

Committee of the Whole at 5:30pm

CITY OF

PERRYSBURG 

CITY OF PERRYSBURG

CITY COUNCIL

AGENDA

June 3, 2025

1. Call to Order - 6:30 PM
2. Roll Call
3. Pledge of Allegiance
4. Minutes of Council Meeting of May 20, 2025
5. Special Reports
6. Letters, Communications, and Citizens Communications
7. Administrative Reports

a. Mayor

Request a motion to approve the re-appointments of Iris Weisstein and Max Pardi to serve as Student Members of the Citizen's Park and Recreation Advisory Committee (PRAC). These are for vacancies that expire on 6/1/2026.

b. City Administrator

c. Finance Director

d. Law Director

8. President of Council Report

9. Committee Reports

a. Finance & Economic Development

Resolution# 46-2025

A RESOLUTION DECLARING THE NECESSITY OF PLACING A RENEWAL LEVY WITH AN INCREASE OF TWO TENTHS (.2) FOR A TOTAL MILLAGE OF ONE AND TWO TENTHS (1.2) ON PROPERTY IN EXCESS OF THE TEN-MILL LIMITATION PURSUANT TO O.R.C. §5705.19(V) ON THE NOVEMBER 4, 2025 GENERAL ELECTION BALLOT FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF GARBAGE OR REFUSE; AND DECLARING AN EMERGENCY

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

Resolution# 45-2025

PLACING A REPLACEMENT LEVY IN EXCESS OF THE TEN MILL LIMITATION PURSUANT TO O.R.C. §5705.19(V) ON THE NOVEMBER 4, 2025 GENERAL ELECTION BALLOT FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF GARBAGE OR REFUSE; AND

DECLARING AN EMERGENCY

2nd Reading, no vote required

Ordinance# 84-2025

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE PURPOSE OF LIGHTING STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

2nd Reading, no vote required

Ordinance# 85-2025

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC PLACES IN THE CITY BY LIGHTING; AND DECLARING AN EMERGENCY

2nd Reading, no vote required

Ordinance# 86-2025

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES AND CONTROLLING THE BLIGHT AND DISEASE OF SAME AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHTS-OF-WAY OF THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

2nd Reading, no vote required

Ordinance# 87-2025

AN ORDINANCE DETERMINING TO PROCEED WITH THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES AND CONTROLLING THE BLIGHT AND DISEASE OF SAME AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHTS-OF-WAY OF THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

2nd Reading, no vote required

b. Safety

c. Recreation

d. Planning & Zoning

Ordinance# 89-2025

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, TO REZONE PROPERTY ON ROACHTON ROAD FROM OS (OFFICE & SERVICE) TO R-5 (TWO FAMILY RESIDENTIAL)

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
A Vote is requested***

Ordinance# 90-2025

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, TO REZONE PROPERTY ON

ROACHTON ROAD FROM OS (OFFICE & SERVICE) TO C-3 (COMMUNITY SHOPPING)

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
A Vote is requested***

Ordinance# 91-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §1245.51
“GUIDELINES FOR REVIEWING APPLICATIONS; REHABILITATION
STANDARDS”

***Recommendation to Suspend the Rules,
Waive the Three Readings, and
A Vote is requested***

e. Personnel

Ordinance# 72-2025

AN ORDINANCE ADDING PERRYSBURG CODIFIED ORDINANCE 266.15-1
AND AMENDING PERRYSBURG CODIFIED ORDINANCE §266.15-2

3rd Reading, vote requested

Ordinance# 73-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.01-3

3rd Reading, vote requested

Ordinance# 74-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.03-4

3rd Reading, vote requested

Ordinance# 75-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.03-6

3rd Reading, vote requested

Ordinance# 76-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.04-2

3rd Reading, vote requested

Ordinance# 77-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.05-2

3rd Reading, vote requested

Ordinance# 78-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.09-1

3rd Reading, vote requested

Ordinance# 79-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.09-5

3rd Reading, vote requested

Ordinance# 80-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCES CHAPTER 232

3rd Reading, vote requested

Ordinance# 81-2025

AN ORDINANCE REPEALING ORDINANCE §266.11-1

3rd Reading, vote requested

Ordinance# 92-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §270.03

1st Reading, no vote required

Resolution# 47-2025

A RESOLUTION AUTHORIZING THE MAYOR TO APPOINT A CERTAIN EMPLOYEE INTO AN INTERIM/ACTING POSITION WITHIN THE CITY; AND DECLARING AN EMERGENCY

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

f. Public Utilities

Resolution# 48-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH BAKER TILLY US, LLP. FOR ADVISORY SERVICES RELATED TO THE PURSUIT OF THE FEDERAL RENEWABLE ENERGY TAX CREDIT AS PART OF THE 2022 INFLATION REDUCTION ACT AT A COST NOT TO EXCEED ONE HUNDRED FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$150,000.00); AND DECLARING AN EMERGENCY

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

Resolution# 49-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH ARCADIS IN AN AMOUNT NOT TO EXCEED SEVEN HUNDRED FORTY-NINE THOUSAND SIX HUNDRED THIRTY DOLLARS AND ZERO CENTS (\$749,630.00), TO DEVELOP A SANITARY SEWER OVERFLOW (SSO) ELIMINATION PLAN FOR THE CITY OF PERRYSBURG DEPARTMENT OF PUBLIC UTILITIES; AND DECLARING AN EMERGENCY

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

Resolution# 52-2025

A RESOLUTION AUTHORIZING A PURCHASE AGREEMENT WITH PERRYSBURG AUTOMALL IN AN AMOUNT NOT TO EXCEED ONE HUNDRED EIGHTEEN THOUSAND ONE HUNDRED DOLLARS AND ZERO CENTS (\$118,100.00) FOR THE PURCHASE OF TWO (2) VEHICLES FOR THE DEPARTMENT OF PUBLIC UTILITIES; AND DECLARING AN EMERGENCY

Recommendation to Suspend the Rules,

***Waive the Three Readings, and
Pass as an Emergency Measure***

g. Service

Resolution# 50-2025

A RESOLUTION DECLARING A 2013 FREIGHTLINER BUSINESS CLASS M2 CURRENTLY USED BY THE DEPARTMENT OF SERVICE AS NO LONGER NEEDED FOR MUNICIPAL PURPOSES; AND DECLARING AN EMERGENCY

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

Resolution# 51-2025

A RESOLUTION AWARDED A BID AND AGREEMENT TO COMTE CONSTRUCTION CO. IN AN AMOUNT NOT TO EXCEED ONE HUNDRED AND THREE THOUSAND FOUR HUNDRED DOLLARS AND ZERO CENTS (\$103,400.00), FOR THE MUNICIPAL COURT OFFICE REMODEL; AND DECLARING AN EMERGENCY

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

10. Other Business

11. Adjournment

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Resolution 46-2025

DATE: June 3, 2025



Subject Matter/Background

Due to the uncertainty surrounding the status of House Bill 28 and the use of replacement levies in the November 4, 2025 General Election, the Administration is presenting alternative legislation which could be utilized if House Bill 28 passes, eliminating the ability for the City to proceed with the proposed replacement refuse levy.

In order to ensure that the question regarding continued refuse funding may be placed before voters this November (and risk a lapse in the funding of or level of garbage and refuse service), alternative legislation is necessary. This Resolution of Necessity for the Renewal of the Refuse Levy (1 mill) with an increase of two tenths (.2) mills, for a total renewal levy amount of one and two tenths (1.2) mills. The amount of the increase (.2 mills) will allow for the City to levy approximately the same amount as would have been levied through the one (1) mill replacement levy.

The Resolution of Necessity does not automatically place the levy on the ballot. It will allow the City to receive the Certificate of Estimated Value from the Wood County Auditor and proceed with moving forward with the possible placement of the renewal levy with the increase on the November 4, 2025, ballot.

If this Resolution passes, the plan would be to have legislation placing the levy on the ballot prepared and to City Council for a first reading on June 17, 2025.

Resolution 45-2025, placing the replacement levy on the November 4, 2025, ballot, is set for a second reading on June 3, 2025, and a third reading on June 17, 2025. With the status of replacement levies being unknown, the Administration would prefer to continue with the second reading at the June 3, 2025, meeting and request that the third reading be tabled until the July 1, 2025, Council meeting.

It is the hope of the Administration that by the July 1, 2025, Council meeting, the State will have made a decision as to the status of House Bill 28, providing the necessary guidance on which levy request should proceed to the ballot.

Only one levy will proceed to the November 4, 2025 ballot.

Financial Review

There is no funding needed for this resolution.

Legal Review

This resolution has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the three readings, waive the rules, and authorize this Resolution as an Emergency is recommended in order to receive the necessary certificate from the Auditor in a timely manner.

RESOLUTION 46-2025

**A RESOLUTION DECLARING THE NECESSITY OF PLACING A
RENEWAL LEVY WITH AN INCREASE OF TWO TENTHS (.2) FOR
A TOTAL MILLAGE OF ONE AND TWO TENTHS (1.2) ON
PROPERTY IN EXCESS OF THE TEN-MILL LIMITATION
PURSUANT TO O.R.C. §5705.19(V) ON THE NOVEMBER 4, 2025
GENERAL ELECTION BALLOT FOR THE PURPOSE OF
PROVIDING FOR THE COLLECTION AND DISPOSAL OF
GARBAGE OR REFUSE; AND DECLARING AN EMERGENCY**

WHEREAS, the City of Perrysburg, Ohio, provides for the collection and disposal of garbage or refuse for certain non-commercial residential properties within the City, and the revenue necessary to provide for such collection and disposal comes from tax millage; and,

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate is insufficient to provide adequately for this collection and disposal of garbage or refuse; and,

WHEREAS, the revenue necessary to provide for the collection and disposal of garbage or refuse is currently provided by a 1.0 mill levy pursuant to O.R.C. §5705.19(V), which has been in place since 2023, but is subject to expire; and,

WHEREAS, Council finds that in order to provide for adequate funds for the collection of garbage or refuse, it is necessary to renew the prior levy, pursuant to O.R.C. §5705.19(V), and to provide for an increase of two tenths (0.2) for a rate of one and two tenths (1.2) mills for each one dollar (\$1.00) of valuation, for a two-year (2) period, and for the same purpose of providing for current expenses and continued operations associated with the collection of garbage or refuse; and,

WHEREAS, City Council must request that the Wood County Auditor certify to the City the total current tax valuation of the City of Perrysburg and the dollar amount of revenue that would be generated by the tax, and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
PERRYSBURG, WOOD COUNTY, OHIO, TWO-THIRD (2/3) OF ALL MEMBERS
ELECTED THERETO CONCURRING:**

SECTION 1. Pursuant to O.R.C. § 5705.19(V), the Council of the City of

Perrysburg, two-thirds (2/3) of all members elected thereto concurring, declares it is necessary to levy a renewal of a one (1) mill levy and to provide for an increase of two tenths (0.2) mills to constitute a tax outside the otherwise applicable ten mill limitation, for the purpose of providing for the collection of garbage or refuse; at a rate not exceeding 1.2 mills for each one dollar of valuation, which amounts to \$1.20 for each one thousand dollars (\$1,000) of valuation for two (2) years.

SECTION 2. Such a levy would be in place upon the tax lists of the current tax year, commencing in 2025 and first due in calendar year 2026, in compliance with Ohio Revised Code Section 5705.34, if a majority of the electors voting thereon vote in favor thereof.

SECTION 3. The Auditor of Wood County, Ohio, is hereby requested to certify to this Council, within ten (10) days of receipt of this Resolution, the total existing levy tax valuation of the City of Perrysburg, and the dollar amount of revenue that would be generated by one and two tenths mills (1.2 mills).

SECTION 4. The Finance Director is hereby directed to file a certified copy of this Resolution with the Auditor of Wood County, upon approval.

SECTION 5. Upon receipt of certifications from the Auditor, it is the intent of this Council to pass a resolution to proceed with the levy and request the Boards of Election of Wood County to submit the question of a renewal tax to the voters, the question of the levy shall be submitted to the electors of the City of Perrysburg, Wood County, Ohio, at the general election to be held at the usual voting places within the City on the November 4, 2025

SECTION 6. 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 7. 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, in order to ensure that the City meets the required timeline for placing this issue on the ballot at the next general election, 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: Resolution 45-2025

DATE: May 20, 2025



Subject Matter/Background

This Resolution is for a replacement 1.0 mill levy to constitute a tax outside the otherwise applicable ten-mill statutory limitation, for the purpose of providing for the collection and disposal of garbage, recyclables, and other refuse; at a rate not exceeding 1.0 mills for each one dollar of taxable value, which amounts to \$35.00 for each one hundred thousand dollars of the County Auditor's appraised valuation for two (2) years.

Such a levy would be placed upon the tax lists of the current tax year, commencing in 2025 and terminating in 2027, and first due in calendar year 2026, in compliance with Ohio Revised Code Section 5705.34, if a majority of the electors voting thereon vote in favor thereof.

This resolution was approved by the Finance Committee 3-0 to forward to City Council.

Financial Review

There is no funding needed for this resolution.

Legal Review

This resolution has been reviewed and is appropriately before you.

Recommendation

1st Reading – May 20, 2025
2nd Reading – June 3, 2025
3rd Reading – June 17, 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.

RESOLUTION 45-2025

PLACING A REPLACEMENT LEVY IN EXCESS OF THE TEN MILL LIMITATION PURSUANT TO O.R.C. §5705.19(v) ON THE NOVEMBER 4, 2025 GENERAL ELECTION BALLOT FOR THE PURPOSE OF PROVIDING FOR THE COLLECTION AND DISPOSAL OF GARBAGE OR REFUSE; AND DECLARING AN EMERGENCY

WHEREAS, the City of Perrysburg, Ohio, provides for the collection and disposal of garbage or refuse for certain non-commercial residential properties within the City, and the revenue necessary to provide for such collection and disposal comes from tax millage; and,

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate is insufficient to provide adequately for this collection and disposal of garbage or refuse; and,

WHEREAS, the revenue necessary to provide for the collection and disposal of garbage and refuse is provided by a 1.0 mill levy pursuant to O.R.C. §5705.19(V), which has been in place since 2023, but is subject to expire; and,

WHEREAS, pursuant to Resolution 15-2025, the City declared the necessity of placing a replacement levy on the November 4, 2025 general election ballot for the purpose of providing for collection and disposal of garbage or refuse; and,

WHEREAS, the replacement levy for collection and disposal of garbage or refuse is one (1.0) mill for each one dollar of taxable value; and,

WHEREAS, the Wood County Auditor has certified that such tax will generate \$1,037,000.00 during the first year of collection based upon the current assessed valuation of the City of Perrysburg of \$1,036,559,910.00, in accordance with the Auditor's Certification attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, TWO-THIRD (2/3) OF ALL MEMBERS ELECTED THERETO CONCURRING:

SECTION 1. Pursuant to O.R.C. §5705.19(V), the Council of City of

Perrysburg, two-thirds of all members elected thereto concurring, desires to and does submit the question of a replacement 1.0 mill levy to constitute a tax outside the otherwise applicable ten-mill statutory limitation, for the purpose of providing for the collection and disposal of garbage, recyclables, or other refuse; at a rate not exceeding 1.0 mills for each one dollar of taxable value, which amounts to \$35.00 for each one hundred thousand dollars of the County Auditor's appraised valuation for two (2) years. The County Auditor estimates such tax levy will collect \$1,037,000.00 annually during its term.

SECTION 2. Such a levy would be placed upon the tax lists of the current tax year, commencing in 2025 and terminating in 2027, and first due in calendar year 2026, in compliance with Ohio Revised Code Section 5705.34, if a majority of the electors voting thereon vote in favor thereof.

SECTION 3. The question of such tax levy shall be submitted to the electors of the City of Perrysburg, Wood County, Ohio, November 4, 2025, general election.

SECTION 4. The Clerk is hereby directed to certify, not less than ninety (90) days prior to the election, to the Board of Elections, Wood County, Ohio, a copy of the resolution of Necessity and copy of this Resolution together with the certification of the Wood County Auditor, and notify the Board of Elections to cause notice of election on the question of levying the tax to be given as required by law.

SECTION 5. 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 6. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this ordinance is necessary to permit the City to timely move forward with the process of submitting this issue to the Wood County Board of Elections and Ohio Secretary of State; wherefore, this Resolution shall be in full force and effect immediately upon its passage.

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: Ordinance 84-2025

DATE: May 20, 2025



Subject Matter/Background

This Ordinance is to levy a special assessment to cover the cost and expense of lighting streets, alleys, ways, and public places in the City of Perrysburg, Wood County, Ohio, as well as the cost of furnishing the electricity necessary to do so, shall be paid by special assessments levied upon all lots and lands within the City, except those owned by the United States government.

Such special assessment shall be levied and assessed by a percentage of the tax value of the property assessed in the amount of \$210,000.00; shall be payable annually in two equal installments during the period of the assessment; and shall be and hereby are levied on all lots and lands in the City, except those owned by the United States government, for the years 2025 and 2026.

Financial Review

There is no funding needed for this Ordinance.

Legal Review

This Ordinance has been reviewed and is appropriately before you.

Recommendation

1st Reading – May 20, 2025
2nd Reading – June 3, 2025
3rd Reading – June 17, 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.

ORDINANCE 84-2025

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE PURPOSE OF LIGHTING STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

WHEREAS, the Council of the City of Perrysburg, Wood County, Ohio, has provided for the lighting of streets, alleys, ways, and other public places in the City and has financed this lighting by special assessments which are levied on all of the lots and lands in the City (except those owned by the United States government) and which are based on a percentage of the tax valuation of the property assessed; and,

WHEREAS, it is deemed reasonable, appropriate, and advisable in 2025 to provide lighting in public places throughout the City, to provide the electricity necessary to do so, and to continue financing this through special assessments.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, with three-fourths (3/4) of all members elected in Council concurring:

SECTION 1. The cost and expense of lighting streets, alleys, ways, and public places in the City of Perrysburg, Wood County, Ohio, as well as the cost of furnishing the electricity necessary to do so, shall be paid by special assessments levied upon all lots and lands within the City, except those owned by the United States government.

SECTION 2. Such special assessment shall be levied and assessed by a percentage of the tax value of the property assessed in the amount of Two Hundred Ten Thousand Dollars and Zero Cents (\$210,000.00); shall be payable annually in two equal installments during the period of the assessment; and shall be and hereby are levied on all lots and lands in the City, except those owned by the United States government, for the years 2025 and 2026.

SECTION 3. The City's Director of Finance is directed to certify this special assessment to the Auditor of Wood County, Ohio, to be collected as other taxes are collected and paid.

SECTION 4. The Clerk of Council shall cause a notice of the passage of this ordinance to be published once in a newspaper of general circulation in this City and shall keep on file in the office of the Clerk of Council the special assessments.

SECTION 5. It is hereby 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 residents of the City of Perrysburg, Wood County, Ohio 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: Ordinance 85-2025

DATE: May 20, 2025



Subject Matter/Background

This Ordinance is to assess the cost of improvement of certain public places in the City by lighting in accordance with the Resolution 17-2025. These costs shall be assessed in the manner and pursuant to the payment schedules set forth, and on the lots and lands described in the Resolution.

The improvement shall be made in accordance with the provisions of the Resolution and with the plans, specifications, profiles and estimate of cost previously approved and now on file in the office of the Clerk of Council

Financial Review

There is no funding needed for this Ordinance.

Legal Review

This Ordinance has been reviewed and is appropriately before you.

Recommendation

1st Reading – May 20, 2025
2nd Reading – June 3, 2025
3rd Reading – June 17, 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.

ORDINANCE 85-2025

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC PLACES IN THE CITY BY LIGHTING; AND DECLARING AN EMERGENCY

WHEREAS, the City Council has adopted Resolution 17-2025 on March 18, 2025 (the Resolution), declaring the necessity of making the improvement described in Section 1.

