Business

- a. Executive Session - To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.

b. Executive Session - To consider the purchase of property

11. Adjournment

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ord 1-2025

DATE: January 9, 2025



Subject Matter/Background

Throughout the year, budget amendments may be necessary to move appropriations from one account to another or to request additional funding. While monitoring the budget through the beginning of January 2025 it was found that certain modifications need to be made.

These modifications can be found in Exhibit A.

Financial Review

The accounts associated with the modifications can be found in Exhibit A.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the rules, waive the three readings and pass this as an Emergency is appropriate. The Finance Department is requesting an emergency to ensure such appropriations, powers, and duties within the annual budget shall be in effect immediately.

ORDINANCE 1-2025

AN ORDINANCE AMENDING ORDINANCE 68-2024 TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE YEAR ENDING DECEMBER 31, 2025; AND DECLARING AN EMERGENCY

WHEREAS, to provide for current expenses and other expenditures for the fiscal year ending December 31, 2025, the City of Perrysburg, Ohio, approved the 2025 city budget pursuant to Ordinance 68-2024; and,

WHEREAS, it has been determined by the Mayor and Director of Finance that certain amendments should be made to the revenues, expenditures, and appropriations described in the approved 2025 budget for the City of Perrysburg, Wood County, Ohio; and,

WHEREAS, in order to reflect appropriate adjustments to the budget and otherwise provide for necessary appropriations, it is reasonable and appropriate to amend Ordinance 68-2024.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO:

SECTION 1. To provide for current expenses and other expenditures for the City of Perrysburg, Ohio, during the fiscal year ending December 31, 2025, sums are set aside and appropriated as stated in Exhibit A attached hereto.

SECTION 2. To the extent the sums set aside and appropriated as stated in Exhibit A change those stated in Ordinance 68-2024, that Ordinance is amended.

SECTION 3. The Director of Finance is authorized to draw their warrant upon the City Treasury in the amount appropriated and for the purposes stated in this Ordinance upon receiving the proper certificates and vouchers therefore, approved by the officer authorized by law to approve the same or authorized by an ordinance or resolution of Council to make the expenditure.

SECTION 4. The Mayor and Director of Finance are authorized to enter into contracts in accordance with the laws of the State of Ohio and the Charter, ordinances, and resolutions of the City of Perrysburg, Ohio.

SECTION 5. It is found and determined that all formal actions of Council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Perrysburg and the State of Ohio.

SECTION 6. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio, in order to ensure that such appropriations, powers, and duties within the annual budget shall be in effect immediately, and shall be in full force and effect from and immediately after its passage and approval by the Mayor.

President of Council

Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

Budget Amendments - January 2025

Department	Account	Description	Amount
Employee Health and Welfare	6505-11075-51160	HSA Employer Contribution	\$ 60,000.00
Street Trees	2236-71645-56400	Refund & Reimbursement	\$ 1,000.00
Muni Court Computer/L.R. Fund	2238-11820-55299	Equipment and Furniture >\$10k	\$ 50,000.00
Muni Ct. Probation Serv.	2239-11920-53999	Other - Services	\$ (40,000.00)
Muni Ct. Probation Serv.	2239-11920-55299	Equipment and Furniture >\$10k	\$ 45,730.00
City Wide	2200-11755-55999	Other - Capital Outlay (Federal Grant Portion - MUP Riverside to Orleans)	\$ 163,120.00
Special Disbursements	2200-11761-59800	Advances - Out	\$ 3,074.25
Federal Grants - Police	2200-21232-54999	Other - Supplies and Materials - Bulletproof Vest Grant Remaining	\$ 1,175.75
Water	5401-61814-55999	Other - Capital Outlay (East River Road Water Connection Design)	\$ 39,120.00
			\$ 323,220.00

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ordinance 2-2025

DATE: January 17, 2025



Subject Matter/Background

Ohio Revised Code Section 3735.65 has authorized affected counties, municipalities and townships therein to designate areas as a Community Reinvestment Area.

In 2012 the City established Community Reinvestment Area #1 (The CRA). Council approved a Community Reinvestment Area Agreement via Ordinance 133-2018 with Main Street Retail Enterprises LLC (the “Property Owner”) and V Enterprises LLC, DBA VCouture (the “Company”) within said CRA zone.

The Property Owner and Company has informed the City that they are no longer moving forward with the project as originally envisioned, and requests that the abatement be rescinded. This Ordinance allows for the termination of the extension of the CRA.

Financial Review

This Ordinance will have no financial impact on the City of Perrysburg.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the rules, waive the three readings and pass this legislation as an emergency is appropriate.

ORDINANCE 2-2025

AN ORDINANCE RESCINDING THE COMMUNITY REINVESTMENT AREA AGREEMENT WITH MAIN STREET RETAIL ENTERPRISES LLC AND V ENTERPRISES LLC, DBA VCOUTURE; AND DECLARING AN EMERGENCY

WHEREAS, the Community Reinvestment Area Act (the “Act”) under Ohio Revised Code Section 3735.65 has authorized affected counties, municipalities and townships therein to designate areas as a Community Reinvestment Area; and,

WHEREAS, the Council of the City of Perrysburg (the “Council”) approved Ordinance No. 152-2012 on September 18, 2012, recertifying Community Reinvestment Area #1 within the boundaries of the City of Perrysburg, Ohio, to promote the City’s economic welfare; and,

WHEREAS, Council approved a Community Reinvestment Area Agreement via Ordinance 133-2018 with Main Street Retail Enterprises LLC (the “Property Owner”) and V Enterprises LLC, DBA VCouture (the “Company”) within said CRA zone; and,

WHEREAS, the Property Owner and Company has informed the City that they are no longer moving forward with the project as originally envisioned, and requests that the abatement be rescinded.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO:

SECTION 1. The Mayor and Director of Finance are hereby authorized to take all actions necessary to terminate the City’s Community Reinvestment Area Agreement authorized by Ordinance 133-2018 with Main Street Retail Enterprises LLC and V Enterprises LLC, DBA VCouture.

SECTION 2. The Mayor and Finance Director shall notify the Ohio Department of Development, County Auditor, and the affected school boards of this termination.

SECTION 3. It is found and determined that all formal actions of Council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Perrysburg and the State of Ohio.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio, to permit the City and the property owner to address the termination in a timely manner, and shall be in full force and effect from and immediately after its passage and approval by the Mayor.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Res 2-2025

DATE: January 9, 2025



Subject Matter/Background

The Finance Department is submitting a list of items requiring a Then & Now Certificate. Such certificate certifies that both at the time of the making of the contract or order and at the date of the execution of this certification, the amount requested was appropriated for such contract or order and is in the treasury or in the process of collection and free from any previous encumbrances. Any time a purchase is made before a purchase order is issued, a then and now situation is created.

Certificates for purchases greater than or equal to \$3,000, that were not already approved on a purchase order, are required to be approved by Council per ORC 5705.41.

Items included in this Then and Now Request include various supplies and services spanning multiple City departments.

The total for all items totals \$25,452.60

Financial Review

The accounts are listed in the Exhibit.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the rules, waive the three readings and pass this legislation as an emergency is appropriate. An Emergency is requested to ensure proper compliance the State of Ohio Auditors rules for Then and Now.

RESOLUTION 2-2025

A RESOLUTION TO APPROVE THEN AND NOW CERTIFICATES IN THE AMOUNT OF TWENTY-SIX THOUSAND EIGHTY-FIVE DOLLARS AND SEVENTY-EIGHT CENTS (\$26,085.78), AS ATTACHED IN EXHIBIT A, FOR THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

WHEREAS, The Ohio Revised Code 5705.41(D)(1) provides that if prior certification of funds by the Fiscal Officer was not obtained before the contract or order involving the expenditure of money was made, then the Fiscal Officer may instead certify; and

WHEREAS, that there was at the time of making such contract or order and at the time of the execution of such certificate, a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund, free from any encumbrances; and

WHEREAS, the Fiscal Officer is accordingly certifying that there were appropriations available and the funds in the treasury or in the process of collection at the time of the contract or order were made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now); and

WHEREAS, the amount of the certificates exceeds \$3,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO:

SECTION 1. It is hereby certified that both at the time of the making of the attached contract(s) or order(s) and at the date of the execution of this certificate, the amount of funds required to pay for this contract(s) or order(s) had been appropriated for the purpose of this contract or order, attached hereto, and is in the treasurer or in the process of collection to the credit of the fund free from any previous encumbrances.