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

SECTION 1. It is determined to proceed with and complete the improvement of certain public places in the City by lighting.

SECTION 2. The improvement shall be made in accordance with the provisions of the Resolution and with the plans, specifications, profiles and estimate of cost previously approved and now on file in the office of the Clerk of Council.

SECTION 3. There have been no claims for damages legally filed, and the Director of Law is authorized and directed to institute legal proceedings in a court of competent jurisdiction to inquire into future claims if necessary.

SECTION 4. The portion of the cost of the improvement to be assessed in accordance with the Resolution shall be assessed in the manner and pursuant to the payment schedules set forth, and on the lots and lands described in the Resolution.

SECTION 5. The estimated special assessments previously prepared and filed in the office of the Clerk of Council are adopted.

SECTION 6. The Clerk of Council shall deliver a certified copy of this ordinance to the County Auditor within 15 days after its passage.

SECTION 7. 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 8. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the residents of the City of Perrysburg, Wood County, Ohio 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: Ordinance 86-2025

DATE: May 20, 2025



Subject Matter/Background

This Ordinance is to levy a special assessment to cover the cost and expense of the removal or special treatment of certain shade trees for the purpose of controlling the blight and disease and for planting, maintaining, trimming and removing of other shade trees in and along the streets and within the public rights-of-way of, there shall be and hereby is placed an assessment. Said assessment shall be assessed upon the lots and lands bounding and abutting upon the streets and public rights-of-way in said district; and, set opposite the description of the respective lots and lands whereas City Council does hereby determine and declare that said lots and lands are specifically benefitted in the amounts so assessed against the same.

Such special assessment shall be levied and assessed by a percentage of the tax value of the property assessed in the amount of .1 mills. The owners of said several lots and parcels of land shall pay the sum so assessed in two (2) equal installments during the period of the assessment to the Treasurer of Wood County, Ohio, at the same time and in the same manner as other taxes are paid, or be subject to penalty and interest to be paid thereon as provided by law.

Financial Review

There is no funding needed for this Ordinance.

Legal Review

This Ordinance has been reviewed and is appropriately before you.

Recommendation

1st Reading – May 20, 2025

2nd Reading – June 3, 2025

3rd Reading – June 17, 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.

ORDINANCE 86-2025

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES AND CONTROLLING THE BLIGHT AND DISEASE OF SAME AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHTS-OF-WAY OF THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

WHEREAS, through Ordinance 43-86, City Council for the City of Perrysburg, Ohio, established one district for the purpose of removing or specially treating therein shade trees for the purpose of controlling the blight and disease of same and for planting, maintaining, treating and removing shade trees in and along the streets and public rights-of-way of the City during the year 1986 and the years thereafter; and,

WHEREAS, City Council has determined that the value of the properties in this district are and will be enhanced and improved by this work; and,

WHEREAS, pursuant to Ordinance 43-86, City Council provided that part of the cost and expense connected with said work in said district shall be levied and assessed by a percentage of the tax valued of the property assessed.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, with three-fourths (3/4) of all members elected in Council concurring:

SECTION 1. To pay the cost and expense of the removal or special treatment of certain shade trees for the purpose of controlling the blight and disease and for planting, maintaining, trimming and removing of other shade trees in and along the streets and within the public rights-of-way of, there shall be and hereby is placed an assessment. Said assessment shall be assessed upon the lots and lands bounding and abutting upon the streets and public rights-of-way in said district; and, set opposite the description of the respective lots and lands whereas City Council does hereby determine and declare that said lots and lands are specifically benefitted in the amounts so assessed against the same.

SECTION 2. Such special assessment shall be levied and assessed by a percentage of the tax value of the property assessed in the amount of Seventy Thousand Dollars and Zero Cents (\$70,000.00). The owners of said several lots and parcels of land shall pay the sum so assessed in two (2) equal installments during the period of the assessment to the Treasurer of Wood County, Ohio, at the same time and in the same

manner as other taxes are paid, or be subject to penalty and interest to be paid thereon as provided by law.

SECTION 3. The City's Director of Finance is directed to certify this special assessment to the Auditor of Wood County, Ohio, to be, by him, placed upon the grand tax duplicate of said County for the year 2025, for collection in 2026, against said lots and lands respectively to be collected at the same time and in the same manner as other taxes are collected.

SECTION 4. The Clerk of Council shall cause a notice of the passage of this ordinance to be published once in a newspaper of general circulation in this City and shall keep on file in the office of the Clerk of Council the special assessments.

SECTION 5. It is hereby 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 residents of the City of Perrysburg, Wood County, Ohio 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: Ordinance 87-2025

DATE: May 20, 2025



Subject Matter/Background

This Ordinance is to assess the cost of improvement of providing for the removal and special treatment of shade trees and controlling the blight and disease of same and for planting, maintaining, trimming and removing shade trees in and along the streets and within public rights-of-way of the City of Perrysburg in accordance with the Resolution 16-2025. These costs shall be assessed in the manner and pursuant to the payment schedules set forth, and on the lots and lands described in the Resolution.

The improvement shall be made in accordance with the provisions of the Resolution and with the plans, specifications, profiles and estimate of cost previously approved and now on file in the office of the Clerk of Council

Financial Review

There is no funding needed for this Ordinance.

Legal Review

This Ordinance has been reviewed and is appropriately before you.

Recommendation

1st Reading – May 20, 2025

2nd Reading – June 3, 2025

3rd Reading – June 17, 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.

ORDINANCE 87-2025

AN ORDINANCE DETERMINING TO PROCEED WITH THE REMOVAL AND SPECIAL TREATMENT OF SHADE TREES AND CONTROLLING THE BLIGHT AND DISEASE OF SAME AND FOR PLANTING, MAINTAINING, TRIMMING AND REMOVING SHADE TREES IN AND ALONG THE STREETS AND WITHIN PUBLIC RIGHTS-OF-WAY OF THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

WHEREAS, the City Council has adopted Resolution 16-2025 on March 18, 2025 (the Resolution), declaring the necessity of making the improvement described in Section 1.

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

SECTION 1. It is determined to proceed with and complete the improvement of providing for the removal and special treatment of shade trees and controlling the blight and disease of same and for planting, maintaining, trimming and removing shade trees in and along the streets and within public rights-of-way of the City of Perrysburg.

SECTION 2. The improvement shall be made in accordance with the provisions of the Resolution and with the plans, specifications, profiles and estimate of cost previously approved and now on file in the office of the Clerk of Council.

SECTION 3. There have been no claims for damages legally filed, and the Director of Law is authorized and directed to institute legal proceedings in a court of competent jurisdiction to inquire into future claims if necessary.

SECTION 4. The portion of the cost of the improvement to be assessed in accordance with the Resolution shall be assessed in the manner and pursuant to the payment schedules set forth, and on the lots and lands described in the Resolution.

SECTION 5. The estimated special assessments previously prepared and filed in the office of the Clerk of Council are adopted.

SECTION 6. The Clerk of council shall deliver a certified copy of this ordinance to the County Auditor within 15 days after its passage.

SECTION 7. 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 8. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the residents of the City of Perrysburg, Wood County, Ohio 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: Ordinance 89-2025

DATE: June 3, 2025



Subject Matter/Background

An Ordinance amending the zoning of a 0.88 acre parcel located on the South side of Roachton Road West of Steeplechase Lane and Roachton Road. The surrounding parcels are zoned as:

North: OS (Office & Service)
East: R-3 (Single Family Residential)
West: R-3 (Single Family Residential)
South: R-3 (Single Family Residential)

The owner would like to amend the zoning map in the North from OS (Office & Service) to R-5 (Two Family Residential) to allow for residential development.

Planning Commission voted 4-1 in favor on March 27, 2025

A Public Hearing was held on May 6, 2025 and the Planning and Zoning Committee voted 3-0 in favor of this recommendation on May 27, 2025.

Financial Review

This legislation will have no financial impact on the City.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion waive the three readings rule, and pass this legislation is appropriate.

ORDINANCE 89-2025

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, TO REZONE PROPERTY ON ROACHTON ROAD FROM OS (OFFICE & SERVICE) TO R-5 (TWO FAMILY RESIDENTIAL)

WHEREAS, the proposed parcel for rezoning is located on the south side of Roachton Road just west of the intersection of Steeplechase Lane and Roachton Road; and,

WHEREAS, the parcel included in this request is: Q61-100-240000006000, which is approximately 0.88 acres, currently zoned OS (Office and Service); and,

WHEREAS, this property is bordered to the west by R-3 (Single Family Residential); to the east by R-3 (Single Family Residential); to the south by R-3 (Single Family Residential) and, to the north by OS (Office & Service), but requested to be C3 (Community Shopping); and,

WHEREAS, the applicant has requested rezoning from OS (Office & Service) to R-5 (Two Family Residential) to allow for residential development of the property; and,

WHEREAS, the Planning Commission voted 4-1 in favor of approving the rezoning the property to R-5 (Two Family Residential); and,

WHEREAS, a Public Hearing was held on May 6, 2025, and the Planning and Zoning Committee heard this matter at their May 27, 2025 meeting and recommended that the matter be presented to City Council.

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

SECTION 1. The Zoning District Map attached to and made a part of Ordinance No. 156-2007, passed on October 2, 2007, now known as Title 12 of the Codified Ordinances of the City of Perrysburg, Ohio, and as subsequently amended, is hereby revised and amended by changing the zoning of the parcel depicted in Exhibit A from OS (Office & Service) to R-5 (Two Family Residential).

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

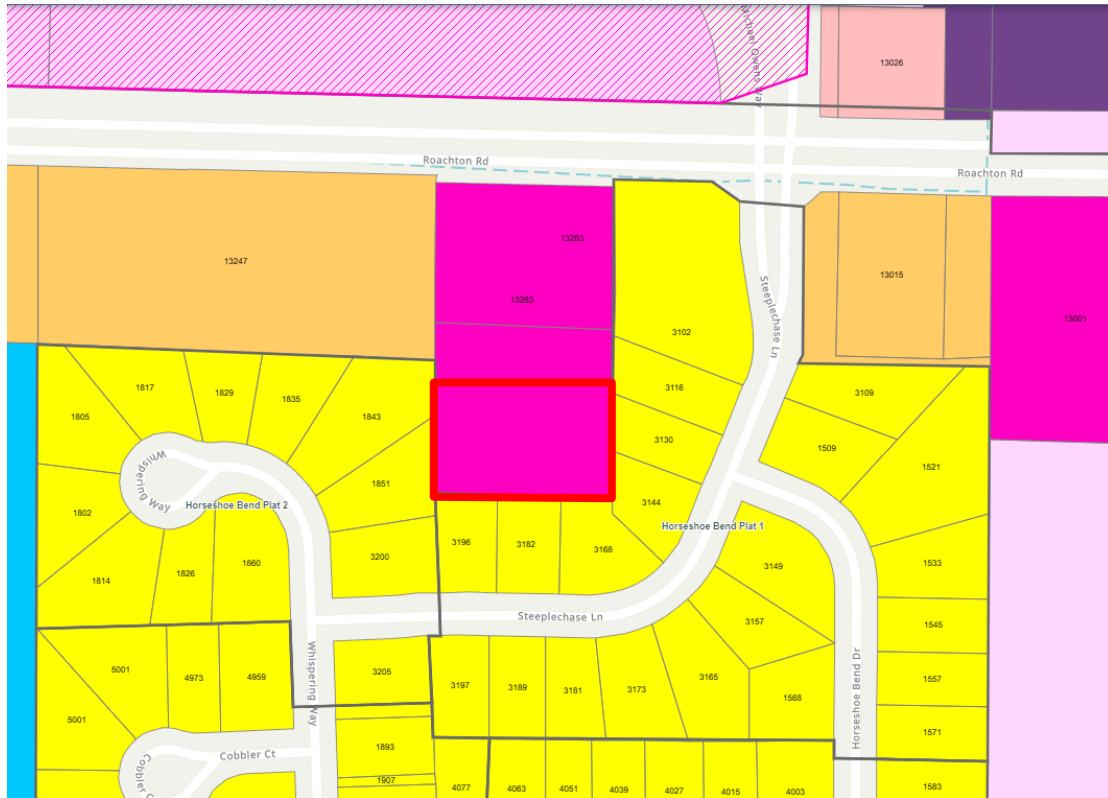
Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR



TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ordinance 90-2025

DATE: June 3, 2025



Subject Matter/Background

An Ordinance amending the zoning of a 1.61 acres parcel located on the South side of Roachton Road West of Steeplechase Lane and Roachton Road. The surrounding parcels are zoned as:

North: PBP (Planned Business Park)
East: R-3 (Single Family Residential)
West: RM (Multiple Family Residential)
South: OS (Office & Service)

The owner would like to amend the zoning map in the North from OS (Office & Service) to C3 (Community Shopping) to allow for commercial development of the property.

Planning Commission voted 4-1 in favor on March 27, 2025

A Public Hearing was held on May 6, 2025 and the Planning and Zoning Committee voted 3-0 in favor of this recommendation on May 27, 2025.

Financial Review

This legislation will have no financial impact on the City.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion waive the three readings rule, and pass this legislation is appropriate.

ORDINANCE 90-2025

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF PERRYSBURG, WOOD COUNTY, OHIO, TO REZONE PROPERTY ON ROACHTON ROAD FROM OS (OFFICE & SERVICE) TO C-3 (COMMUNITY SHOPPING)

WHEREAS, the proposed parcels for rezoning are located on the south side of Roachton Road just west of the intersection of Steeplechase Lane and Roachton Road; and,

WHEREAS, the parcels included in this request are: Q61-100-240000005500 and Q61-100-240000005002, which are approximately 1.61 acres currently zoned OS (Office and Service); and,

WHEREAS, this property is bordered to the west by RM (Multiple Family Residential); to the east by R-3 (Single Family Residential); to the north by PBP (Planned Business Park) and, to the south by OS (Office & Service), but requested to be R-5 (Two Family Residential); and,

WHEREAS, the applicant has requested rezoning from OS (Office & Service) to C-3 (Community Shopping) to allow for commercial development of the property; and,

WHEREAS, the Planning Commission voted 4-1 in favor of approving the rezoning the property to C-3 (Community Shopping); and,

WHEREAS, a Public Hearing was held on May 6, 2025, and the Planning and Zoning Committee heard this matter at their May 27, 2025 meeting and recommended that the matter be presented to City Council.

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

SECTION 1. The Zoning District Map attached to and made a part of Ordinance No. 156-2007, passed on October 2, 2007, now known as Title 12 of the Codified Ordinances of the City of Perrysburg, Ohio, and as subsequently amended, is hereby revised and amended by changing the zoning of the parcel depicted in Exhibit A from OS (Office & Service) to C-3 (Community Shopping).

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

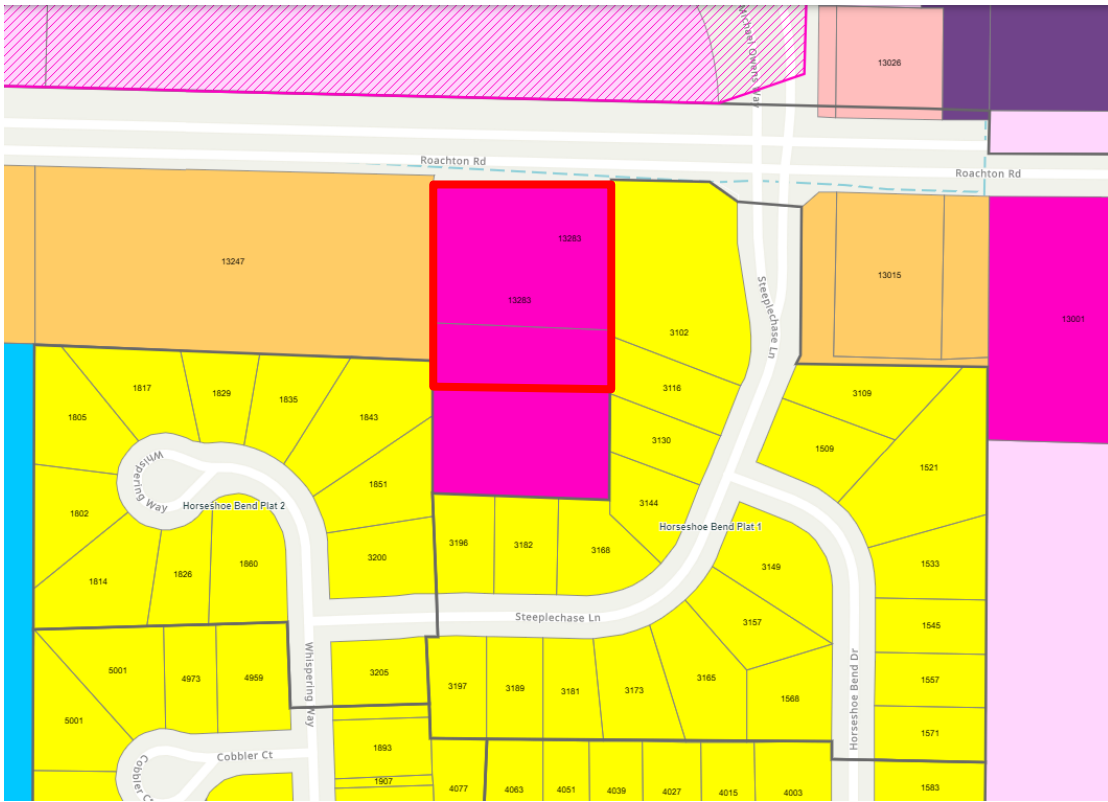
Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR



TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ordinance 91-2025

DATE: May 28, 2025



Subject Matter/Background

The proposed Code Amendment to Chapter 1245 seeks to provide a centralized and consistent resource for individuals working within the Perrysburg Historic District. It also provides an opportunity to update the existing guidelines to reflect current building materials and available construction technologies. Rather than requiring individuals to reference multiple documents from multiple sources, this amendment would allow for the Historic District Guidelines to be a singular reference document that would be acknowledged by the codified ordinances but would be housed outside of the code as a living document. As a living document, this information can be updated on an as-needed basis, without the need to formally amend the codified ordinances.

Further, this Code amendments provide for Council approval of any changes to the future standards or guidelines set by the HLC.

Financial Review

There is no financial impact to this legislation.

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 vote on this legislation is requested.

ORDINANCE 91-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §1245.51 “GUIDELINES FOR REVIEWING APPLICATIONS; REHABILITATION STANDARDS”

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §1245.51 establishes “Guidelines for Reviewing Applications; Rehabilitation Standards” through the City of Perrysburg’s Codified Ordinances (“Code”); and,

WHEREAS, this Ordinance is being updated to allow for the updated standards and guidelines to be incorporated by reference; and,

WHEREAS, at their July 25, 2024 meeting, the Planning Commission recommended approval of the proposed Code amendment; and,

WHEREAS, a Public Hearing was held on September 3, 2024 and, at their May 27, 2025 meeting, the Planning and Zoning Committee considered this legislation and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §1245.51 which currently reads as:

1245.51 GUIDELINES FOR REVIEWING APPLICATIONS; REHABILITATION STANDARDS.

- (a) Standards of Review: In considering an application for a Certificate of Appropriateness, the Historic Landmarks Commission shall be guided by the following general guidelines:
- (1) Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment or to use a property for its originally intended purpose.
 - (2) The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.
 - (3) All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
 - (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site

and its environment. These changes may have acquired significance in their own right and such significance shall be recognized and respected.

- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
 - (6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, then the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
 - (7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
 - (8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
 - (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and when such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
 - (10) Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- (b) Guidelines for Applying Standards of Review: The following guidelines are designed to help individual property owners formulate plans for the rehabilitation, preservation and continued use of historic buildings consistent with the intent of the Secretary of the Interior's "Standards of Rehabilitation." The guidelines pertain to buildings of all occupancy and construction types, sizes and materials. They apply to permanent and temporary construction on the exterior and interior of historic buildings as well as new attached or adjacent construction.
- (1) Techniques, treatments and methods consistent with the "Standards for Rehabilitation" are listed as "recommended." Not all recommendations listed under treatment will apply to each project proposal. Rehabilitation approaches, materials and methods which may adversely affect a building's architectural and historic qualities, are listed as "not recommended."