SECTION 2. It is found and determined that all formal actions of Council concerning or relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Perrysburg and the State of Ohio.

SECTION 3. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio; and so that the certificate meets the timeliness requirements of the Ohio State Auditor; this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

Then and Now Requests For					
1/14/2025					
Invoice Date	Vendor	Item	Total Cost	Department	Expense Account
12/12/2024	NW Water & Sewer	Repair	6,573.78	DPU	5331-61814-53222
12/11/2024	Best Equipment	Vehicle Parts	3,659.77	Refuse	2231-31338-54302
12/12/2024	NW Water & Sewer	Repair	8,743.05	DPU	5331-61814-53222
12/17/2024	Selking	Truck Repair	3,909.18	DPS	1110-71541-54302
12/22/2024	Parham	Emergency Drilling	3,200.00	DPU	5331-61814-53222
		Total	26,085.78		

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Resolution 3-2025

DATE: January 17, 2025



Subject Matter/Background

Resolution 3-2025 is an omnibus resolution authorizing the City to either solicit bids, or directly purchase from approved programs (such as Sourcewell) for various purchases that are already accounted for within the 2024 budget. Additional information regarding particular purchases within this resolution can be provided upon request of Council.

Financial Review

All items within this resolution have been accounted for in the 2025 City Budget.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

1st Reading – January 21, 2025

2nd Reading – February 4, 2025

3rd Reading – February 18, 2025

If City Council is in agreement, after the 3rd reading, a motion to suspend the rules and pass this legislation as an emergency is appropriate. An emergency is requested to provide the City with the ability to make timely purchases and dispose of the property in a timely manner.

RESOLUTION 3-2025

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACTS AND/OR PARTICIPATE IN STATE OF OHIO OR APPROVED PURCHASING PROGRAMS FOR THE PURCHASE OF VEHICLES AND EQUIPMENT, AS APPROVED WITH THE 2025 BUDGET AS WELL AS THE TRADE-IN OR OUTRIGHT SALE OF VEHICLES AND EQUIPMENT NO LONGER NEEDED FOR MUNICIPAL PURPOSES; AND DECLARING AN EMERGENCY

WHEREAS, the City of Perrysburg, during the 2025 calendar year, will need to purchase certain vehicles and equipment, as approved in the 2025 budget; and,

WHEREAS, in order to expedite the purchase process for vehicle and equipment purchases approved in the annual budget, which will allow the City to obtain the best prices for such items and ensure that said items are available to the City when needed, it is requested that City Council authorize the Mayor and Director of Finance to advertise for bids and/or enter into contracts, or as an alternative, to participate in the State of Ohio Cooperative Purchasing Program or other approved purchasing programs in with the City is a member, for the purchase of the items listed within this Resolution; and,

WHEREAS, in order to expedite the process for vehicle and equipment trade-in, outright sale, or disposal of vehicles and equipment no longer needed for municipal purposes, it is requested that City Council authorize the Mayor and Director to trade, outright sell, or otherwise dispose of vehicles and equipment that are no longer needed for municipal purposes listed within this Resolution; and,

WHEREAS, the Finance Committee, at its meeting held January 14, 2025, unanimously approved advancement of this Agreement to City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, THAT

SECTION 1. The Mayor and Director of Finance are hereby authorized to advertise for bids and/or enter into a contract or contracts for the purchase of vehicles and equipment detailed below, or as an alternative, to participate in the State of Ohio Cooperative Purchasing Program or other approved purchasing programs in with the City is a member:

Division/Department	Fund	Description
Fire	4403	Stryker Power Cot & Load System (2)
Fire	4403	EMS Airway Ventilator Replacement (3)
Fire	4403	Automatic Station Alerting
Fire	4403	Ladder Truck Replacement
Parks	4403	Chipper
Parks	4403	Boom Mower Drum Mulcher
Parks	4403	Gator (or like) to Water Flowers
Parks	4403	Field Rake
Parks	4403	Tilt Trailer
Parks	4403	Replace Lights at Municipal Tennis/Pickleball Courts
Pool	4403	New Pool Features
Streets	4403	Utility Loader
Streets	4403	Brine Tanks (2)
Streets	4403	Brine Applicator for Small Parking Lots
Streets	4403	Snowplow Truck
Streets	4403	Dump Truck
Streets	4403	4x4 Pick-up
Utilities	5401/5402	Trimble GPS Unit
Utilities	5401	SBPS/EBPS SCADA, PS Flow Meters
Utilities	5402	Crew Truck - Sewer
WWTP	5402	Dewatering Roll-off Box
WWTP	5402	Zero Turn Mower
WWTP	5402	Trojan Technologies (UV Inventory)

SECTION 2. The Mayor and Director of Finance are hereby authorized to trade, outright sell, or otherwise dispose of vehicles and equipment detailed below that are no longer needed for municipal purposes:

Make/Model/Equipment Description	VIN/Serial Number	Year	Division/ Department	Vehicle #
Pierce Quantum Fire Engine	4P1CT02S8VA000131	1997	Fire	E-97
Ambulance – Int’l Terrastar Titan	1HTJSSKK4EH797759	2014	Fire	M-14
(2) LTV EMS Ventilators			Fire	
Chevrolet Tahoe	1GNLCDEC9HR160522	2017	Police	2
Chevrolet Tahoe	1GNLCDEC5KR202790	2019	Police	7
Chevrolet Tahoe	1GNLCDEC5JR227140	2018	Police	8

Ford F-250 4x4	1FTSX21598EB43568	2008	Police	18
Motorola/WatchGuard Camera System			Police	

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the adoption of this resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio; this Resolution shall be in full force and effect from and immediately after its passage and approval by the Mayor.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Res 4-2025

DATE: January 17, 2025



Subject Matter/Background

This Resolution seeks approval for the upgrade of the Municipal Court's current computer software, which is provided and maintained by Henschen and Associates, Inc. The upgrade is necessary to ensure the continued efficiency and effectiveness of the court's day-to-day operations, addressing current system limitations and improving functionality, security, and user experience. However, as technology advances, the existing software has become outdated, with limitations that could impact the court's ability to function effectively.

The total cost for the software upgrade is Ninety-Five Thousand Seven Hundred Thirty Dollars and Zero Cents (\$95,730.00)

The software utilized by the Municipal Court is proprietary to Henschen and Associates, Inc. and cannot be produced, upgraded, or sold by another vendor.

This Resolution authorizes the Mayor and Director of Finance to enter into an agreement with Henschen and Associates, Inc. to provide upgraded software to the Municipal Court.

Financial Review

Accounts: 2238-11820-55299 & 2239-11920-55299

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the rules, waive the three readings and pass this Resolution as an emergency measure is recommended, in order to expedite the project and to secure the lowest rate.

RESOLUTION 4-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH HENSCHEN AND ASSOCIATES, INC. TO UPGRADE THE CURRENT MUNICIPAL COURT SOFTWARE; AND DECLARING AN EMERGENCY

WHEREAS, the City of Perrysburg, Ohio, has determined that it is necessary to upgrade the current software system utilized by the Municipal Court; and,

WHEREAS, the City of Perrysburg Municipal Court currently uses software provided by Henschen and Associates, Inc.; and,

WHEREAS, the software utilized by the Municipal Court is proprietary to Henschen and Associates, Inc. and cannot be produced, upgraded, or sold by another vendor; and,

WHEREAS, the total cost to upgrade the Henschen and Associates, Inc. software system is Ninety-Five Thousand Seven Hundred Thirty Dollars and Zero Cents (\$95,730.00); and,

WHEREAS, the Finance Committee considered the legislation at the January 14, 2025, meeting and unanimously recommended its advancement to the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO:

SECTION 1. The Mayor and Director of Finance are authorized to enter into an agreement with Henschen and Associates, Inc. to upgrade the Municipal Court software system for a total cost not to exceed Ninety-Five Thousand Seven Hundred Thirty Dollars and Zero Cents (\$95,730.00);

SECTION 2. It is found and determined that all formal actions of Council concerning or relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Perrysburg and the State of Ohio.