- (2) Specific information on rehabilitation and preservation technology may be obtained by writing to the Technical Preservation Services Division, National Park Service, U.S. Department of the Interior (www.cr.nps.gov/hps/tps/tax/rhb/), or to the appropriate State Historic Preservation Officer. Advice should also be sought from qualified professionals, including architects, architectural historians and archaeologists skilled in the preservation, restoration and rehabilitation of old buildings.
- (Ord. 25-2006. Passed 3-7-06.)

is hereby amended and revised to read:

1245.51 GUIDELINES FOR REVIEWING APPLICATIONS; REHABILITATION STANDARDS.

- (a) Standards of Review: In considering an application for a Certificate of Appropriateness, the Historic Landmarks Commission shall be guided by the Secretary of the Interior's Standards for Rehabilitation set forth in the City of Perrysburg Historic District Design Standards, and the following general guidelines:
- a. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment or to use a property for its originally intended purpose.
 - b. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.
 - c. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
 - d. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right and such significance shall be recognized and respected.
 - e. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
 - f. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. If replacement is necessary, then the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate

duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

- g. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
 - h. Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
 - i. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material and when such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.
 - j. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.
- (b) The most current version of the City of Perrysburg Historic District Design Standards, adopted by the Historic Landmarks Commission, and approved by City Council, shall be available on the City's website and/or in the Planning and Zoning Division office.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

CITY OF **PERRYSBURG** **HISTORIC DISTRICT DESIGN STANDARDS**

A guide to the preservation and rehabilitation of the architectural features in Perrysburg's Historic District and designated properties.



Historic Landmarks Commission
May 13, 2024

Perrysburg Historic District Design Standards

These Standards serve as a replacement of the 1989 Guidelines (see below) and were approved by the Historic Landmarks Commission on May 13, 2024.

Standards from other Historic Districts were referenced in writing the contained standards and guidelines, especially *Historic Design Standards*, November 2022, of the City of Austin, Texas, and *Madison Historic District Design Guidelines*, January 2023, of the City of Madison, Indiana.

Any mention of trade names of commercial products does not constitute or imply endorsement, but, instead, are used for examples of the recommended, or not recommended, materials.

Perrysburg Historic District Design Guidelines

The Perrysburg Historic District Design Guidelines (“the 1989 Guidelines”) were originally prepared by Jeffrey Darbee and Nancy Recchie, of Benjamin D. Rickey & Co., in 1989. This document was prepared to educate the public and to be utilized by the Commission in reviewing all applications for a Certificate of Appropriateness.

While parts of these 2024 Standards are adapted from the 1989 Guidelines, the Standards completely replace the 1989 Guidelines. The Standards were updated to reflect changes in available construction materials, a renewed commitment to follow the Secretary of the Interior’s “Standards for Rehabilitation” and best practices from other historical districts.

The 1989 Guidelines are still an excellent reference tool and provide more in-depth discussion and education around issues of style and design and those particular to Perrysburg. The Standards frequently suggest that homeowners refer to the 1989 Guidelines for additional information regarding architectural styles or the maintenance or rehabilitation of specific aspects of a structure.

The Guidelines also contain information about the maintenance and rehabilitation of historic properties’ interior features which do not require a Certificate of Appropriateness from the Historic Landmarks Commission.

The Historic Landmarks Commission of the City of Perrysburg, Ohio

John Meier, Chair
Robert BredenbeckCorp
Catherine French
Daniel Judson
D. Scot MacPherson
Jan Materni
Susan Rowland Miller

Perrysburg Historic District Design Standards

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Perrysburg Historic District Design Standards

Introduction

History

The National Registry of Historic Places was established by the National Historic Preservation Act of 1966 to identify historic places “worthy of preservation” by ensuring such properties are identified, evaluated, and protected. The Perrysburg Historic District was entered into the National Registry of Historic Places on April 14, 1975, and included 39 properties, primarily on Front and Louisiana Streets, with selected homes on Second Street.

On November 23, 1981, the Council of the City of Perrysburg (“the Council”) approved Ordinance 79-81 to provide historic zoning, in what is now Chapter 1245.45 in the Codified Ordinances.

Council, being mindful of the proud history of this community and of the importance of beauty in the everyday lives of its residents, hereby declares as a matter of public policy that the preservation, restoration, rehabilitation, and overall aesthetic improvement of the built environment are matters of public necessity involving the health, safety, prosperity, and welfare of the people. (Chapter 1245.46)

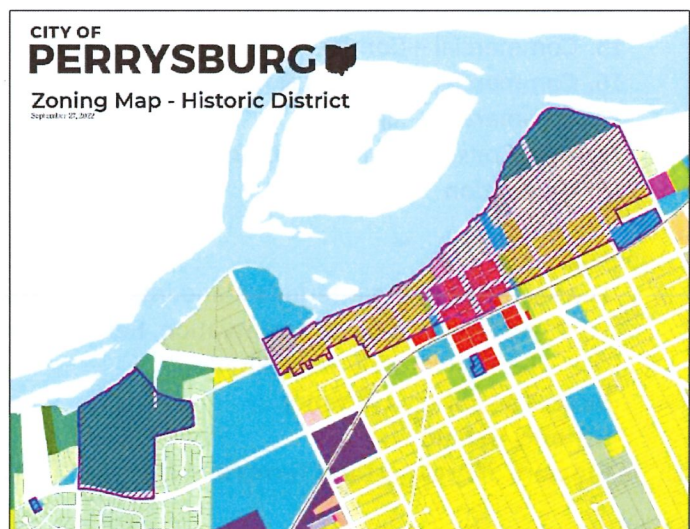
The properties under this historic zoning aligned with the National Registry of Historic Places. At the same time, the Council also established the Design and Review Board, which is now called the Perrysburg Historic Landmarks Commission (“the Commission”), to ensure the protection of the district (Chapter 1245.48). On May 15, 1984, the Council revised the Historic Zoning Ordinance with Ordinance 46-84 to list the street addresses and legal descriptions for the properties in the District. It also altered the make-up and responsibilities of the Commission.

On June 21, 1990, expanded boundaries of the Perrysburg Historic District were registered with the National Registry of Historic Places. This included 59 contributing properties, primarily on Second Street as well as Elm, Locust, and Maple Streets between Front Street and the Maumee River. On October 6, 1998, Council approved Ordinance 161-98 amending the boundaries of the District to align with these boundaries.

At the May 17, 2022 meeting of the Council, the boundaries of the district were expanded as four properties on the National Registry of Historic Places were added to the District: Division of Engineering Building/Perrysburg Water Maintenance Building, 127 W. Fifth St. (entered in the National Registry on May 10, 1990); Fort Meigs State Memorial Park (August 4, 1969); Perrysburg Area Historic Museum/Spafford House, 27338 W. River Road (July 15, 1974); Schaller Memorial Building, 130 W. Indiana (May 10, 1990).

The Historic District subject to the historic zoning overlay includes all properties listed in Chapter 1245.49. In general, these boundaries, from north to south, are:

- All properties between Front Street and the Maumee River between W. Boundary and E. Boundary Streets
- All properties on Front Street between W. Boundary and E. Boundary Streets
- All properties on Second Street between W. Boundary and E. Boundary Streets with some exceptions in the 400 and 500 blocks of W. Second Street and in 500 block of E. Second Street
- The first four lots (west) and three lots (east) off Louisiana on Third Street.
- Schaller Memorial Building
- Division of Engineering Building (3 lots)
- Fort Meigs Historic Site
- Spafford House



Perrysburg Historic District Design Standards

The Historic Landmarks Commission

The Commission was established by City Council to be responsible for maintaining the special historic character of the District. It is composed of seven volunteer members, appointed by the mayor, and confirmed by the Council, for three-year terms. To preserve the unique character of the District, the Commission reviews and acts upon all applications for Certificates of Appropriateness (Chapter 1245.49(14)). Certificates of Appropriateness are required for all homes in the District in order to make any alterations to existing architectural features, for any new construction, or to demolish any structure (Chapter 1245.46(b)).

The Perrysburg Historic District Design Standards

The Commission offers these Standards to assist property owners with the maintenance, repair, and rehabilitation work of historic structures in the District and for the planning of new structures within the District. The Standards were developed to guide property owners, designers, builders, and historic preservation professionals to make consistent decisions about how to meet present-day needs while stewarding local heritage.

The Standards are conservative: They advocate the repair of historic materials rather than replacement. They discourage damaging or removing any element contributing to historic or architectural character or applying "historical" details or trim to create a false history.

On the other hand, the Standards show a great deal of flexibility: The Standards do not prevent change. They acknowledge that buildings deteriorate and that it is not always possible to retain architectural features or to restore them to a historical condition. They provide for additions and alterations. They also allow the use of modern materials to replace historic materials when the new material matches the material being replaced in composition, design, color, texture, and other visual qualities.

The Standards seek to help historic structures and neighborhoods evolve while contributing to the long-term sustainability of those neighborhoods and the city as a whole.

The Standards are used by the Commission to review all applications for Certificates of Appropriateness. The Commission welcomes applicants to engage in conversation with the Commission around these standards. The Planning and Zoning staff of the City of Perrysburg are available to answer questions and provide feedback on proposed projects.

When the Standards Apply

The Standards are a tool for any project within the District that will:

- alter the exterior or site;
- construct an addition;
- construct a stand-alone new structure

Rationale Behind the Standards

In 1978, the United States Supreme Court upheld the constitutionality of local historic preservation ordinances, affirming that a city can enact land use controls that preserve the aesthetic features of a city as long as there are well-thought-out criteria and standards that are consistently applied. The Standards assume that all the parts of a structure work together to create a feeling of historic character and significance and that each of Perrysburg's historic structures makes a unique contribution to the community. By following these Standards, you can update your historic structure in a sensitive manner while making it efficient and useful.

Perrysburg Historic District Design Standards

Assumptions of the Standards

Historical Architectural Features

Architectural features are the character-defining and site features that make a property or district special. These physical elements help convey the story of how a place developed. The Codified Ordinances defines architectural features as:

The architectural style, general design, and general arrangement of the exterior of a building or structure, including, but not limited to, windows, doors, porches, signage, cornices, exterior surface materials, decorative trim, and other fixtures appurtenant to the exterior of the structure or structure.

As required by the Codified Ordinances (Chapter 1245.51), the Standards require that all architectural features must be retained for the structure's exterior and site. The Standards prioritize the retention of architectural features as seen from the public realm.

Contributing and Noncontributing Properties

While all properties within the District are subject to the Standards, the Commission considers whether the property is considered a contributing or noncontributing property when applying the Standards.

Contributing properties are those built during the District's period of significance and retain sufficient integrity to convey their history. As the District was created to preserve the period from 1830 to 1940, homes built during these decades are considered contributing properties.

Noncontributing properties were either constructed outside the period of significance of the District or have been altered too much to convey an accurate sense of history. For example, additions added to the front of a structure that changes the form or obscures the design of a historic structure would make such a property non-contributing.

The Standards apply to contributing and noncontributing properties, but the application of the Standards will depend on the project type. The design standards do not require people to make changes or restore structures to their original appearance, but the use of historical materials may be required.

A property owner can choose to return a historic-age noncontributing property to contributing status through careful rehabilitation or restoration.

Maintenance

While historic structures do present unique maintenance issues, every structure requires maintenance. Regular maintenance is necessary to protect any property owner's assets. Some older structures are purchased in a state of deterioration because a previous owner was unable or unwilling to maintain the property. However, once issues are properly addressed, and with periodic, normal upkeep, a historic structure presents no more issues than a new structure.

The Standards assume that property owners are responsible for regular maintenance of their property. To own a property in the District adds to this the responsibility to the community as a whole of maintaining the historic character and features of the property and the property's contribution to the historic culture of the District, and ensuring that the history of the District can be enjoyed by future generations.

Failure of an owner to properly maintain a property or to allow a property to deteriorate will therefore not be grounds for a Certificate of Appropriateness to destroy architectural features or structures.

Perrysburg Historic District Design Standards

Certificates of Appropriateness

What is a Certificate of Appropriateness

A Certificate of Appropriateness (COA) is a permit approving an alteration to a historic structure in the District. The COA indicates that the Commission has reviewed the proposed changes and certifies that the changes do not adversely affect the historic characteristics of the property that contribute to its designation, therefore making the proposed changes "appropriate" for a structure in the District.

When a COA is Required

Before any owner of a property in the District begins work on any project involving exterior change, the owner must apply for a COA. Projects requiring a certificate include:

- work requiring a structure permit or zoning permit
- replacement of exterior features, including, but not limited to, siding, porches, doors, windows, or roofs
- alterations of exterior features, including features as listed above
- additions
- exterior painting when an existing paint color will be changed
- major site work
- additions or alterations to patios and decks
- construction of fences
- installation of signs or murals
- new construction
- demolition

A COA is not required for:

- ordinary maintenance
- an "in-kind" repair when the repair of existing features maintains the material, composition, design, color, texture, and other visual qualities of the feature (Chapter 1245.59)
- interior work that has no impact on the exterior
- planting flowers or shrubs

When a COA is not required, property owners are encouraged to follow recommendations contained in this document for repairs, additions, and changes.

Projects may require a COA as well as a permit. In such cases, the COA normally must be approved before application for the permit. The staff in the Division of Planning and Zoning can provide any necessary information and guidance.

Perrysburg Historic District Design Standards

Application for a Certificate of Appropriateness (COA)

Application for a COA is to be filed at the City Planning & Zoning Division. The Commission meets once a month, and the Zoning office can provide meeting dates and deadlines for filing.

Review

The Commission uses the Codified Ordinances, the Secretary of the Interior's Standards, and the Standards contained in this document to evaluate each proposal that comes before it. In determining appropriateness, the Commission evaluates the style and significance of the individual structure and the typical characteristics of the architecture of that style.

When replacement or new construction is requested, as required by the Codified Ordinances (Chapter 1245.51), the Commission uses the Secretary of the Interior's "Standards for Rehabilitation" to review all COAs. The Standards for Rehabilitation are professional standards developed by the National Park Service. See the Appendix for the full Standards for Rehabilitation.

The Commission considers each project independently of previous projects. Because preservation thinking and technology have progressed rapidly in recent years, it is possible that some work done in the past would not be approved today. Rather than relying on precedent as a guide, the standards are used.

Responsibility of the Applicant

The Standards provide general guidance and requirements. Professional guidance from an architect or experienced contractor may be necessary to address a building's unique materials and conditions.

The applicant is responsible for demonstrating that the proposed project meets the design standards. The Commission may require additional documentation as necessary.

Decisions

A COA is issued when a majority of the Commission, based on the Standards, considers the proposed project to be appropriate for the historic district.

A Certificate of Hardship can be issued when the scope of a proposed project is not appropriate, but the applicant has documented that the financial cost to follow the Standards is not economically feasible for the applicant. This type of certificate requires additional documentation.

A Denial of the certificate is made when a majority of the Commission determines that the proposed project will have an adverse effect on the District.

Appeals

Appeal of a denial of a Certificate of Appropriateness may be made to City Council following the process outlined in the Codified Ordinances (Chapter 1245.56) within thirty (30) days of the denial. The party filing the appeal must establish that the Commission's decision was appealable based on:

1. Procedural errors by the Commission.
2. The Commission's failure to consider the entire record presented.
3. The Commission's incomplete explanation for the decision.
4. A misapplication of either the design review standards or the Historic District ordinance.

Perrysburg Historic District Design Standards

Rehabilitation Standards

1. General Standards for All Projects

- 1.1 Original or historically significant materials and/or architectural features shall be maintained and repaired wherever possible rather than replaced.
- 1.2 A failure to properly maintain the property during ownership is not grounds for subsequently requesting to demolish an architectural feature structure.
- 1.3 The burden of proof to demonstrate that a feature is beyond repair or beyond reasonable repair is the responsibility of the applicant.
- 1.4 If replacement of existing materials or features is determined to be necessary, it should only be for the smallest area possible.
- 1.5 Repairs or replacement with new materials shall be in-kind or like-kind materials which shall match the materials being replaced in composition, design, color, texture, and other visible qualities (Chapter 1245.51(a)(6)).
- 1.6 Replacement of missing architectural features shall be based on evidence of original features, substantiated by documentation. Documentation can be physical (traces on the structure), written (structure plans), or photographic.
- 1.7 All architectural changes shall be appropriate either to the original style of the structure (if it has not been significantly altered) or to its altered style (if it has been significantly altered to reflect characteristics of a later style).
- 1.8 Architectural features should not be re-created without proof that they existed on the structure historically. Features from different eras or modern elements with incompatible designs, materials, and finishes are not to be added.
- 1.9 Any rehabilitation on a structure shall take into account the continuity, consistency, and historical development of each elevation. Identical features should match exactly in all stories such that the structure is consistent with its architectural style or styles. An exception is that it is common to find architectural differences between the main façade and a secondary elevation and such features and hierarchies are to be respected.
- 1.10 Equipment such as HVAC components, solar panels or heaters, telecommunications components, or mechanical/electrical installations must be installed in such a manner that they are not visible from a public way.
- 1.11 When demolishing additions or features that were built after the original structure's period of significance, damage to the original structure must be minimized.
- 1.12 Owners are not required to restore structures to their original appearance. However, the Standards require that any rehabilitation use historically appropriate materials or like-kind materials as allowed in these Standards unless noted. In all cases, the rehabilitation shall not further alter the original historic features of the structure.

Perrysburg Historic District Design Standards

2. Exterior Walls and Trim

Because frame construction is very common in the District, the treatment of wood siding is an important issue. Aside from its utilitarian function, wood siding also has a strong impact on the character of historic structures.

Common types of wood siding in the District:

- Beveled: wedge-shaped overlapping boards with an exposure of normally three to six inches
- Shingles: square-sided, diamond-shaped, or round-ended; often laid in distinctive patterns
- Vertical Flush: with no overlap
- Board-and-Batten: narrow strips nailed over vertical joints
- Horizontal Siding: tongue and groove, shiplap or novelty

With the increase in wood-based products, COAs are not issued for vinyl or aluminum siding, except as noted below. For more information about the inappropriateness of vinyl, see the 1989 Guidelines.

Maintenance Recommendations

- Wood siding requires maintenance and regular painting. Varnishes and stains or bare, weathered wood were not used historically.
- If historically appropriate, properly installed and maintained gutters can protect the walls from rain falling around a structure's perimeter and splashing back against the bottom of the wall.
- Plant shrubs and vines away from the structure to keep moisture away from the walls and to protect from sprinklers spraying water onto the structure. This will allow the walls to stay dry and prevent secondary bio-growth such as mildew or mold.

Appropriate Rehabilitation

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| 2.1 Any original or historic siding on a structure should be preserved and repaired (1.1). | modifications or additions to homes previously sided in vinyl where the new siding is less than 10% of the square footage of the exterior of the property. |
| 2.2 If the siding is not repairable, replace only those portions of an exterior wall or trim that are deteriorated beyond repair, leaving the rest of the wall or trim intact. Materials should be consistent with the original material if available (1.4 & 1.5). | 2.5 New siding should cover only those areas originally covered with siding. New siding should duplicate the appearance of the original as closely as possible, including direction and width (1.5 & 1.6). |
| 2.3 If a contributing property in the District previously resided with vinyl siding, any application for installation of new siding must be for a material that is historically appropriate for the structure (1.12). | 2.6 When new siding is installed, window and door trim, corner-boards, soffit and fascia, and other important architectural features are to be retained, repaired, or replaced, per the standards, with materials that match the composition, design, color, texture and other visual qualities (1.1). |
| 2.4 The only instances where vinyl siding will be approved are (a) for homes built in the District when vinyl siding was common or (b) for | |

Recommendations

- If wood siding is not requested as a replacement material, the Commission will consider, it as a replacement for wood siding, fiber cement boards, or composite siding.