SECTION 3. This Resolution is hereby declared to be an emergency measure to expedite the project and to secure the lowest price bid. 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.

President of Council

Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

HENSCHEN and ASSOCIATES, INC.

Government Software Specialists

432 West Gypsy Lane Road
Bowling Green, Ohio 43402
Telephone: (419) 352-5454
Fax: (419) 352-5557

Bud L. Henschen, President

January 13, 2025

Perrysburg Municipal Court
300 Walnut Street
Perrysburg, OH 43551

Dear Carrie,

The following proposal is for items you requested.

Municipal Court Upgrade to Current Version

Upgrade to the 2025 Municipal Court Information System and Data Conversion.*	\$15,195.00
MergePro Basic, Scheduler & Judge's, Clerk's and Probation Notes	
On-Site hardware setup, & travel	\$880.00
Installation, Modification and Training (5 days)	\$5,500.00
Upgrade to 2025 Municipal Court Information System Sub-Total	\$21,575.00
MCIS version Discount (2014)	\$0.00
2025 MCIS Upgrade Total	\$21,575.00

* If applicable, we may need to migrate your old Small Claims cases into the current Civil file. This would include changing the original case number to include a "5" in the 3rd digit so the Small Claims cases stay separate from the Civil cases with the same case number.

Municipal MergePro Upgrade to 2025 Paper-on-Demand/Automatic Imaging

MergePro 2025 Paper-on-Demand is the process of turning a MergePro Word/Word Perfect Document into an image without having to print and then scan the form.

Electronic Signatures are required at this point. The image of the form is automatically attached to a docket entry during the form printing process.

MergePro 2025 Paper-on-Demand/Automatic Imaging	\$5,000.00
(5,001-10,000 cases per year) ~ subject to annual fee	\$2,500.00
<i>Municipal/County Court MergePro Scanning includes Traffic, Criminal, Civil, Small Claim, Rental Escrow, Trusteeships, and the Probation file.</i>	
Signature Pads (USB) (5) (Counter/Courtroom)	\$3,000.00
Signature File Module	\$500.00
Configuration & Training (1 day)	\$1,100.00
Municipal MergePro Paper-on-Demand 2025 Sub-Total	\$12,100.00

Paperless/e-Filing

Paperless/e-Filing is a product that allows you to go paperless plus accept e-Filing. This product has workflow that allows for documents to be passed among staff members allowing for efficient processing of cases within the CMS.

2025 Paperless/e-Filing	\$0.00
(5,001-10,000 cases per year) ~ subject to annual fee	\$2,500.00
Installation & Configuration (Estimate, bill actual)	\$5,500.00
Paperless/e-Filing Sub-Total	\$8,000.00

Note: e-Filing is a Henschen & Associates hosted e-Filing solution that allows an attorney and/or Pro Se to file in multiple courts from one web site/portal. The court will receive their filing fee for each filing. This can be implemented at anytime. When the Court decides to stop keeping a complete paper folder, we recommend the addition of an off-site mirrored server solution which is not included in this proposal.

Blackbook Scheduler Google

Blackbook Scheduler (Court) Google Integration Module	\$1,500.00
Blackbook Scheduler (Probation)	\$3,000.00
Blackbook Scheduler (Probation)(Installation/Configuration)	\$880.00
Blackbook Scheduler (Probation) Google Integration Module	\$1,500.00
Blackbook Scheduler (Court) Google Configuration (8 hrs. Estimate, Bill Actual)	\$880.00
Blackbook Scheduler (Probation) Google Configuration (8 hrs. Estimate, Bill	\$880.00
Allows access to a read-only google calendar which can push to individual calendars and email notices. This is a one way process, Case Management System to Google. Google Calendar Configuration & Training not included. As with any 3rd party provider, any changes by 3rd party software providers may affect the functionality of our applications.	
Annual fee will be charged in January	\$240.00
Blackbook Scheduler Google Integration Sub-Total	\$8,880.00

Court Day Workflow	(5,001 - 10,000)	\$23,655.00
includes: Court Check-In, TV Application, Data Passing Disposition Application (includes 3 H&A forms & 40 hours of form modifications) & Workflow (associated hardware & installation not included*)		
Court Day Work Flow Sub-Total		\$23,655.00

*The following item(s) may be required based on your environment. *Check-In Computer(s), TV(s), TV(s) Mounting, TV(s) computer, electrical, network wiring, installation and etc.

E-Mailing Images Module

Henschen & Associates is not responsible for emails getting to their intended destination, or notification there of. Please note, emails that fail or that are not delivered, do not always generate a "bounce back" email. Similar to the USPS when sending a letter, there is no guarantee or confirmation that the letter reached its intended recipient, was opened or was read.

I have read and understand the implication inherent to emailing, furthermore, the court is responsible for establishing any local rules that may be required.

Initials _____

What the emailing module does:

It emails from the compression server using SMTP.

E-mail addresses are selected from a database list or entered manually

It has the capability to:

email MergePro forms (sent as an image attachment)

email an image which is attached to a docket entry

email an image from the scanning preview screen

docket and attach the sent email to a new entry

(requires MergePro scanning)

What the emailing module requires:

Proper email server configuration

Newest version of MergePro & Client Imaging Software

E-Mail Image Module

E-Mail Image Module	\$2,000.00
Configuration of image compression computer	
MergePro Upgrade to newest version	
Installation of MergePro and newest client imaging software	
E-Mail Image Module Sub-Total	\$2,000.00

*If Henschen & Associates does not control both your email services and your firewall appliance, those that do will need to cooperate with us so that we have what we need and additional time may be required.

Software Sub-Total **\$76,210.00**

Web Presence

CaseLook 3 Case Record Search & e-Payments Upgrade (Live)

CaseLook3 Case Record Search & e-Payments	\$10,000.00
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Case, Probation & Warrant	
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CaseLook 3 Record Search Sub-Total	\$10,000.00
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Probation Check-In

Probation Kiosk Check-in Application (hardware not included)	\$3,000.00
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Probation Check-In Sub-Total	\$3,000.00
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Web Presence Sub-Total	\$13,000.00
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Application, Web & Image Compression Servers

Application, Web & Image Compression Servers

City Virtual Resources

Web Server Sub-Total	<u>\$0.00</u>
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Application Server Slice Software

(4 Core, 8 RAM, 1.0TB)(Estimate, TBD)

Rocky Linux

\$0.00

fP (reload)

\$0.00

Application Server Slice Software Sub-Total	<u>\$0.00</u>
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Web Server Slice Software

(2 Core, 4 RAM, 1.0TB)(Estimate, TBD)

Rocky Linux

\$0.00

fP (reload)

\$0.00

Web Server Slice Software Sub-Total	<u>\$0.00</u>
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Image Server Slice Software

(6 Core, 8 RAM, 500GB)(Estimate, TBD)

Windows 11 Pro

\$150.00

MS Office Home & Business 2021

\$250.00

Single Image Server Slice Software Sub-Total	<u>\$400.00</u>
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Quantity 2 Sub-Total	<u>\$800.00</u>
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Configuration & Installation

Application Server Configuration

\$3,300.00

Web Server Configuration

\$1,760.00

Image Compression Configuration

\$660.00

Configuration & Installation Sub-Total	<u>\$5,720.00</u>
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Server Total	<u>\$6,520.00</u>
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Proposal Total	<u>\$95,730.00</u>
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APPROVED _____

Henschen & Associates, Inc. will guarantee this price quote for a period of 10 days from the date issued, provided the hardware listed is still available from the manufacturer. We understand the limits placed on government agencies with respect to allocating funds. However, there are times when we are forced to replace quoted equipment due to the manufacturer. We will do our best to provide another product within the same price range when possible.

In addition, we may provide you with a quote and later determine that, due to your current configuration, additional items or time will be necessary. We make every effort to assure that this does not happen, but on occasion it may. You will be notified as soon as we discover the problem to discuss your options.

On proposals where we have included phrasing like “estimate; bill actual, billed from service” or on larger quotes where we are including multiple items that have separate support/training times listed for each item, we will be creating a service balance and, upon completion of the project, apply the remainder to your existing service agreement. (Maximum CSA balance \$5,000.00)

We are the IT department for many of our Court installations and, as such, we handle most if not all of the court IT needs. If your Court receives support and/or assistance from the Local IT in your jurisdiction, please have them contact us regarding any changes they have made to the system that might impact this project.