Perrysburg Historic District Design Standards

3. Exterior Doors, Windows, Storm Windows, Screens, Storm and Screen Doors, and Shutters

Aside from their practical functions, windows and doors are architectural features influencing a structure's character and appearance. A door often serves as a focal point on the structure's façade, while windows add interest, rhythm, and detail to the overall structure form.

Historic windows and doors were designed to be adjustable and easily repairable. A property owner with basic carpentry skills can install and rehabilitate wood sashes, glass installed with glazing compound, and metal fin weather-stripping. Finding a contractor familiar with historic windows is important for larger projects.

Maintenance Recommendation

- To protect from moisture, wood surfaces should be cleaned and repainted periodically.
- Alleviate sticking doors by adjusting the hinges or by planing or sanding the edges.
- Close gaps with weatherstripping or by adding thin wood strips to the sides of the door and painting them to match.

Appropriate Rehabilitation

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| <p>3.1 Maintain and repair original doors, including screen doors, windows, and shutters. Maintain trim, surrounds, sidelights, transoms, and shutters (1.1).</p> <p>3.2 Retain the original size, number, and placement of doors and windows to preserve these important elements of the structure's architectural character (1.1, 1.9).</p> <p>3.3 Do not cut new openings, block in existing openings, or enlarge the original sizes of openings. Existing openings shall not be framed down in order to receive stock or standard-size windows and doors (1.8).</p> | <p>3.4 If required by an addition to modify a doorway or window opening, the new openings must be appropriate for the structure and compatible with its architectural character. New openings should be the same size as other like openings on the structure (1.9).</p> <p>3.5 If documentation can be supplied to show that a proposed change would be more historically accurate, then changes to the size, number, and placement of doors and windows will be considered (1.6).</p> <p>3.6 If required, aluminum is an appropriate cladding material. Unless historically appropriate, vinyl cladding will not be considered.</p> |
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Exterior Doors

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| <p>3.7 Replace a missing or deteriorated original door with one that closely matches the appearance of the original. Where no evidence of the original door exists, the replacement should reflect the period and style of the house (1.5).</p> <p>3.8 Flat, non-paneled doors are not permitted unless documentation shows such doors as historical to the structure (1.6).</p> <p>3.9 Entryway, hoods, railings, and paneling must be retained. Original lights (glass panes) shall be</p> | <p>retained wherever possible. Replacement of any of these features must match as per 1.5 of these Standards.</p> <p>3.10 Sliding doors, while normally not historically appropriate, may be allowed on the back wall of a home or a side wall not visible from the street. The door must reflect the design and material of the house and must match the historically appropriate standards of the windows of the home.</p> |
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Perrysburg Historic District Design Standards

Windows

- 3.11 Repair window frames and sashes by patching, consolidating, and reinforcing the existing wood material (1.1).
- 3.12 Because the most common problems of peeling paint, sticking and binding, missing putty, broken glass, and broken sash cords are repairable, they do not constitute good reasons for replacement (1.1).
- 3.13 Replace the deteriorated elements in a window with new matching pieces when some parts of a window have deteriorated, and other parts can be salvaged (1.4).
- 3.14 Replacement with a new window should only be done when 50% or more of the wood or metal sash members are not repairable or replaceable (1.3).
- 3.15 Replace a deteriorated, non-repairable window with a new wood window that duplicates the original in size, material, profile, number of panes, glazing qualities, and method of operation.
- 3.16 If using the same material (normally wood) is not technically or economically feasible, then a comparable substitute material may be considered. Documentation of the reasons a different material is needed must be provided with the application (1.3 & 1.5).
- 3.17 Muntins (full divided lights) are preferred. Simulated divided lights with permanent grilles on the exterior are also appropriate. Sandwich/between glass or removable exterior grilles are not appropriate for the historic district (1.70).
- 3.18 Aluminum or vinyl replacement windows are not appropriate for the historic district.

Storm Windows

- 3.19 Repair original storm windows (1.1).
- 3.20 Interior or exterior storm windows can provide thermal efficiency comparable to a new window. They should fit the window size exactly with the middle rails aligning (1.7).
- 3.21 The upper and lower storm sash should contain single clear panes that do not change the original window's appearance.
- 3.22 Storm windows should be painted the same trim color as the main windows.

Window Screens and Screen/Storm Doors

- 3.23 If adding window screens to a structure that did not have them during its period of historic significance, select a thin-profile frame.
- 3.24 If adding a screen door over a historic door, use a period-appropriate screen door or a frame with a clean, minimal profile and transparent screen that does not obscure the door behind it.
- 3.25 Storm/screen doors should be historically appropriate to the home and be made of wood or a wood-like material.

Shutters

- 3.26 Original shutters should be retained whenever possible. If it is not possible to repair shutters, replacements should duplicate the original as per 1.5 of these Standards.
- 3.27 Shutters should be painted wood and be attached with hinges to the door or window casing rather than nailed to the siding or brick.
- 3.28 Shutters should fit the openings exactly, completely covering them when closed.
- 3.29 Shutters should only be added to a structure if documentation shows that they were historically present. In such cases, add shutters that are appropriate to the age and style of the structure (1.6).

Perrysburg Historic District Design Standards

Notes on Windows and Doors

Six-panel doors do not automatically mean “historic” and are not always appropriate for later residential structures. They are appropriate for early 19th-century Greek Revival houses. Italianate houses frequently had double-leaf doors with large windows in the upper half. Please see the 1989 Guidelines for additional information about types and styles of doors and windows.

For an example of what is normally considered appropriate for a replacement window or door, see the Anderson E-Series or A-Series with Full Divided Lights or Simulated Divided Lights and the Anderson Architectural Collection doors. See also Pella’s Reserve or Architect Series with Integral Light Technology grilles (adhered to both sides of glass). Other brands of wood windows with Muntins or permanent grilles are acceptable as well. Wood windows clad in aluminum on the outside are normally acceptable.

Perrysburg Historic District Design Standards

4. Porches and Front Steps

Porches are a dominant and distinctive characteristic of residential architecture in the District. An integral part of a house's design, the front porch is quite frequently its most distinctive feature. They are important architecturally because they serve visual, social, and functional purposes. Dominant features of the District's porches include wood columns, simple balustrades, and front steps. For the construction of new porches and decks, see Section 18.

Maintenance Recommendations

Typical porch maintenance problems include deterioration of the porch deck and column bases due to dry rot. Also, fairly common are sagging porches caused by shifting, or moisture and insects (such as termites or carpenter ants) in the structure. Some deterioration or peeling paint on columns and balustrades may be evident as well.

- Reduce the condensation and moisture that cause dry rot in your wood porch by keeping it well-ventilated. Leave the space beneath your porch open; do not fill it in with brick or any other material. Screen this space with lattice that is at least an inch above the ground. Keep the lattice painted and free of leaves, trash, and other obstructions.
- Treat the boards of the porch with a wood preservative and back-prime them. Keep the porch deck painted and uncarpeted as a carpet holds moisture.
- Maintain any original porch steps to preserve the porch's historic character. Worn or warped treads may have developed small depressions that hold water and might saturate and rot exposed wood.
- Keep all porch elements painted and repair cracks using epoxy or other materials to consolidate the wood and keep water out.
- Ensure that the joint where the porch roof abuts the house is watertight. This joint must be properly flashed, with flashing running under wood siding or into masonry mortar joints. Inspect this joint regularly to be sure water is not seeping into the roof structure of the porch.
- Repair and maintain historic stone and brick stoops and porches. Make sure joints are watertight.

Appropriate Rehabilitation

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| 4.1 Whenever possible, maintain and repair wood elements of the porch rather than replacing them (1.1). | 4.6 Retain or replace in-kind any wood hand railing. Preserve the historic railing style. Do not replace an open railing with a solid wall unless one historically existed as shown by documentation (1.5 & 1.6). |
| 4.2 If balusters or columns must be replaced, install new wood elements that closely match the originals as per 1.5. Selectively replacing parts is preferred and usually less expensive than replacing an entire porch (1.4). Aluminum and wrought iron porch replacements are normally not appropriate (1.6). | 4.7 Duplicate the material, design, orientation, size, and placement of the original wood steps when replacing them (1.5). |
| 4.3 When replacing lattice, choose and install lattice that clearly matches or very closely resembles the original (1.5). | 4.8 If it is necessary to repoint stone and brick stoops and porches because of missing mortar, repoint only the areas where it is required and match the original mortar in composition, texture, color, and profile (1.4). |
| 4.4 Use interlocking boards of the same width as the original when replacing a deteriorated porch deck (1.5). | 4.9 Maintain porch dimensions and height (1.9). |
| 4.5 Replace damaged stair treads with new ones that match the originals in size and dimensions (1.5). | 4.10 Maintain the open nature of front porches. Do not enclose a front porch. (1.9). The enclosure of the porches at the rear of the building is appropriate if it maintains historic features. |

Perrysburg Historic District Design Standards

5. Ornamentation

Maintenance Recommendations

- Keep all ornamental details painted and protected from excessive moisture.
- Metal ornamentation should be kept painted and joints should regularly be checked for openings where water may penetrate.
- Ensure that stone ornamentation is properly pointed so moisture cannot seep in at the edges. Avoid applying sealers or waterproof coatings to stone ornamentation, because this can interfere with the stone's ability to dry out. Unpainted stone ornamentation should remain unpainted, but if it is already painted, it should be kept painted.

Appropriate Rehabilitation

- 5.1 Repair existing details of the structure such as brackets, window and door trim, cornices, columns, and balustrades. Exposed gray wood, rusting metal, or peeling paint does not necessarily mean that a feature is deteriorated beyond repair. Sometimes scraping and painting is all that is needed. Use epoxy fillers or putty to fill cracks and hollows in weathered wood. Solder open metal joints of heavier iron elements such as roof cresting (1.1).

duplicate the original exactly, as per 1.5 of these Standards. This includes brackets, window trim moldings on porches or cornices, and patterned wood shingles.
- 5.2 If ornamentation is so severely deteriorated that it cannot be repaired, the replacement should
- 5.3 Elements should not be added to structures to make them more decorative than it was originally. This includes adding shutters, brackets, or other details appropriate to the structure's architectural style or that never existed on the structures historically (1.7).

Perrysburg Historic District Design Standards

6. Roofs

Because of their visibility, roofs are a major design feature on historic structures. Preserving historic roof shapes, sizes, pitches, and roofing materials, as well as details such as dormers, turrets, and decorative cresting, is fundamental to retaining the community's historic character

There are many styles of roofs in the District: gable, hip, truncated hip, mansard, and pyramidal. The roof is an important part of the house's overall design; therefore, each architectural style has a specific roof shape.

Roofing materials are as important as roof shapes and sizes. Early roofs generally were covered with wood shingles or standing-seam metal; from the mid-19th century on, slate was very common. During the 20th century, clay tile roofs were moderately popular; more modern materials such as cement-asbestos, roll roofing, and asphalt shingles were common after the 1920s.

Maintenance Recommendations

- Regularly monitor and maintain the roof system before leaks impact historic material in the structure.
- Plan financially for roof replacement on a schedule determined by the longevity of the roof material.

Appropriate Rehabilitation

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| 6.1 Retain and repair existing roof materials, especially if wood, slate, or tile (1.1). | 6.4 Do not add decorative roof elements that were not historically present (1.8). |
| 6.2 If elements are damaged beyond repair, replace them with in-kind as per 1.5 of these Standards. If requesting to replace with a different material, document why replacing with the same material is not possible (1.3). | 6.5 When replacing roof material, retain the configuration, pitch, soffit, detailing, character-defining features such as chimneys, gutters, and ventilation systems, and design, configuration, and detailing of eaves (1.9). |
| 6.3 When replacing roof material, use a material that is appropriate to the structure's history and character (1.5 & 1.7). | 6.6 Retain and repair historic decorative roof elements such as exposed rafter ends, bargeboards, brackets, and cornices (1.5). |

Recommendations

Wood

Wood roofs should be replaced with in-kind materials, especially on contributing properties. On new or non-contributing properties, the Commission will consider wood composite or similar modern materials. Vinyl shakes or shingles are never appropriate.

Asphalt Shingles

If appropriate, architectural or dimensional asphalt shingles are normally approved. 3-Tab shingles are not appropriate for historic homes and are normally not approved. Darker shingle colors are normally more appropriate for historic structures than lighter colors.

Metal Roofs

Despite their historic look, metal roofs are generally not acceptable for historic structures in Perrysburg's District unless the owner can document that the structure historically had a standing seam roof. Historical roof seams were normally 1-3 inches in height.

Perrysburg Historic District Design Standards

The two most popular and cost-effective modern metal roofing materials are factory-painted, galvanized steel and aluminum. Other materials available today include copper, zinc, terne-coated steel, and terne-coated stainless steel. All are appropriate materials for a metal-seam roof in the District.

Modern technology has created several options for locking the seams of metal seam roofs including batten panel, mechanical seam, nail/fastener flange, and snap-lock. The profile seam of a replacement metal seam roof should match the historical profile of the original roof. Most often this will require a mechanical or hand seam to crimp the metal.

Snap-lock mechanisms are not appropriate on landmark/contributing historical structures but may be used on non-contributing or infill structures.

Other types of locking mechanisms will be evaluated by the Commission on a case-by-case basis with the criteria being as stated earlier, the profile seam of the replacement roof should match the historical profile. Rarely is the nail/faster flange locking mechanism considered appropriate.

Perrysburg Historic District Design Standards

7. Gutters and Downspouts

Three types of gutters are common: suspended, stop, and box.

- Suspended gutters can be made of sheet metal; or of wood that has been milled as a single piece or nailed in a V-shape. They are fastened to the eaves either by straps nailed to the roof sheathing under the shingles or by large spikes nailed through the edges of the gutter and into the fascia boards. Downspouts for suspended gutters usually require elbow angles to bring them against the structure walls where they are held in place with straps or iron clamps.
- Stop gutters are frequently made of corrugated sheet metal. They sit on the roof surface and are formed by placing a board perpendicular to the roof and lining the resulting V-shape with a waterproof material such as sheet metal. Downspouts pass through the roof and cornice or eaves and then continue down structure walls.
- Box gutters are frequently made of corrugated sheet metal. They are part of the structure of the roof eaves or cornice and are placed beyond the outside wall surface. They consist of a V- or U-shaped waterproof trough enclosed by a "box" formed by the projecting eaves or cornice elements. Like stop gutters, downspouts pass through the roof and cornice or eaves and then continue down structure walls.

Maintenance Recommendations

- Regularly clean the leaves, branches, and other debris out of your gutters. Dirty gutters can overflow, and their weight may cause them to either pull away from the structure or to collapse.
- Regularly clean the debris out of the downspouts, especially at elbows and angles. The debris may form a plug; if the water freezes, it could expand and burst the downspout.
- Ensure downspouts drain into underground drainpipes or onto splash blocks that channel water away from your structure.
- Keep gutters, downspouts, hangers, and supports painted so they do not rust and stain structure walls and foundations.

Appropriate Rehabilitation

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| 7.1 Repair and retain box or stop gutters as their design and condition strongly affect the structure's appearance. Re-lining such gutters with modern flexible roofing materials may solve leakage problems (1.1). | 7.4 Drive downspout supports into mortar joints, not into brick or stone surfaces. Nail gutter support straps under, not on top of, the roof's surface. |
| 7.2 Suspended gutters are not suitable replacements for box or stop gutters (1.5 & 1.7). | 7.5 Select gutter and downspout paint colors that match or are compatible with the trim colors on your structure or that blend with the structure facade. |
| 7.3 Replace gutters or downspouts by matching the original in overall dimensions, cross-section, and profile (1.5). | |

Perrysburg Historic District Design Standards

8. Foundations

A solid foundation stabilizes a structure and creates a key relationship between the structure and its site that helps define its historic character.

Demolition of a structure with a failing foundation is never the only option. There are foundation repair methods available to address issues for any foundation type.

A variety of foundations support the structures of the District. Brick foundations are quite common in earlier structures, as are both smooth- and rough-faced stone foundations. Later structures, particularly in the 20th century, often have rock-faced concrete block foundations designed to look like stone. Sometimes the actual underground foundation is one material while the visible portion is another. This is also common where foundations are repaired or replaced.

Fortunately, most foundations are as sound as when they were built and do not need major repairs. Keeping them in good condition is important, however, because the stability of the foundation is critical to a structure's overall well-being. Unstable foundations lead to cracked walls and plaster, jammed doors and windows, uneven floors, and structural failure. However, these should not be used to justify demolition.

Maintenance Recommendations

- Keep vines and plantings off foundation walls as they retain moisture; their roots and stems can also damage masonry joints.
- Keep soil and mulch from piling up against foundation walls, and place bushes and other plants several feet away from foundations. Plantings can prevent walls from drying out properly. Be sure the soil slopes away from the foundation wall so water will drain away rapidly.
- Make sure that any ventilators in the foundation walls are kept clear of obstructions. Ventilators permit trapped moisture to escape. This is particularly important if there is a crawl space rather than a basement. Closing in foundation openings such as windows and ventilators is not recommended.
- Ensure that downspouts are connected to underground drains, or that downspout extensions or splash blocks keep water from pouring into the ground adjacent to the foundation.

Appropriate Rehabilitation

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| 8.1 Foundations should be repaired whenever possible (1.1). | 8.4 Leave the original foundation material exposed. Foundation walls should not be stucco unless research shows that they were historically stucco (1.6). |
| 8.2 When repairs are necessary, make them in a way that preserves the foundation's historic appearance and historic relationship to the site. Do not raise, lower, or rotate the structure (1.5 & 1.9). | 8.5 Do not cut new doorways or windows into foundations and do not enlarge existing openings. If such work must be done, ensure that the structure's structural stability is not affected. Any opening must be compensated for by new structural members such as lintels and columns (1.9). |
| 8.3 Leave foundation walls their natural colors and retain all finishings and coatings. Avoid painting foundation walls unless you can document through research that they were painted historically (1.3). | |

Perrysburg Historic District Design Standards

Recommendations

For issues with the settlement of foundations, the following treatments should be considered:

1. Helical Piles or other methods that underpin the foundation in order to adjust the level and to eliminate further settlement.
2. Structural foam or grout will raise or support floor slabs and external pavement.
3. Elastomeric expansion joints or other materials seal cracks or voids and allow expansion without further cracking.
4. The use of internal piers or jack posts (basement or crawl space) can be used to adjust the main floor level.

For issues related to soil pressure and tree roots:

1. The use of vertical internal support beams (between the basement floor and first-floor sill) can stabilize walls.
2. Full or partial replacement of the wall may be required.

For issues related to water infiltration:

1. Excavate and expose the exterior of the foundation wall, add waterproof outer coating or materials, and add drainpipe and backfill with permeable soil (no clay).
2. Install and grout inside the perimeter floor drainpipe and wall liner. Connect the drain to a sump for leakage removal.
3. Change the slope of the external soil to slope away from the house.
4. Extend all gutter drains away from the house; 6 feet, if possible.

Perrysburg Historic District Design Standards

9. Masonry

Maintenance Recommendations

- Because of the problems they can create, the following masonry treatments on exterior walls are not appropriate for historic structures:
 1. Sandblasting or any other form of abrasive cleaning: Abrasive cleaning removes the hard outer surface of brick, exposing its soft inner core to weathering and dirt. Abrasive cleaning also changes the color and texture of brick, removes surface detail and changes the texture of stone and terra cotta, and erodes concrete and stucco.
 2. Coating or waterproofing a masonry surface. Surface sealers keep out liquid moisture but not water vapor or humidity. Retained water and chemical salts can cause spalled or damaged masonry, growth of moss and mildew, and interior damage to plaster, paint, and woodwork. Leave masonry uncoated so it can dry out naturally.
 3. Removing paint from previously painted masonry. Paint removal can uncover the original cause of the painting (e.g., discoloration from fire or hiding alterations that scarred the structure) or it can affect the structure's ability to resist weathering. If the structure was painted historically; it should remain painted.
 4. Sheathing over the masonry in another material. Masonry is a porous material and is susceptible to moisture and chemical damage.
- If cleaning is undertaken, begin with the gentlest effective technique (i.e., hand scrubbing with a non-metallic brush and plain water). Clean on a test patch to ensure the technique is safe and effective. Leave weeks or even months between the testing and the cleaning to ensure long-term effects have taken place. In all cases, water pressure should not exceed 300 psi, or less if damage is apparent.

Appropriate Rehabilitation

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| 9.1 All masonry elements, including decorative areas, should be retained (1.1). | cement). Joint width and finish tooling of the new mortar joints should match those of the existing joints (1.5). |
| 9.2 Cracked or broken masonry elements that cannot be repaired and retained should be replaced with like material (1.5). | 9.4 Paint & Masonry: Leave painted masonry painted and do not paint masonry that has never been painted (1.7). |
| 9.3 Repointing: Repoint only when so much mortar is missing that rainwater accumulates in the joint and then repoint only those areas requiring it (1.4). Where repointing is required, joints should be hand-raked (avoid power tools) to at least a 1 in. depth. New mortar should match the old in color, texture (roughness), and composition (proportions of sand, lime, and | 9.5 Stucco: Do not remove stucco from a masonry surface. The underlying masonry (most often brick) has probably been chipped and scarred in order to hold the stucco. When repairing or replacing stucco, use a new stucco that matches the color and texture of the existing (1.5). |

Perrysburg Historic District Design Standards

10. Structure Site and Environment

The components of a structure site include outbuildings, fences, lighting, paving, plantings, street furniture, and yards. Site features and architecture work together to create a character and environment that are uniquely Perrysburg's.

Maintenance Recommendations for outbuildings are normally the same as those for the primary structure. Please reference the architectural feature previously covered.

Appropriate Rehabilitation

Attached Garages

10.1 Retain historic attached garages and carports and their character-defining features, such as principal materials, roof materials, roof form, windows, window and door openings, and architectural details (1.5 & 1.7).

10.2 If replacement of an architectural feature is necessary, select replacements that are in-kind (1.5).

10.3 Conversion of garages into living space is allowed if (a) the front wall infill is recessed six inches at a minimum, (b) at least one window is included on the front wall that matches the existing windows (1.9).

For the construction of new garages, see Section 18.

Outbuildings

Outbuildings include sheds, carriage houses, and garages. These structures were frequently designed to complement the house in architectural design, materials, and colors. They are important components of the overall district character.

10.4 Retain existing outbuildings and repair as required to keep them in good condition. These structures should receive the same attention and sensitivity as the main house (1.1).

10.5 Any structure on the property will be considered in the same way as any other historic structure on the property. See Section 1, General Standards for All Projects, and the section for the specific scope of work or material.

For the construction of new outbuildings, see Section 18.

Fences and Walls

In the District, low iron fences commonly separated front yards from public rights-of-way and adjacent yards. Less expensive wire fencing was used in sideyards and backyards in the late 19th and early 20th centuries. Wood fences separated backyards from alleys or other yards. These fences varied considerably in height and design. Generally stained or painted, simple board or picket fences were probably the most common.

Fences should be low and transparent to conserve vistas into and through properties and to enable the pedestrian's visual access to the character of the District. The desire for enclosing private spaces should be balanced against the historically open character of vistas in the District. Fences needed for privacy should enclose the minimum area necessary to achieve their intent. Whenever possible, fences should be set back behind a planting bed to avoid creating a vertical plane directly on the public way.

Perrysburg Historic District Design Standards

- 10.6 Repair and maintain historic fencing materials, especially cast- and wrought-iron fences (1.1).
- 10.7 Solve privacy and security needs with traditional wood materials, as well as through landscaping.
- 10.8 Masonry walls were rarely used in the past and unless it can be shown to be a historic material for the property, it is not appropriate for homes in the District (1.6).
- 10.9 Only traditional fences are to be constructed.
- In the backyard, picket fences and plain fences with vertical boards nailed side-by-side on parallel stringers are appropriate.
 - For side yards, traditional loop-top wire fencing is both available and appropriate, as is simple iron or wood fencing.
- In front yards, iron fencing or wood picket fences are appropriate.
- 10.10 Paint or stain a wood fence with an opaque stain compatible with the house's colors, rather than leaving it to weather.
- 10.11 Fencing should be no taller than 3 feet in the front yard, 4 feet in the side yard, and 6 feet in the rear yard. Any 6-foot fence must be a lattice-topped fence.
- 10.12 The finished side of the fence is to be placed toward the street or away from your property so that the structural posts and stringers are on the inside.
- 10.13 For a fence facing a street and sidewalk, provide a small planting strip to soften the visual impact of the fence.

Site Lighting, Street Furniture, Pools, Fountains, and Gazebos

As with other detail elements, these must be selected carefully for compatibility with the character of the District to avoid a forced, artificial look.

- 10.14 Avoid large, ornate light fixtures with lots of applied detail. In the residential area, fixture heads should be no more than one foot high and mounted about six to seven feet high. Avoid excessively bright lights (1.6).
- 10.15 Consider mounting small, contemporary floodlights or spotlights near the eaves or in the gable of a house for area lighting. Carefully select mounting spots so your lights are not excessively bright and do not disturb your neighbors. Mounting lights on the structure can be an effective alternative to pole-mounted lights (1.7).
- 10.16 Keep lighting devices and street furniture simple in design and modest in size. Designs should not have excessive decoration; avoid benches, planters, and other items that are too large (1.9). Also avoid any theme decorations such as eagles, cupids, and colonial pediments.
- 10.17 Exercise care in adding accessories. Historically, not every house had a lamp, bench, and lantern. Observe what is already in place on the street and try to provide a similar complement of accessories (1.6).
- 10.18 Pools, gazebos, fountains, and other features were not common historically. Such features are to be kept in the rear of the lot and as invisible as possible from the street (1.10). Consider landscaping to screen features rather than using walls and fences.
- 10.19 All materials for new elements should follow the standard for that scope of work.

Perrysburg Historic District Design Standards

11. Paint Color

Color probably has a greater visual impact than any other exterior architectural feature. This includes not only exterior paint but also colors for roofs, awnings, canopies, windows, doors, and storm sashes.

Certain colors are more appropriate to a historic structure's form, style, and setting than others. This is especially important in a historic downtown area such as Louisiana Avenue, where structures relate to each other through patterns of design and development. A balance must be struck between historical uses of color and the desires of property owners to use various colors. All color choices must be compatible with the district's character and with colors used on nearby structures.

Avoid using too many colors on one structure. For late 19th-century structures, two or a maximum of three contrasting colors may be appropriate, but for simple structure designs, one or two colors should be used. A conservative approach is to combine lighter and darker shades of the same colors. Fluorescent colors were never used historically and are not appropriate.

Residential

- 11.1 Research the original paint colors. The recommended first choice for paint colors is always to return to the original colors used on the structure.
- 11.2 Use white or very pale colors for early 19th (pre-Victorian) and early 20th century (post-Victorian, Colonial Revival) structures.
- 11.3 For Victorian structures, use earth tones such as grays, browns, beiges, brown-red, yellows, golds, or cool tones such as blues and greens with the structure painted a lighter neutral color and its trim a contrasting color or a darker shade of the structure color.
- 11.4 Respect the simplicity of detail and design of even late 19th-century structures in your paint color selection. Do not use too many contrasting colors on a single structure; the simpler the structure, the fewer colors that should be used.
- 11.5 Paint metal roofing a dark green or red, colors commonly used in the past.
- 11.6 Paint only surfaces that have been painted before. Stone surfaces would not have been painted.

Commercial

- 11.7 Before 1870, Greek Revival and Italianate commercial structures were typically painted with light earth tones (grays, yellows, tans); sometimes reds and pinks were used.
- 11.8 After 1870, when Italianate Commercial architecture was common, colors became noticeably darker as greens, dark reds, oranges, and olives were used. Trim was almost always in a darker color that complemented the lighter structure color. Brackets, the most common decorative feature in this period, were most often painted the same color as the cornice.
- 11.9 Around 1880 to 1900, structures were highly ornamented and were painted pale yellow or light green, with dark green or maroon trim. Beige structures were frequently trimmed in earth colors such as browns and brown-reds. Two or three colors were sometimes combined on one structure.
- 11.10 After 1900, architecture and color became less complex. Lighter, cooler colors such as cream, yellow, gray, and white were chosen.
- 11.11 Many of the District's commercial structures have masonry, the colors of brick and stone dominate the area. Architectural features on these properties should not be painted white or another light color.

Perrysburg Historic District Design Standards

12. Commercial – Streetscape and Structure Form

Streetscape is the collection of objects, structures, sidewalks, trees, street furniture, lighting fixtures, landscaping, open space, and parking facilities, that compromise a street. The concept of a streetscape implies that the street is the assembly of elements combined in such a way that they create an environment and a sense of time and place.

Historic streetscapes bound together downtown structures, spaces, and various diverse elements that met specific needs and fit into the overall community. Perrysburg's downtown streetscape is largely late 19th and early 20th century in character and design. More specifics can be found in the 1989 Guidelines (p. 65).

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| 12.1 Do not create a new theme or acquired character for the downtown district or individual structures in it. | 12.5 Retain small architectural details, such as old storefronts, examples of brick pattern work, and historic signage. These not only give the streetscape a variety of colors, surfaces, and textures, but also anchor downtown in its own time and locale. |
| 12.2 Do not remove or alter structures, or construct new ones, that would break the continuous pattern of street facades in the downtown. | |
| 12.3 Maintain the equal setback, which is one of the downtown's strongest streetscape elements, in all rehabilitated and new structures. | 12.6 Uphold the high maintenance standards for storefronts, structure facades, sidewalks, curbs, street surfaces, and other elements. The image of Perrysburg's downtown as a well-cared-for, substantial place is of critical importance to its preservation and continued vitality. |
| 12.4 Maintain the downtown street trees as a beneficial investment. | |

Perrysburg Historic District Design Standards

13. Commercial – First Floors and Storefronts

Commercial facades and storefronts have always been a prominent part of downtown districts because they are so visible. For an overview of the styles and materials used in different time periods, see the 1989 Guidelines.

Appropriate Rehabilitation

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| <p>13.1 Maintain and retain storefronts, changing as little as possible. Repair damaged elements. Do not remove historic storefront materials such as wood bulkhead panels, original plate glass, bronze panels and trim, prism glass transoms, original doors and trim, or recessed doorways. Make every effort to preserve such elements even if the storefront is not complete (1.1).</p> <p>13.2 If replacement is determined to be necessary, install duplicate replacement parts (1.5).</p> <p>13.3 Do not fill in storefront display windows with opaque materials such as plywood, brick, and stucco. Display windows should retain their original size (1.9).</p> <p>13.4 Avoid wood-shingle mansards, permanent aluminum canopies, diagonal wood siding,</p> | <p>and board-and-batten treatments on storefronts. These are not historical, and they confuse the true character of the District. They may also require the removal of historic materials for installation (1.8).</p> <p>13.5 Do not attempt to create a false history for your structure or to make it look older than it is. Use style and time-appropriate elements (1.8).</p> <p>13.6 Similarity in design and a fairly regular pattern of repeated storefronts along the street are intentional features of the District. Do not change one storefront to make it more noticeable than the others. Use color, signage, awnings, lighting, and other features to provide differentiation and business identity without going beyond the district's original design (1.9).</p> |
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14. Commercial – Upper Floors & Windows

Over time, the style of the first-floor storefronts changed, and therefore so did the styles of the second-floor designs. Windows often were the dominant design element in the upper stories. Window shapes, sizes, placement, and sash evolved over the years just as other structural elements did. For a full description of these different styles, see the 1989 Guidebook.

Maintenance Recommendations

1. Refer to the Residential Standards of this book for how to deal with masonry walls, wood siding, and roofs, gutters, and downspouts.
2. To protect from moisture, solder shut joints on sheet-metal hood molds.
3. Do not use sandblasting or other abrasive cleaning techniques on brick or stone. Do not rely on silicone coatings or other sealants to waterproof brick or masonry structures.
4. Most structures do not need cleaning. The accumulation of chemicals, soot, and other agents on a structure is part of the aging process; unless such agents are actually causing harm to the structure, do not clean them.

Appropriate Rehabilitation

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| <p>14.1 Standards for Residential Windows are applicable for commercial windows. Repair and retain; if this is not possible, replace using the same standards.</p> | <p>14.2 Maintain and retain decorative features such as hood molds, patterned brick, and stone or terra cotta elements.</p> <p>14.3 Repair and retrain bay windows, projecting ornamentation, and other features.</p> |
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Perrysburg Historic District Design Standards

15. Commercial – Cornices, Parapets, and Friezes

Cornices, parapets, and friezes are decorative features found at or near the top of a commercial structure's façade. Their purpose is to provide a visual termination or top for the structure. Cornices are the decorative uppermost horizontal area that protrudes out from the building from the roof where it meets the wall. It was originally designed to protect the building from rain or snow. Immediately below the cornice is the frieze: the long, horizontal panel or band of decoration at the top of the uppermost wall. A parapet is the upward extension of a wall located at the edge of a roof that normally appears as a low protective wall or railing.

Most of the District's two-story, downtown commercial structures have very plain cornices, or none at all, and low parapets. Ornate cornices and parapets, including friezes, are more common on the infrequent three-story structures. Many are executed in sheet metal, but often this work was simply executed in patterned brick.

Maintenance Recommendations

1. Parapet walls require regular maintenance and inspection. Such walls can be subject to excessive weathering; mortar joints, copings, and roof flashing should be checked for deterioration. Parapet walls should always be covered; be sure that copings are not loose or out of place and that joints between them are pointed or sealed. Never remove the copings and leave a wall exposed because it will absorb moisture very quickly.
2. If repointing is necessary, use mortar compatible with the mortar already in the wall; don't use too much cement in the mortar (1/4 part by volume is appropriate), because excessively hard mortar damages brick and stone.
3. Avoid applying waterproofing materials.

Appropriate Rehabilitation

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| <p>15.1 Do not remove projecting cornices. They are normally made of formed sheet metal fastened to wood supports and are easily repaired. If the sheet metal has rusted through, patches can be soldered on, or new pieces fabricated (1.4). If it becomes economically infeasible, replacements do not have to reproduce the original in every detail, as long as their overall sizes and profiles match (1.5 & 1.6).</p> <p>15.2 Replace stone or terra cotta cornice and frieze elements with cast fiberglass replicas if the</p> | <p>use of original materials is too costly or they are impossible to find. Color the replacement pieces carefully (1.3 & 1.5).</p> <p>15.3 Keep parapet walls as they are; do not lower or remove them. Sometimes the flashing for the structure's roof is tied to the parapet wall, and removal of this wall can also lead to moisture problems.</p> <p>15.4 Do not add cornices, brackets, parapets, and similar elements to structures that never had them. Such "dressing up" gives a false character to the structure (1.8).</p> |
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Perrysburg Historic District Design Standards

16. Commercial – Awnings and Canopies

Awnings are an important element which contribute to the commercial character of downtown. An integral part of commercial storefronts, awnings often were painted with street numbers and other signage. Frequently commercial structures had awnings, sometimes striped and with scalloped edges, on both storefronts and upper-floor windows. Awnings shade openings to keep interior temperatures down during the summer. When they were not needed for shade, storefront awnings were usually retracted, and upper-floor awnings were removed.

Maintenance Recommendations

1. Maintain your awning properly, by washing awning fabric at least once a year.
2. Do not roll up, fold, or store a wet awning; repair any small tears quickly before they enlarge.

Appropriate Rehabilitation

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| 16.1 Select colors for awnings and canopies that are historically appropriate for the building. See Standard 11 - Paint Color (1.7). | 16.6 Reuse existing awning hardware. If that is not possible, install new hardware that works in a similar manner. Most awning hardware either folds or rolls up in the awning, either manually or with an electric motor (1.1 & 1.5). |
| 16.2 Awnings should be in a solid color or with a striped design in colors compatible with the structure. | 16.7 Choose conventional awnings with a flat surface, straight or simple scalloped edges without excessive decoration, and a triangular shape when viewed from the side. |
| 16.3 Choose fabric awnings appropriate for the structure types and architectural styles of the District, unless your research shows that the structure had a canopy of different material. In the past, it is likely that almost every structure had a retractable fabric awning. Avoid more modern materials and replace fixed canopies with canvas canopies (1.6). | 16.8 Arched or bow-front awnings, sometimes called bullnose awnings, are not historically appropriate for the District's structures (1.7 & 1.8). |
| 16.4 Awnings should be fitted into the opening, with no overlapping or covering the adjacent surface. | 16.9 Installation of awnings should not damage the surrounding historic materials. The least amount of anchor hardware possible should be used and be readily reversible if removed. Anchor hardware into mortar joints and not masonry material. |
| 16.5 Awnings should not extend over multiple openings; each opening should have its own awning. | |

Perrysburg Historic District Design Standards

17. Commercial – Signage

All signs are subject to Chapter 1250.32(a) Planning and Zoning requirements. However, these Standards and the determination of the Commission as to the appropriateness of the sign may be more restrictive in order to maintain the historic character of the District.

The amount and kinds of signage in a historic commercial district greatly affect the area's character.

- Early 19th-century signs were either painted directly on structure walls or on wood panels. Panels were fastened to the structure or hung perpendicular to it over a street or sidewalk. Although some of these signs featured elaborate lettering and artwork, or even good woodcarving, they remained a very simple kind of signage.
- In the second half of the 19th century, although signs had increased in complexity, they still relied on the skills of carpenters and painters. The use of leaded and stained glass, gold-painted raised letters, and reverse-painting on glass display windows became common.
- At the turn of the century, electric lighting was added to business sign design.
- As the century progressed, increased auto traffic and highway improvements further transformed the nature of signage. Signs had to be distinctive, brightly lit, memorable, and noticeable to attract people traveling faster and faster in automobiles.
- In the 1920s and 1930s, neon and other glowing-gas electric signs were developed. Increasingly powerful electric lighting and new materials, such as chrome and aluminum, had an impact on signage design.

Appropriate Rehabilitation

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| 17.1 Retain and repair existing historic signage of all eras. | 17.6 Temporary signs are normally limited to 60 days. |
| 17.2 Select colors for signs that are historically appropriate for the building. See Standard 11 - Paint Color (1.7). | 17.7 Signs should be located so that they do not conceal any windows, doors, transoms, or other architectural features. Signs should also not hide or damage the historic features of the structure (1.9). |
| 17.3 One sign is allowed per business. If the business is on a corner, then a second side will be considered. | 17.8 The use of modern sign materials is not appropriate if the materials clash in color or texture with the structure, if they obscure architectural features, or if they damage historic trim and detail (1.6). |
| 17.4 Signs normally should be located in the window, as a wall projection or on an awning. For more information on awnings, see Standard 16 – Awnings and Canopies. | 17.9 Signs not appropriate for the downtown include billboards, interior illuminated signs, flashing signs, digital signs, and moving or rotating signs (except barber poles). Marquee signs are only appropriate for theatres. |
| 17.5 Freestanding signage can be considered appropriate for temporary uses. This type of signage is expected to be placed in the interior of the building when the business is not open for business. | |

Perrysburg Historic District Design Standards

18. New Construction (Structure or Additions)

The impact of new construction in the District can be positive. New structures eliminate gaps in the block which strengthens the visual integrity of the streetscape and contributes to the community's sense of cohesiveness. By reflecting the period in which it is built, a new structure or addition becomes part of a continuum of structure design, style, and technology that demonstrates the ongoing growth of the town and the historic district.

The standards aim to ensure that new structures and additions achieve compatibility with existing historic structures that define the character of the District. The structures, despite their diversity of age, possess shared characteristics that relate them to each other. Similarities include consistency in site placement, structure height/scale, materials, details, texture, color, and form and rhythm.

In addition to receiving a Certificate of Appropriateness, new construction must receive approval in accordance with Perrysburg's Zoning Ordinance and structure regulations.

Design Principles within Existing Context for New Construction

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| <p>18.1 Height and Width: New construction should be of similar height to that of adjacent and nearby structures, normally within 10% of the average height of existing adjacent structures. Structure width and the distance between structures are also important elements of design. Where there is a variety of structure widths and spaces between structures, new construction should stay within this range.</p> <p>18.2 Scale: The scale of a structure is the relationship of its size and architectural details. New construction should have proportions similar to those of adjacent structures. It should also match the scale of nearby structures and should be consistent within the structure.</p> <p>18.3 Orientation & Placement: The predominant structure orientation in the surrounding area and the placement of structures on the lot should be maintained for all new construction.</p> <p>18.4 Setback: Structures in the residential areas of the District generally share a common front and side setback. The character of the adjacent structures should set the range of setbacks allowed for new construction. This may mean that the appropriate setback may be longer than the setback required elsewhere in the City of Perrysburg.</p> <p>18.5 Proportion and Rhythm of Openings: Door and window openings in the District often share similar sizes, spacing, and shapes. The</p> | <p>size, style, shape, and distribution of door and window openings in new construction should respect those of its neighbors. Equally important is the proportion of window openings to the overall façade of the structure.</p> <p>18.6 Roof Forms: New construction design should observe the predominant roof shapes of the area and the pitch should be comparable to existing pitches. Where there is a range of roof forms and pitches, do not introduce a new variant. In the commercial area, new structures should reflect that rooflines are typically not visible from the street.</p> <p>18.7 Materials, Textures, and Colors: New designs should reflect the predominant materials, textures, and colors in the area or on the existing structure on the property. Generally, surfaces and textures should not be introduced that would not have been used historically.</p> <p>18.8 Windows: Windows and doors which are readily visible from the public right of way should be appropriate to the style of the house.</p> <p>18.9 Materials: All materials for new construction should follow the standards for existing homes. For example, vinyl siding, vinyl windows, and 3-tab roofs are not appropriate for homes in the historic district.</p> |
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Perrysburg Historic District Design Standards

New Building Construction – Residential and Commercial

18.10 Style and Character: New construction should not duplicate historic architectural styles and designs. Do not use a replica style to create a false sense of history.

18.11 Materials: Provide a date brick or other exterior date identification to assist future generations in the dating of buildings.

New Outbuildings & Additions to Existing Structures

18.12 Height & Width: Additions should generally have rooflines lower than those of their main structure.

18.13 Scale: Generally, additions to historic structures should be subordinate to the main structure by keeping the additions smaller in scale and overall size.

18.14 Style and Character: Historic stylistic elements should not be added to contemporary structures. Rather, the new work should complement the old and be compatible in design, scale, colors, and materials. In addition, do not combine character-defining features from different architectural styles unless similar eclectic structures can be documented to have been historically present in the District.

18.15 Orientation & Placement: Additions to existing buildings should be at the rear of the property and not change the view of the elevation of the existing building from the right of way. Additions should be set in at least one foot to show a break between the original structure and the new addition.

18.16 Orientation & Placement: Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.

18.17 Orientation & Placement: New garages and outbuildings should be designed as secondary structures. They should be placed at the rear of the lot, as they generally were historically, and alleys should be used for access as much as possible

18.18 Orientation & Placement: Rooftop additions for commercial buildings may be approved

under certain conditions. It must be stepped back from the main façade of the building by at least 30 feet. On corner lots, the addition should be stepped back at least 20 feet on the side street. The Zoning Code has additional requirements.

18.19 Materials: Prefabricated outbuildings that are not in keeping with the historic character of the district are not allowed.

18.20 Garages: For double (or larger) garages, two single garage doors rather than one larger, double door should be installed. This maintains the scale and rhythm of older structures, making a two-car garage seem smaller and more compatible with the primary building.

18.21 Decks: Decks should not be visible from the street and normally set in behind the building. Decks should be attached to the historic building so that it may be removed without significant damage to the existing structure.

18.22 Accessibility and Life Safety Features: Fire exists, stairs, landings, and ramps should be located and constructed to be compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.

18.23 Accessibility and Life Safety Features: New or alternate means of access to the historic building should be added in ways that do not compromise the appearance of a historic entrance or front porch.

Perrysburg Historic District Design Standards

19. Demolition of Structures in the Perrysburg Historic District

Historic structures are irreplaceable community assets (Chapter 1245.55(a)(5)). Once they are gone, they are gone forever. The loss of even one structure creates a noticeable gap and erodes the character of the historic district. Therefore, the demolition or relocation of any historic structure is rarely approved. This also applies to the demolition of a historic portion of a structure.

Property owners contemplating the demolition of a structure are expected to explore alternatives that allow the property to remain intact and meet current needs. Early consultation with the Commission is strongly recommended in order to adequately explore options (Chapter 1245.58).

Demolitions will be reviewed on a case-by-case basis, with the owner being asked to provide reasons why the portion of the structure could not be rehabilitated or provide proof that it is a non-historic addition (Chapter 1245.55). The burden is upon the applicant to establish that he or she is entitled to a Certificate of Appropriateness (Chapter 1245.55(a)(5)).

Demolition by neglect is inaction that results in the destruction or irredeemable deterioration of a structure. The owner of a historic property is required by the Codified Ordinances Chapter 1245.52 to preserve the property against decay and deterioration. Failure to properly maintain the property during ownership is not an excuse for subsequently requesting to demolish an architectural feature or the entire property, especially if economic hardship reasons due to the complexity of the required rehabilitation are the basis for the application (Chapter 1245.55(a)(2)). If the stability of the historic resource is compromised due to the owner's neglect, the owner may be subject to fines and other penalties (Chapter 1245.52 and Chapter 1245.55(h)).

The Commission shall apply the provisions of Chapter 1245.55 of the Codified Ordinances with regard to the proposed demolition of an existing structure, and in addition, shall consider the following factors:

1. Whether the property has historical, cultural, or architectural significance and is a contributing property to the District;
2. Whether the preservation of the structure will cause substantial economic hardship for the applicant;
3. Whether the structure can no longer be put to a reasonable use, including an adaptive re-use of the structure;
4. For demolition of an entire structure, whether the proposed new use of the property is consistent with the quality and character of the District;

The Commission may extend the time for decision up to ninety (90) days in order to find a way to save a structure (Chapter 1245.55(d)) and may seek assistance from interested individuals and organizations for assistance in identifying an alternative to demolition (Chapter 1245.55(e)). During this period, the owner of the structure shall make all reasonable efforts to maintain the structure and prevent further deterioration (Chapter 1245.55(f)).

Standards

- | | |
|---|---|
| 19.1 Do not demolish or relocate a historic structure. | 19.3 If demolition is approved, salvage usable architectural materials and features and make all efforts to divert waste from the landfill. |
| 19.2 If demolition or relocation is proved to be necessary and appropriate, ensure the safety of the structure and any adjacent properties before, during, and afterward. | |

Perrysburg Historic District Design Standards

Appendix - The Secretary of the Interior Standards for the Treatment of Historic Properties

[The Secretary of the Interior's Standards for the Treatment of Historic Properties](#) guides historic preservation practice throughout the United States and for all properties on the National Registry of Historic Places. The Standards for the Treatment of Historic Properties include four treatments, or approaches, to historic properties: preservation, rehabilitation, restoration, and reconstruction. Each of these treatments has a set of standards provided by the Secretary of the Interior.

Treatment Options: Preservation, Rehabilitation, Restoration and Reconstruction

Preservation

Preservation focuses on the maintenance and repair of existing historic materials and the retention of a property's form as it has evolved over time. It is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Preservation is the preferred treatment option when the property's distinctive materials, features, and spaces are essentially intact and do not require extensive repair or replacement.

Rehabilitation

Rehabilitation is a practical approach to preservation that acknowledges the need to alter and/or add to a historic property to meet continuing or changing uses while retaining the property's historic character. It is the process of repairing or altering a historic structure for an efficient, contemporary use while retaining its historic features. Rehabilitation includes structural repairs, repairing roofs and exterior finishes, painting, and upgrading mechanical systems.

Restoration

Restoration involves the accurate depiction of a structure as it appeared at a particular period in time, by removing later features and/or reconstructing missing features. Restoration is a rarely used option and should only be used when the property's design and appearance from a particular period outweighs the potential loss of extant materials and where there is substantial and physical evidence for the restoration work.

Reconstruction

Reconstruction is the process of depicting the form, features, and detailing of a no longer surviving structure for interpretative or historical purposes, such as in a public park or museum. Reconstruction may also refer to the use of newly constructed parts or features which replace no longer extant features, again based on historical records.

Which approach is utilized will depend on the significance of the contribution of the property to the District, the existing physical condition of the property, the extent of related documentation available, and the goals of the project. The standards are to be applied taking into consideration the economic and technical feasibility of each project.

Preservation is the preferred approach in order to sustain the existing form, integrity, and materials of the historic property. Projects focused on the maintenance and proper repair of historic materials and features are normally considered appropriate.

Restoration is the treatment that should be followed when the expressed goal of the project is to make the building appear as it did at a particular – and at its most – significant time in its history. Materials and features appropriate to the restoration period are retained while features from other periods are removed. Only those designs that can be documented as having been built should be then recreated in a restoration project.

Reconstruction is different from the other treatments in that it is undertaken when there are often no visible historic materials extant or only a foundation remains. Because of the potential for historical error in the absence of sound physical evidence, this treatment can be justified only rarely, and, thus is the least frequently undertaken of the four treatments.

Perrysburg Historic District Design Standards

Rehabilitation is the most common approach to maintaining and preserving a historic property as it provides flexibility to address modern needs while maintaining historic character-defining architectural features.

The Standards for Rehabilitation

The Standards (Department of the Interior Regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that has acquired historic significance in its own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires the replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

Perrysburg Historic District Design Standards

Appendix - Increasing Energy Efficiency

Historic structures naturally support energy efficiency and sustainability in many ways:

- Historic materials, particularly old-growth wood, are generally of higher quality and have longer life spans than modern materials. For example, a historic wood-sash window can be maintained and repaired over and over again, while even the highest-quality modern windows may only last 20 to 30 years before failing.
- Retaining historic material saves embodied energy and keeps unnecessary waste out of landfills. Historic structures embody energy that was expended in the past making structures that already exist the greenest. Debris from demolition makes up 25% - 30% of all materials discarded in landfills.
- Replacing materials to improve energy efficiency can ultimately cost more energy than retaining the existing materials. It can also cost more money; the payout period for a new window, for example, is 15 to 20 years.

Replacing historic features of a property solely for energy-efficient reasons is not appropriate for structures in the District. See [U.S. Department of the Interior - Technical Preservation Services - Improving Energy Efficiency in Historic Buildings](#)

The biggest sources of energy loss in structures can be addressed without replacing historic features such as windows. Many energy efficiency changes can be made while retaining historic exterior material, including:

Roofs and attics

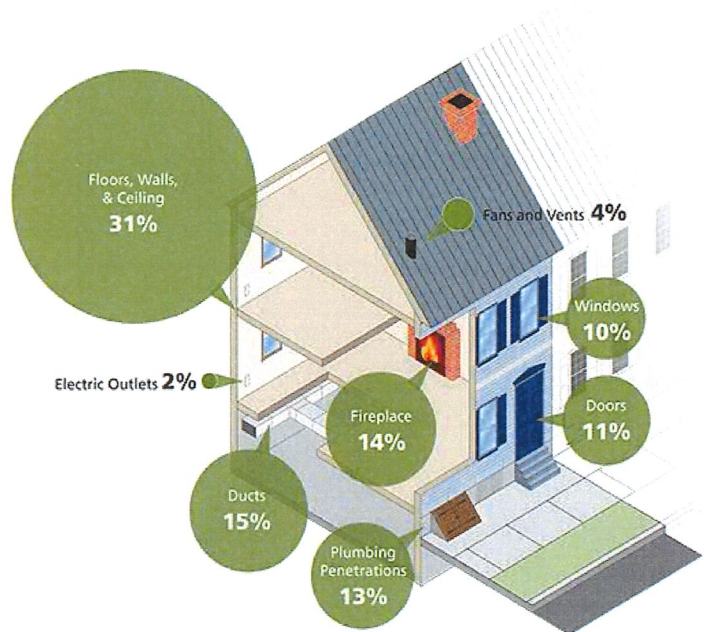
- Insulate the attic.
- Apply a radiant barrier to the underside of a roof.
- Ensure the attic has sufficient ventilation to allow trapped heat to escape.
- Install airtight insulated covers for pull-down attic stairs and access panels.
- Install draft stoppers in chimneys.

Exterior Walls

- Seal gaps and cracks in the structural envelope.
- Keep exterior joints caulked.
- Install awnings on historically appropriate structures.
- Repair and weather-strip historic doors.
- *Adding wall insulation risks trapping moisture inside the walls and is not recommended.*

HVAC Systems

- Insulate and seal HVAC ducts to prevent leakage.
- Install high-efficiency central heating, ventilation, and air-conditioning systems with modern controls.
- Install ceiling fans to increase comfort.



Where Air Escapes From a House (by percentage) – Image based on data from Energy Savers, U.S. Department of Energy. Illustration: Blank Space LLC.

Perrysburg Historic District Design Standards

Windows

- Install weather stripping around existing windows and doors to prevent air and moisture infiltration.
- Add UV- and radiant energy-blocking film to existing windows; when appropriate, retrofit windows with insulated, low-emissivity (low-E) glass. Select window film or glass that does not have a noticeable tint, coloration, or reflectivity.
- Add solar screens to historic window screen frames, especially on side walls.
- Add removable interior window inserts (storms) to attain the efficiency and soundproofing qualities of double-paned windows without impacting the historic windows.
- Plant trees where foliage will shade windows.
- Consider custom double-paned windows that reuse the existing historic frames.

Making these strategic changes will significantly improve a structure's energy efficiency with a faster payback than window replacement.

Perrysburg Historic District Design Standards

Appendix - Historic Architecture

The District showcases nearly every major domestic architectural style and many commercial styles popular in the nation from the 1830s to the 1940s. The structures include:

- High-style structures which are textbook examples of architectural styles
- Structures which have a few characteristics of one or more styles
- Vernacular structures do not display strong characteristics of any style.

The Commission will take into consideration the type of structure and any alterations and additions that have occurred since the home was built in determining how to evaluate the Certificate of Appropriateness.

Greek Revival (1825-1860)

Influenced by the classical architecture of Greece, the Greek Revival style was popular in Ohio for residential, commercial, and public structures. It was also the most popular early 19th-century style to be fully developed in Perrysburg.

Most Greek Revival homes in Perrysburg are constructed of a wood frame. Its hallmarks are:

- temple form
- pedimented gable facing the street
- corner boards with Greek fret design
- entrance with pilaster and sidelights
- multi-paned six-over-six windows with entablatures
- a front portico supported with Doric columns
- fanlight in the gable
- transom over the front door
- cornice with returns



Gothic Revival (1840-1870)

The Gothic Revival style was a reaction to the classically inspired architecture of the Georgian, Federal, and Greek Revival styles of the 18th and 19th centuries. Churches and residential homes in Perrysburg feature this style.

Characteristics of the Gothic Revival style include:

- a steeply pitched intersecting gable roofline
- pointed or ogee-arched windows
- decorative bargeboards in the gable ends
- hood molds over the windows
- pointed-arch stained-glass windows
- pointed arch doorways
- tall spire emphasizing the vertical proportions of the style



Perrysburg Historic District Design Standards

Italianate (1860-1885)

The Italianate style was used for both residential and commercial structures in Perrysburg; brick was the preferred building material. In residential structures, the Italianate style has the following features:

- hipped roofline with ornamental cresting
- vertical proportions
- tall and narrow windows
- bracketed cornice
- frieze windows
- shaped lintels above the windows or round-arched or segmental-arched windows
- double door entrance with round-arched windows and a transom
- projecting bays
- cupolas
- decorative porches



On commercial structures, the Italianate style usually features:

- round-arched or segmental-arched upper-story windows
- cast-iron or stone storefront piers
- decorative wood or metal cornices.

French Second Empire (1870-1890)

Influenced by the architecture of Paris during the reign of Napoleon III, the French Second Empire style became popular in this country during the 1870s. This style was especially well-suited for public structures, although both residential and commercial are readily found elsewhere. In Perrysburg, this style was never very common.

The one universal feature is the mansard roofline. Mansard roofs come in a variety of shapes – straight-sided, bell-cast or flared out, curbed or concave. Another common feature is decorative dormers. Other features include:

- round-arched or segmental-arched windows
- towers
- decorative porches
- bracketed cornices
- small scaled applied classical ornamentation



Perrysburg Historic District Design Standards

Queen Anne (1880-1900)

The Queen Anne style features asymmetrical massing and complex rooflines. Other typical characteristics include:

- towers
- turrets
- projecting bays
- a variety of window shapes and sizes
- stained and leaded glass
- porches
- roof cresting
- the use of several wall surface materials



Shingle (1890-1910)

Popular at the turn of the century, the Shingle style is defined by its use of materials. Used alone or in combination with brick, weatherboard, or some other material, shingle siding is the style's distinguishing feature. Sometimes several shapes of shingles – fish-scale, diamond, or rectangular – are used on a single structure.

Examples in Perrysburg are actually adaptations of the Queen Anne style. Turrets, eyebrow windows in the roof, decorative porches, and multiple window shapes and sizes are common features.



Colonial Revival (1895-1940)

One of the most popular styles in Perrysburg, the Colonial Revival looked to the past for inspiration, using a liberal interpretation of architectural forms and ornamentation from colonial houses. The characteristics include:

- a symmetrical façade
- central fanlight entrance with sidelights
- entrance portico
- gabled roofline
- roof dormers
- end chimneys
- multi-paned windows with shutters

Other typical features include:

- pilasters
- columns
- Palladian windows
- swags
- dentils



Variations on the Colonial Revival theme include the Dutch Colonial and Spanish Colonial Revival styles. A gambrel roofline characterizes the Dutch Colonial Revival. Smooth wall surfaces, tile roofs, and arched openings and balconies are typical of the Spanish Colonial/Revival style.

Perrysburg Historic District Design Standards

Bungalow (1900-1930)

Bungalow-style homes were designed to be practical in design with simple, honest expression of materials. Homes typically have:

- one-and-a-half stories
- gabled rooflines extending to form the porch roof
- squat porch posts
- broad gables with exposed rafter ends and triangular knee-braces
- gabled or shed-roofed dormers above the porch
- double-hung with multi-pane upper sash or casement windows
- shingles, stucco, brick, and stone exterior materials



American Foursquare (1900-1930)

American Foursquare's simple rectangular shape and restrained ornamentation made it economical to build. Characteristics include:

- two stories
- hipped or gabled roofline
- porch across the front
- front or side dormers
- wide overhanging eaves
- plain wall surfaces of wood, brick, shingle, or clapboard



English Revival and English Tudor Revival (1910-1940)

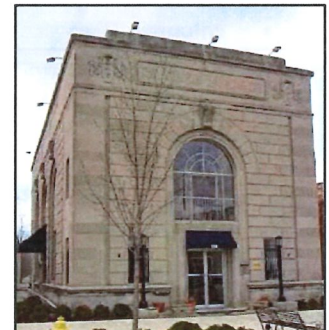
Influenced by the English countryside, these styles combine masonry and half-timbering with steeply pitched gable roofs, multi-paned casement windows, arched entrances, and decorative chimneys.



Neo-Classical Revival (1910-1930)

This style was especially appropriate for commercial and public structures. Characteristics include:

- flat rooflines
- large expanses of wall space
- round-arched entrance
- large columns
- pilasters
- smooth or edged ashlar stone as the favored material for at least the façade

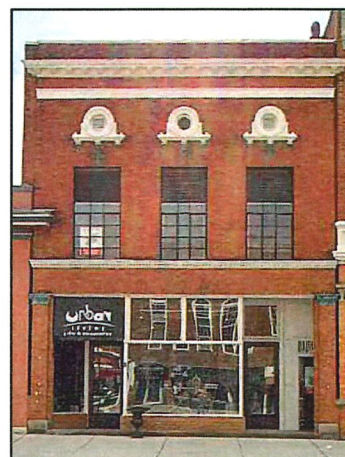


Perrysburg Historic District Design Standards

Early 20th Century Commercial (1910-1930)

Contrasting with the late 19th century's highly decorative facades, early 20th-century commercial structures usually feature:

- large expanses of window
- simple detailing such as raised or decorative brickwork
- raised parapets rather than decorative cornices
- one and two story-structure



A Note About Architectural Styles

Very often, a structure either has no distinctive characteristics of a style, or it may have elements drawn from many different styles. While there are some structures of no particular style, a large number of buildings in the District do, in fact, fit into recognized styles.

A structure should not be considered an example of an architectural style unless it was built during the period that style was in vogue and unless it has all the defining features of that style. A structure does not have to have all of the typical features, however, to be considered a Contributing Property for the District.

Perrysburg Historic District Design Standards

Appendix - Glossary of Architectural Terms and Materials

Apron A plain or decorated piece of trim found directly below the sill of a window.

Areaway A sunken area around a basement window or doorway, or mechanical air intake.

Awning A lightweight projection that provides weather protection, identity, or decoration and is wholly supported by the structure to which it is attached; comprised of a frame over which a covering (often canvas) is attached.

Back-Priming Coating the backside of wood siding with a primer to prevent water vapor from passing through the wood.

Baluster Vertical member, usually of wood, which supports the railing of a porch or the handrail of a stairway.

Balustrade A railing consisting of a handrail supported by balusters; can also include a bottom rail.

Bargeboard A board, often decoratively carved, which hangs from the projected edge of a roof gable.

Bay (1) A spatial structural unit of a façade; (2) A structure protruding out from a wall; typically contains a window.

Box Chimney A chimney enclosed by boards to create a box-like appearance.

Bracket A projecting member (often decorative) that supports an overhanging element such as a cornice.

Brick A structure or paving unit made of fired clay; usually rectangular-shaped.

Bulkhead In commercial structures, the area below a display window at the sidewalk level.

Cast Iron An iron alloy with a high carbon content known for its strength in compression and fire resistance. Cast iron storefronts allowed for large ground-floor display windows in commercial properties.

Column A supporting post on storefronts, porches, and balconies with three parts (base, shaft, capital).

Concrete Composed of a mixture of sand, gravel, crushed stone, or other coarse material and bound together with lime or cement, concrete undergoes a chemical reaction and hardens when water is added.

Concrete Block A hollow or solid rectangular block made of Portland cement, aggregates, and water; used to construct walls, foundations, and piers; also called a concrete masonry unit (CMU).

Coping Tile Concrete or stone pieces, usually flat, that cap a parapet or wall to throw off rain.

Corner Board Boards are used to cover the exposed ends of wood siding to give a finished appearance and make the structure watertight.

Cornice The projecting uppermost portion of a wall, often treated in a decorative manner with brackets.

Cresting Highly ornamental trim, usually cast iron, which is attached to a roof ridge, wall, or canopy.

Cupola Typically a square, round, or octagonal structure constructed on the ridge of the roof and designed to allow ventilation or light into the space below.

Dentil One of a row of small blocks used as part of the decoration in a frieze or cornice.

Dormer A structural extension of a structure's roof, intended to provide light and headroom in an attic space; usually contains window(s) on its vertical face.

Dry Rot A fungus infection that destroys the structural strength of wood. Contrary to its name, excessive moisture creates the right conditions for its growth.

Eaves The lower portion of the sloping surface of a roof, especially the part that overhangs the structure's wall.

EIFS Exterior insulation and finish system that resembles stucco, popular in the 1980s-2000s.

Perrysburg Historic District Design Standards

Fan/Fanlight A semi-elliptical design used over doors and in gables as a window, ventilation (louvered), or as decoration. If there is no window it is just called a "fan."

Fascia A flat horizontal wooden member used as a facing at the ends of roof rafters and in the cornice area.

Flashing Pieces of metal used at wall and roof junctions and angles as a means of preventing water infiltration.

Frieze Long narrow panel on a wall, used chiefly for decoration; becomes part of the cornice on commercial structures, found just below the point where the wall surface meets the structure's roof.

Gazebo An outdoor pavilion or summerhouse popular for lawns and gardens of rural houses in the Victorian era.

Grille Narrow strips used to visually separate the glass of a window into panes which are purely aesthetic.

Header The top horizontal member over a door or window opening.

Hood Mold Decorative, projecting element placed over a window; may go down the sides or surround the top.

Jamb An upright piece or surface forming the side of an opening (as for a door or window).

Lattice Screen of thin wooden slats most often found covering the open space beneath a porch.

Lintel Horizontal structural element at the top of the window or door; may be wood, stone, or metal.

Lite Windowpane.

Molding Decorative strip of wood used for ornamentation or finishing.

Mortar A mixture of cement, lime, a fine aggregate, and water; used for pointing and bonding bricks or stones.

Mullion A vertical piece that divides window sash, doors, or panels set close together in a series.

Muntin A thin strip of wood used to separate and hold lites.

Newel Post The post supporting the handrail at the top and bottom of a stairway.

Ornamentation Decoration, usually non-structural and not essential from a practical standpoint, which is applied to a structure to increase its distinctiveness and visual interest.

Parapet The portion of an exterior wall which rises entirely above the roof, usually in the form of a low retaining wall; the parapet may be shaped or stepped.

Patio A usually paved and shaded area adjoining or enclosed by the walls of a house.

Pediment The triangular face of a roof gable; or a gable which is used in porches, or as decoration over windows, doors, and dormers.

Pier A post or portion of a wall that supports a gate or door; in foundations, a post that carries the structure's weight to the foundation.

Pilaster A flat column or shallow pier which is attached to the surface of the wall and has little projection; the pier may be given a base and cap, and may be smooth or fluted.

Portico An entrance porch, usually supported by columns and sheltering only the entry.

Quoins Large stones, or rectangular pieces of wood or brick, used to decorate and accentuate the corners of structures.

Rail A horizontal bar or beam that creates a barrier at the outer edge of a space such as a porch. Also, a horizontal member of a door or window.

Rake The slope of a gable, pediment, stair string, etc.

Perrysburg Historic District Design Standards

Return The continuation of a projection or cornice in a different direction, usually around a corner at a right angle.

Roof Rafter Long wooden structural members which run from ridge to eaves, and which provide structural support for the roof sheathing and roofing materials.

Sheathing A sub-surface material, usually wood, which covers exterior walls or roofs before application of siding or roofing materials.

Shingle A small thin piece of structural material often with one end thicker than the other for laying in overlapping rows as a covering for the roof or sides of a structure.

Siding

Aluminum Siding Metal exterior siding material, used for decoration and weatherproofing. Aluminum siding became a standard structure material by the 1950s.

Board and Batten Wood siding with side vertical boards and narrow strips of wood (battens) placed vertically to cover the seams; often used for accessory structures and very simple houses.

Clapboard Siding Large, thin, wood boards that taper slightly so they overlap; applied horizontally on structures of frame construction.

Fiber Cement Siding A cladding material made of cement reinforced with cellulose fibers. Appears similar to wood, though may have a more pronounced regular "grain" and a shallower reveal for trim.

Shiplap Siding Wood siding with long ends overlapping the adjacent boards; may be flush or a horizontal channel.

Sill Horizontal member at the bottom of a window or door opening.

Soffit A flat wooden member used as a finished undersurface for any overhead exposed part of a structure.

Standing-Seam Metal Roofing material with vertical folded seams joining flat panels.

Storm Window A secondary window installed to protect and/or reinforce the main window.

Stretcher The long, rectangular side of a brick. A stretcher bond (or running bond) is the most common bond in modern times; it is entirely comprised of stretcher bricks set in rows (or "courses") that are offset by half a brick.

Stucco An exterior finish material composed of Portland cement and/or lime and sand mixed with water.

Tongue and Groove A joint composed of a rib (tongue) received by a groove, commonly seen in historic porch decking and wood flooring.

Turret Projecting corner bay or tower, usually round, often with a conical roof; often located at the corner of a structure.

Windows

Casement Window A window with side hinges that swings outward like a door.

Clerestory Window in the upper portion of a wall toward the ceiling designed to admit light into the room.

Fixed Sash Window A window, or part of a window, that does not open.

Palladian Window A three-part window, with a round-arched central window flanked by two rectangular windows whose height reaches the point where the arch begins on the central window.

Prism Glass Small panes of glass, usually set in a wooden or metal framework in the transom over a storefront or entrance; the glass is molded in a special pattern such that small prisms project daylight into the interior of the structure.

Sidelight A glass panel, usually of multiple panes, flanking a door; often used in with a transom or fanlight.

Transom A glass panel sometimes fixed and sometimes movable, which is placed over a door or window to provide additional natural light to the interior of the structure. Used on both residential and commercial structures.

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ord 72-2025 through Ord 81-2025

DATE: May 6, 2025



Subject Matter/Background

The City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity.

The proposed legislation is necessary for the adoption of the new compensation plan and to update certain portions of the Code in conjunction with the compensation plan. The changes will revise outdated terms, job titles, and references within the Code.

In addition to the amendments, these updates will also repeal Codified Ordinance §266.11-1, “Classifications and Rates of Pay.”

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

First Reading – May 6, 2025

Second Reading – May 20, 2025

Third Reading and Vote – June 3, 2025

ORDINANCE 72-2025

AN ORDINANCE ADDING PERRYSBURG CODIFIED ORDINANCE 266.15-1 AND AMENDING PERRYSBURG CODIFIED ORDINANCE §266.15-2

WHEREAS, Perrysburg Codified Ordinance §266.15-1 was repealed by Ordinance 39-2021, on September 7, 2021; and,

WHEREAS, Perrysburg Codified Ordinance §266.15-2 establishes the job titles and wage ranges for Executive Staff, Senior Administrative Staff and Administrative City employees; and,

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, Archer provided the City with a compensation plan outlining the pay grades and wages that should be associated with each pay grade, which was utilized to develop the Placement Wage Table, attached hereto and incorporated herein as Exhibit A; and,

WHEREAS, Exhibit A, presents each of the eighteen pay grades (Pay Grades 4-20, 22) and the positions included in each pay grade. Each pay grade consists of Steps A through K, with Step A being the minimum compensation for each pay grade, Step K being the maximum compensation for each pay grade and Step F being the hiring maximum for each pay grade. If the budget allows, employees in steps A-E will progress to the next step on an annual basis and employees in steps F-K will progress to the next step every three years; and,

WHEREAS, as there is not a current step program utilized in the City, for the initial step placement of current employees in their respective pay grades, each employee was placed into the step on Exhibit A that most closely aligned with the employee's current base wage, without reducing the employee's current base wage. For salary employees, the current base wage was calculated by dividing their current annual wage by 2080 hours. If the budget allows, step increases will begin in 2026 for employees in steps A-E on the first full pay of the employee's anniversary month and step increases associated with steps F-J will occur on the first full pay of the employee's anniversary month in 2028; and,

WHEREAS, to ensure that employees are fairly compensated and to allow the City to attract and retain qualified individuals, the wage table shall be reviewed annually and shall be adjusted to reflect any Council approved across-the-board wage increases; and,

WHEREAS, in developing the City's 2025 budget, the Council budgeted for a four percent (4%) across-the-board wage increases for all full-time non-bargaining unit employees; and,

WHEREAS, the wage table included in the amended Ordinance (Exhibit B) reflects the four percent (4%) across-the-board wage increase budgeted for by Council in 2025; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. For implementation of the Archer compensation plan, current employees shall be placed into the step on Exhibit A that most closely aligns with the employee's current base wage, without reducing the employee's current base wage. The step that each employee is placed into shall be used for the placement of the employee on the 2025 Wage Table, as set forth in the amended §266.15-2.

SECTION 2. The budgeted for four percent (4%) across-the-board wage increase for all full-time non-bargaining unit employees is hereby approved and shall be incorporated into the 2025 Wage Table, as set forth in the amended §266.15-2.

SECTION 3. Codified Ordinances §266.15-1 and §266.15-2 which currently reads as:

266.15-1 HOURLY WAGE MATRIX. (REPEALED)

(EDITOR'S NOTE: Former Section 266.15-1 was repealed by Ordinance 39-2021, passed September 7, 2021.)

266.15-2 WAGE RANGES FOR EXECUTIVE STAFF, SENIOR ADMINISTRATIVE STAFF AND ADMINISTRATIVE STAFF (including hourly employees)

Broad Band	Title
Band A	City Administrator
Minimum Salary \$104,000	
Maximum Salary \$166,400	
Band B	Assistant City Administrator

Minimum Salary \$83,200	City Engineer
Maximum Salary \$145,600	Director of Finance
	Director of Law
	Director of Public Safety
	Director of Public Service
	Director of Public Utilities
	Fire Chief
	Municipal Court Prosecutor
	Planning and Zoning Administrator
	Police Chief
Band C	Deputy Administrator of Planning and Zoning
Minimum Salary \$72,800	Deputy Director of Finance
Maximum Salary \$124,800	Deputy Director of Public Service
	Deputy Director of Public Utilities
	Deputy Fire Chief
	Deputy Police Chief
	GIS Administrator
	IT Administrator
	Human Resources Manager
	Income Tax Commissioner
	IT Manager
	Natural Resources Manager
	Police Lieutenant
	Police Support Services Manager (Dispatch, Records)
	WWTP (Wastewater Treatment Program) Manager
Band D	Advanced Certified Paralegal
Minimum Salary \$52,000	Assistant Prosecutor
Maximum Salary \$104,000	OSH Coordinator
	Police Support Services Supervisor
	Staff Engineer
	Superintendent of Field Operations
	Tax Administrator
	Urban Forester
	Utilities Supervisor

	WWTP Assistant Manager
Band E	Administrative Assistant
Minimum Salary \$46,800	CAD Technician-Construction Inspector
Maximum Salary \$78,000	Construction Inspector
	Engineering Technician
	Executive Assistant
	GIS/Software Technician
	Hardware/Operations Technician
	HR Coordinator
	Legal Assistant
	Legal Assistant/Clerk of Council
	Public Information Officer
	Stormwater Program Technician
	Victim's Advocate/Administrative Assistant
	Zoning Inspector

These wage rates shall be reviewed every even year beginning in 2024.

Personnel Committee shall be notified each year of increases or reductions to employees' salaries.

Personnel Committee shall be notified of salaries and fringe benefits for new employees.

is hereby added to, amended, and adopted to read as shown in Exhibit B, attached hereto and incorporated herein.

SECTION 4. If the budget allows, step increases will begin in 2026 for employees in steps A-E on the first full pay of the employee's anniversary month and step increases associated with steps F-J will occur on the first full pay of the employee's anniversary month in 2028

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 shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

Exhibit A

Placement Wage Table			MIN					Hiring Max					MAX
		Years between steps	1	1	1	1	3	3	3	3	3		
PAY GRADE	TITLE	FLSA	A	B	C	D	E	F	G	H	I	J	K
Grade 4	Administrative Assistant/Victim Advocate Fire Administrative Assistant	N N	\$24.44	\$25.42	\$26.40	\$27.38	\$28.36	\$29.33	\$30.31	\$31.29	\$32.27	\$33.25	\$34.22
Grade 5	Executive Assistant Legal Assistant Zoning Inspector	N N N	\$26.19	\$27.24	\$28.28	\$29.33	\$30.38	\$31.43	\$32.47	\$33.52	\$34.57	\$35.62	\$36.66
Grade 6	Construction Inspector GIS Technician IT Technician	N N N	\$27.93	\$29.05	\$30.17	\$31.28	\$32.40	\$33.52	\$34.63	\$35.75	\$36.87	\$37.99	\$39.10
Grade 7	Advanced Certified Paralegal CAD Technician/Construction Inspector Human Resources Coordinator Legal Assistant/Clerk of Council Stormwater Program Technician Support Services Supervisor Urban Forester Utilities Supervisor	N N N N N E E N	\$29.67	\$30.86	\$32.05	\$33.24	\$34.42	\$35.61	\$36.80	\$37.98	\$39.17	\$40.36	\$41.54
Grade 8	Public Information Officer	E	\$31.42	\$32.67	\$33.93	\$35.19	\$36.44	\$37.70	\$38.96	\$40.21	\$41.47	\$42.73	\$43.98
Grade 9	Superintendent Field Operations/DPS	E	\$33.16	\$34.49	\$35.81	\$37.14	\$38.47	\$39.79	\$41.12	\$42.45	\$43.77	\$45.10	\$46.42
Grade 10	Deputy Administrator Planning & Zoning OSH Coordinator	E E	\$34.90	\$36.30	\$37.70	\$39.09	\$40.49	\$41.88	\$43.28	\$44.68	\$46.07	\$47.47	\$48.86
Grade 11	Natural Resources Manager Staff Engineer Superintendent Field Operations/DPU	E E E	\$36.65	\$38.11	\$39.58	\$41.04	\$42.51	\$43.98	\$45.44	\$46.91	\$48.37	\$49.84	\$51.30
Grade 12	Assistant Manager WWTP Support Services Manager	E E	\$38.39	\$39.93	\$41.46	\$43.00	\$44.53	\$46.07	\$47.60	\$49.14	\$50.67	\$52.21	\$53.75
Grade 13	Deputy Director of Public Service	E	\$40.13	\$41.74	\$43.34	\$44.95	\$46.55	\$48.16	\$49.76	\$51.37	\$52.97	\$54.58	\$56.19
Grade 14	Assistant Prosecutor GIS Administrator IT Administrator	E E E	\$41.88	\$43.55	\$45.23	\$46.90	\$48.58	\$50.25	\$51.93	\$53.60	\$55.28	\$56.95	\$58.63
Grade 15	Income Tax Commissioner Lieutenant - Police	E E	\$43.62	\$45.36	\$47.11	\$48.85	\$50.60	\$52.34	\$54.09	\$55.83	\$57.58	\$59.32	\$61.07
Grade 16	Deputy Chief of Police Deputy Director of Finance Deputy Fire Chief Human Resources Manager Municipal Court Prosecutor WWTP Manager	E E E E E E	\$50.44	\$51.44	\$52.45	\$53.46	\$54.47	\$55.48	\$57.50	\$59.51	\$61.53	\$63.55	\$65.57
Grade 17	Deputy Director Public Utilities	E	\$54.24	\$55.32	\$56.41	\$57.49	\$58.58	\$59.66	\$61.83	\$64.00	\$66.17	\$68.34	\$70.51
Grade 18	City Engineer Director of Public Service Fire Chief IT Manager Planning and Zoning Administrator Police Chief	E E E E E E	\$58.04	\$59.20	\$60.36	\$61.53	\$62.69	\$63.85	\$66.17	\$68.49	\$70.81	\$73.13	\$75.45
Grade 19	Director of Finance/Clerk of Council Director of Public Utilities Law Director	E E E	\$61.85	\$63.08	\$64.32	\$65.56	\$66.79	\$68.03	\$70.50	\$72.98	\$75.45	\$77.93	\$80.40
Grade 20	Deputy City Administrator Director of Public Safety	E E	\$65.65	\$66.96	\$68.27	\$69.59	\$70.90	\$72.21	\$74.84	\$77.46	\$80.09	\$82.72	\$85.34
Grade 22	City Administrator	E	\$73.25	\$74.72	\$76.18	\$77.65	\$79.11	\$80.58	\$83.51	\$86.44	\$89.37	\$92.30	\$95.23

Exhibit B

NEW Code Language

266.15-1 PAY GRADES ESTABLISHED FOR FULL-TIME NON-BARGAINING UNIT STAFF

- A. Effective July 7, 2025, Pay Grades are established as follows (Base Wage/Steps are outlined in Section 266.15-2):

PAY GRADE	TITLE	FLSA
Grade 4	Administrative Assistant/Victim Advocate	N
	Fire Administrative Assistant	N
Grade 5	Executive Assistant	N
	Legal Assistant	N
	Zoning Inspector	N
Grade 6	Construction Inspector	N
	GIS Technician	N
	IT Technician	N
Grade 7	Advanced Certified Paralegal	N
	CAD Technician/Construction Inspector	N
	Human Resources Coordinator	N
	Legal Assistant/Clerk of Council	N
	Stormwater Program Technician	N
	Support Services Supervisor	E
	Urban Forester	E
	Utilities Supervisor	N
Grade 8	Public Information Officer	E
Grade 9	Superintendent Field Operations/DPS	E
Grade 10	Deputy Administrator Planning & Zoning	E
	OSH Coordinator	E
Grade 11	Natural Resources Manager	E
	Staff Engineer	E
	Superintendent Field Operations/DPU	E
Grade 12	Assistant Manager WWTP	E
	Support Services Manager	E
Grade 13	Deputy Director of Public Service	E
Grade 14	Assistant Prosecutor	E
	GIS Administrator	E
	IT Administrator	E
Grade 15	Income Tax Commissioner	E
	Lieutenant - Police	E
Grade 16	Deputy Chief of Police	E
	Deputy Director of Finance	E
	Deputy Fire Chief	E
	Human Resources Manager	E

	Municipal Court Prosecutor	E
	WWTP Manager	E
Grade 17	Deputy Director Public Utilities	E
Grade 18	City Engineer	E
	Director of Public Service	E
	Fire Chief	E
	IT Manager	E
	Planning and Zoning Administrator	E
	Police Chief	E
Grade 19	Director of Finance/Clerk of Council	E
	Director of Public Utilities	E
	Law Director	E
Grade 20	Deputy City Administrator	E
	Director of Public Safety	E
Grade 22	City Administrator	E

- B. Pay grades 4 through 7 include hourly, “non-exempt” (“N”) job classifications. These classifications are eligible to earn overtime either through federal overtime statutes or city practice and/or policy.
- C. Pay grades 7 through 22 include “exempt” (“E”) salaried job classifications unless otherwise noted in the job description or appointment letter. Exempt job classifications, when paid on a salaried basis, are exempt from federal overtime requirements. These personnel are paid on a bi-weekly basis, which is based on two weeks at their regular weekly salary. They are compensated on a salaried basis in accordance with federal law. Payments of less than a full weekly salary to an exempt employee shall be in accordance with federal law.
- D. Pay grades are vertical numerical readings along the schedules above. These numbers are keyed to job classifications. Changes in classifications represent changes in job titles and responsibilities at levels appropriate to an individual's education, training, and experience.

Exhibit B

266.15-2 WAGE TABLE: PAY GRADES, BASE WAGES, AND STEPS FOR FULL-TIME NON-BARGAINING UNIT STAFF

A. Effective July 7, 2025, the Wage Table is established as follows (Pay Grades/Job Classifications are outlined in Section 266.15-1):

2025	MIN					Hiring Max					MAX
Years between steps	1	1	1	1	1	3	3	3	3	3	
PAY GRADE	A	B	C	D	E	F	G	H	I	J	K
Grade 4	\$25.42	\$26.44	\$27.46	\$28.47	\$29.49	\$30.51	\$31.52	\$32.54	\$33.56	\$34.58	\$35.59
Grade 5	\$27.24	\$28.33	\$29.41	\$30.50	\$31.59	\$32.68	\$33.77	\$34.86	\$35.95	\$37.04	\$38.13
Grade 6	\$29.05	\$30.21	\$31.37	\$32.53	\$33.70	\$34.86	\$36.02	\$37.18	\$38.34	\$39.51	\$40.67
Grade 7	\$30.86	\$32.10	\$33.33	\$34.56	\$35.80	\$37.03	\$38.27	\$39.50	\$40.74	\$41.97	\$43.21
Grade 8	\$32.67	\$33.98	\$35.29	\$36.60	\$37.90	\$39.21	\$40.52	\$41.82	\$43.13	\$44.44	\$45.74
Grade 9	\$34.49	\$35.87	\$37.25	\$38.63	\$40.00	\$41.38	\$42.76	\$44.14	\$45.52	\$46.90	\$48.28
Grade 10	\$36.30	\$37.75	\$39.20	\$40.66	\$42.11	\$43.56	\$45.01	\$46.46	\$47.92	\$49.37	\$50.82
Grade 11	\$38.11	\$39.64	\$41.16	\$42.69	\$44.21	\$45.73	\$47.26	\$48.78	\$50.31	\$51.83	\$53.36
Grade 12	\$39.93	\$41.52	\$43.12	\$44.72	\$46.31	\$47.91	\$49.51	\$51.10	\$52.70	\$54.30	\$55.90
Grade 13	\$41.74	\$43.41	\$45.08	\$46.75	\$48.42	\$50.09	\$51.75	\$53.42	\$55.09	\$56.76	\$58.43
Grade 14	\$43.55	\$45.29	\$47.03	\$48.78	\$50.52	\$52.26	\$54.00	\$55.74	\$57.49	\$59.23	\$60.97
Grade 15	\$45.36	\$47.18	\$48.99	\$50.81	\$52.62	\$54.44	\$56.25	\$58.06	\$59.88	\$61.69	\$63.51
Grade 16	\$52.45	\$53.50	\$54.55	\$55.60	\$56.65	\$57.70	\$59.80	\$61.90	\$63.99	\$66.09	\$68.19
Grade 17	\$56.41	\$57.54	\$58.66	\$59.79	\$60.92	\$62.05	\$64.31	\$66.56	\$68.82	\$71.08	\$73.33
Grade 18	\$60.36	\$61.57	\$62.78	\$63.99	\$65.19	\$66.40	\$68.81	\$71.23	\$73.64	\$76.06	\$78.47
Grade 19	\$64.32	\$65.61	\$66.89	\$68.18	\$69.46	\$70.75	\$73.32	\$75.90	\$78.47	\$81.04	\$83.61
Grade 20	\$68.27	\$69.64	\$71.00	\$72.37	\$73.74	\$75.10	\$77.83	\$80.56	\$83.29	\$86.03	\$88.76
Grade 22	\$76.18	\$77.71	\$79.23	\$80.75	\$82.28	\$83.80	\$86.85	\$89.90	\$92.95	\$95.99	\$99.04

B. As used in this section, the term “base wage” refers to the base hourly rates before any extra pay, such as longevity or other fringe benefit factors, is received.

- C. Each pay grade establishes base hourly rates for hourly personnel. Rates listed for salaried personnel are hourly rate equivalents. The hourly rates or hourly rate equivalents shall be used since the City's electronic payroll system bases the calculation of payroll on an hourly rate. Those personnel who are salaried or salaried/exempt are compensated properly as salaried personnel based on a weekly salary. All municipal employee classifications shall be paid on a bi-weekly basis. The annual salary will be based upon 2080 hours.
- D. Each pay grade consists of Steps A through K, with Step A being the minimum compensation for each pay grade and Step K being the maximum compensation for each pay grade. Step F is the hiring maximum for each pay grade.
- E. Any adjustments to the Wage Table, shall be approved by a majority of the members of Council and shall be reflected in the Codified Ordinances.
- F. Unless it is determined, by a majority of Council, that the budget does not support step increases, employees in steps A-E will progress to the next step on an annual basis and employees in steps F-K will progress to the next step every three years. Step increases will take effect the first full pay period of the employee's anniversary month.
- G. Newly hired employees may be paid any base wage within the designated pay grade, commensurate with their skills and abilities; however, in no case shall the base wage assigned exceed the hiring maximum established for the designated pay grade, without approval by a majority of the members of Council.
- H. An employee who is reclassified into a higher pay grade as a result of a promotion shall be assigned into the new pay grade at a base wage commensurate with his/her skills and abilities. The base wage assigned shall not exceed the hiring maximum for that pay band, without approval by a majority of the members of Council. The date of promotion shall be the employee's new anniversary date for future step increases.
- I. Whenever an employee voluntarily applies for and accepts a position in a lower pay grade, the employee shall be placed in the same step at the lower pay grade. The date the employee starts the new position shall be the employee's new anniversary date for future step increases.
- J. Whenever an existing employee accepts a position within the same pay grade and level of responsibility, also known as a lateral move, the employee's placement in the pay grade shall not change and the employee's anniversary date shall not change for future step increases.
- K. If an employee is demoted to a position in a lower pay grade, due to an inability or unwillingness to perform assigned duties or for disciplinary reasons, the employee shall be placed in a step in the lower pay grade. However, in no case shall the employee be assigned a base wage that would exceed the hiring maximum established by Ordinance for that pay grade. The date the employee starts their new position shall be the employee's new anniversary date for future step increases.
- L. Acting/Temporary/Interim Employee Appointments/Assignments.
 - 1. Upon there being a vacancy of the City Administrator or any Department Head, Division Head, or Office Head, the Mayor shall have authority to appoint an Acting City Administrator, Department Head, Division Head, or Office Head, on a temporary, interim and acting basis until a permanent City Administrator, Department Head, Division Head, or Office Head is hired or appointed. Unless otherwise set forth within these Codified Ordinances, if the City Administrator,

Department Head, Division Head, or Office Head is a position that requires Council confirmation through the City's Charter or Codified Ordinances, the term of the Acting City Administrator, Department Head, Division Head, or Office Head appointment shall not exceed six (6) months without the approval or confirmation of a majority of the members of Council.

2. Whenever the Mayor or City Administrator determines that, due to any position not listed in 266.15-2(L)(1) being vacated, it is necessary to temporarily assign an employee to perform the duties of a position above that which the employee currently holds, such employee shall be temporarily reclassified to the higher job classification.
3. Unless otherwise set forth in these Codified Ordinances, in the event of an employee's extended absence, the Mayor or City Administrator may temporarily appoint or assign an interim employee to fill the position on a limited-term basis, if the appointment or assignment is determined necessary by the Mayor or City Administrator. If the extended absence is that of a City Administrator, Department Head, Division Head, or Office Head position that requires Council confirmation through the City's Charter or Codified Ordinances, the term of the interim City Administrator, Department Head, Division Head, or Office Head temporary appointment or assignment shall not exceed sixty (60) days without the approval or confirmation of a majority of the members of Council.
4. An employee that is appointed or assigned into an acting/temporary/interim position shall have all the rights and responsibilities traditionally included in the acting/temporary/interim position.
5. The compensation for an employee that is appointed or assigned into an acting/temporary/interim position shall be the employee's base wage plus a "temporary hourly differential". The "temporary hourly differential" shall be the greater of: (1) the difference between the employee's current base wage and the closest step of the acting/temporary/interim position's pay grade above the employee's current base wage or (2) five percent (5%) of the employee's current base wage. These amounts will be pro-rated based upon the employee's period of service in the position. If the employee is temporarily reclassified from an hourly, non-exempt position (eligible for overtime) to a salaried position, which is exempt from earning overtime, the reclassification shall result in the employee being exempt from overtime while so assigned to the exempt classification. Furthermore, the acting/temporary/interim employee shall continue to receive all other fringe benefits at the levels they received prior to the assignment or appointment to the acting/temporary/interim position. When the employee is returned to their regular position, they will be entitled to their base wage plus any wage increase that they would have normally been eligible to receive.
6. All acting/temporary/interim appointments/assignments are subject to the provisions of the City's Charter and Codified Ordinances.

ORDINANCE 73-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.01-3

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.01-3 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.01-3 which currently reads as:

266.01-3 NOMENCLATURE.

When referred to collectively, individuals covered by the Personnel Policy may be referred to as staff members. Less than full -time staff members means those working thirty or more hours per week, but less than full-time.

For purposes of this Policy, employees/staff members are categorized as:

Pay Band A, Pay Band B, Pay Band C, Pay Band D, and Pay Band E as described in Codified Ordinance Section [266.15-2](#).

(Ord. 21-2022. Passed 4-5-22.)

is hereby amended and revised to read:

266.01-3 NOMENCLATURE.

When referred to collectively, individuals covered by the Personnel Policy may be referred to as staff members. Less than full-time staff members means those working thirty or more hours per week, but less than full-time.

For purposes of this Policy, employees/staff members **job classifications and pay grades are listed in** Codified Ordinance Section **266.15-1**.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 74-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.03-4

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.03-4 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.03-4 which currently reads as:

266.03-4 DISCIPLINE AND SEPARATION FROM EMPLOYMENT.

A. GENERALLY:

Violation of City rules governing the safety, health and/or conduct of staff members covered by this Personnel Policy shall be among the causes for separation from employment or other disciplinary action. Separation from employment or other disciplinary action may be subject to the Dispute Settlement Procedure under this Personnel Policy for staff members below the level of Executive or Senior Administrative Staff provided the staff member has completed his/her probation period.

B. MAJOR VIOLATION:

A violation of major City rules governing safety, conduct and/or health of staff members may be among the causes for involuntary separation from employment. Major violations by way of example and not by way of limitation, may be falsification of any documents required by the City; unauthorized disclosure of sensitive or confidential information such as tax returns; being under the influence of and/or the unauthorized possession, sale or purchase of alcohol or illicit drugs during working hours; physical violence; engaging in gross insubordination; conviction of a felony; embezzlement of public funds; theft, pilferage or unauthorized possession of property; engaging in conduct or encouraging others to engage in conduct in violation of this Personnel Policy, including but not limited to, the no strike provision; or any offense involving gross misconduct.

C. LESSER VIOLATIONS:

With respect to non-probationary staff members below the level of Executive or Senior Administrative Staff level, for violations of lesser City rules governing safety, conduct and/or health of staff members, progressive discipline will be used, consistent with the seriousness of the offense and the work record of the staff member.

D. NOTICE OF DISCIPLINARY ACTION:

Every counselling memo, suspension notice or separation from employment notice shall be in writing and shall contain at a minimum the date given, the name of the individual issuing it, the name of the staff member receiving the warning, the nature of the alleged violation and the date or dates upon which the alleged violation occurred. A non-probationary staff member shall receive a copy within five (5) days of the City's gaining knowledge of the infraction unless the nature of the infraction requires additional investigation time to be determined by the City. The investigation time shall be reasonable. A copy shall be retained by the City in the staff member's personnel file. Executive or Senior Administrative Staff Members will have a verbal discussion with Management in cases of discipline short of suspension of employment, although the file documentation will be similar to the formal method described above.

E. (EDITOR'S NOTE: Former subsection E. was repealed by Ordinance 13-2021, passed February 16, 2021.)

F. HEARING:

No staff member will be involuntarily separated from employment or suspended for more than three (3) days from employment with the City without first being given the opportunity for a hearing before the Mayor or the Mayor's designee. The burden shall be on the City in all involuntary separation cases, except those where the staff member is considered separated for overstaying a leave of absence or for being absent for three (3) consecutive work days without reporting such absence to the City or for failure to report or work within five (5) working days after receipt of a certified letter notifying the staff member of a recall to work following a layoff.

The City and the staff member shall have the right to support of their respective positions. All public records pertinent to the proceedings shall be made available unless disclosure is prohibited by law. The City shall issue its final determination to the affected staff member within seven (7) calendar days following the close of the hearing. If the employment separation or suspension is sustained as a result of the hearing, the staff member shall have three (3) work days following the date of the City's final determination in which to file a dispute at Step 4 of the dispute settlement procedure.

G. VOLUNTARY SEPARATION IN LIEU OF INVOLUNTARY SEPARATION:

A staff member may resign at any time prior to a final employment separation decision and his/her personnel file shall show a voluntary separation from employment. If a staff member resigns in accordance with this provision, the staff

member shall not thereafter file for unemployment compensation in a manner which will cause the City liability; and if the staff member does so, the City will have the right to contend before the OBES that the staff member was involuntarily separated from employment.

(Ord. 13-2021. Passed 2-16-21.)

is hereby amended and revised to read:

266.03-4 DISCIPLINE AND SEPARATION FROM EMPLOYMENT.

A. GENERALLY:

Violation of City rules governing the safety, health and/or conduct of staff members covered by this Personnel Policy shall be among the causes for separation from employment or other disciplinary action. Separation from employment or other disciplinary action may be subject to the Dispute Settlement Procedure under this Personnel Policy for staff members, **whose appointments do not require confirmation of City Council**, provided the staff member has completed his/her probation period.

B. MAJOR VIOLATION:

A violation of major City rules governing safety, conduct and/or health of staff members may be among the causes for involuntary separation from employment. Major violations by way of example and not by way of limitation, may be falsification of any documents required by the City; unauthorized disclosure of sensitive or confidential information such as tax returns; being under the influence of and/or the unauthorized possession, sale or purchase of alcohol or illicit drugs during working hours; physical violence; engaging in gross insubordination; conviction of a felony; embezzlement of public funds; theft, pilferage or unauthorized possession of property; engaging in conduct or encouraging others to engage in conduct in violation of this Personnel Policy, including but not limited to, the no strike provision; or any offense involving gross misconduct.

C. LESSER VIOLATIONS:

With respect to non-probationary staff members **below the level of Executive or Senior Administrative Staff level**, for violations of lesser City rules governing safety, conduct and/or health of staff members, progressive discipline will be used, consistent with the seriousness of the offense and the work record of the staff member.

D. NOTICE OF DISCIPLINARY ACTION:

Every counselling memo, suspension notice or separation from employment notice shall be in writing and shall contain at a minimum the date given, the name of the individual issuing it, the name of the staff member receiving the

warning, the nature of the alleged violation and the date or dates upon which the alleged violation occurred. A non-probationary staff member shall receive a copy within five (5) days of the City's gaining knowledge of the infraction unless the nature of the infraction requires additional investigation time to be determined by the City. The investigation time shall be reasonable. A copy shall be retained by the City in the staff member's personnel file. ~~Executive or Senior Administrative Staff Members will have a verbal discussion with Management in cases of discipline short of suspension of employment, although the file documentation will be similar to the formal method described above.~~

E. (EDITOR'S NOTE: Former subsection E. was repealed by Ordinance 13-2021, passed February 16, 2021.)

F. HEARING:

No staff member will be involuntarily separated from employment or suspended for more than three (3) days from employment with the City without first being given the opportunity for a hearing before the Mayor or the Mayor's designee. The burden shall be on the City in all involuntary separation cases, except those where the staff member is considered separated for overstaying a leave of absence or for being absent for three (3) consecutive work days without reporting such absence to the City or for failure to report or work within five (5) working days after receipt of a certified letter notifying the staff member of a recall to work following a layoff.

The City and the staff member shall have the right to support ~~of~~ their respective positions. All public records pertinent to the proceedings shall be made available unless disclosure is prohibited by law. The City shall issue its final determination to the affected staff member within seven (7) calendar days following the close of the hearing. ~~If the employment separation or suspension is sustained as a result of the hearing, the staff member shall have three (3) work days following the date of the City's final determination in which to file a dispute at Step 4 of the dispute settlement procedure.~~

G. VOLUNTARY SEPARATION IN LIEU OF INVOLUNTARY SEPARATION:

A staff member may resign at any time prior to a final employment separation decision and his/her personnel file shall show a voluntary separation from employment. If a staff member resigns in accordance with this provision, the staff member shall not thereafter file for unemployment compensation in a manner which will cause the City liability; and if the staff member does so, the