We have developed various features that involve the internet, email and web based technology in general. We have made sure that these features work properly and efficiently in our environment where we control everything, including the desktop PC, printers, application server, web server, email server, firewall and network infrastructure. Additionally, we recommend that all printers are configured with static IP addresses. If the requested feature does not work correctly in your court and we determine that it is a local issue, we will need your assistance in helping your IT department make the necessary changes so the feature works as designed. This includes some items that require a static public IP address with access to ports 80 and 443 to function properly.

Some of the products and services that we offer require information and/or materials that must be provided by the Customer in order for us to complete the installation. In order to complete the project in a timely manner, any information and/or materials we request from the Customer regarding items on this quote must be received within 60 days after us requesting it. If said information and/or materials are not received within that time frame, this project may be closed and invoiced.

Henschen & Associates Inc. reserves the right to invoice this project as it sees fit. That could mean a single invoice for the entire project or multiple invoices to cover the phases of the project installation.

If you have any questions, please feel free to contact me. If you want to proceed, please sign and initial where indicated and fax or email this quote back to our office. Thank you for contacting Henschen & Associates, Inc. We look forward to helping you meet your computerization goals.

Respectfully,

A handwritten signature in cursive script that reads "David L. Hunter".

David L. Hunter
Henschen & Associates, Inc.

e-Court Pricing Table

Updated March 2, 2023

There is a separate contract that covers these modules

MergePro Scanning w/ Automatic Imaging (Paper-on-Demand)

Case Load	Range	Purchase Price	Cost/case	Annual Fee
1	2,500	\$10,000.00	\$0.25	\$625.00
2,501	5,000	\$15,000.00	\$0.25	\$1,250.00
5,001	10,000	\$20,000.00	\$0.25	\$2,500.00
10,001	15,000	\$25,000.00	\$0.25	\$3,750.00
15,001	20,000	\$30,000.00	\$0.25	\$5,000.00
20,001	25,000	\$35,000.00	\$0.25	\$6,250.00
25,001	30,000	\$40,000.00	\$0.25	\$7,500.00

MergePro Paperless (Workflows) with e-Filing

Case Load	Range	Purchase Price	Cost /case	Annual Fee
1	2,500	\$0.00	\$0.25	\$625.00
2,501	5,000	\$0.00	\$0.25	\$1,250.00
5,001	10,000	\$0.00	\$0.25	\$2,500.00
10,001	15,000	\$0.00	\$0.25	\$3,750.00
15,001	20,000	\$0.00	\$0.25	\$5,000.00
20,001	25,000	\$0.00	\$0.25	\$6,250.00
25,001	30,000	\$0.00	\$0.25	\$7,500.00

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Resolution 5-2025

DATE: January 17, 2025



Subject Matter/Background

This Resolution supports the mission of the Ohio Commission for the United States Semi-quincentennial (AMERICA 250-OH) to celebrate and commemorate the 250th anniversary of the founding of the United States. By supporting the Ohio Commission, the City of Perrysburg endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate every Ohioan in every county.

Financial Review

There is no funding needed for this resolution.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the rules, waive the three readings and pass this legislation as an emergency is appropriate to ensure timely endorsement for AMERICA 250-OH.

RESOLUTION 5-2025

A RESOLUTION OF THE CITY OF PERRYSBURG, OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH); AND DECLARING AN EMERGENCY

WHEREAS, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present and future; and

WHEREAS, AMERICA250-OH hopes to engage ALL Ohioans and ALL 88 counties through their many signatures and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and

WHEREAS, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO:

SECTION 1. That the City of Perrysburg hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate every Ohioan in every county.

SECTION 2. That a copy of this resolution be sent to the Municipal legislative delegation and AMERICA250-OH Commission.

SECTION 3. It is found and determined that all formal actions of Council concerning or relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Perrysburg and the State of Ohio.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio, to ensure timely endorsement of AMERICA250-OH, and shall be in full force and effect from and immediately after its passage and approval by the Mayor.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR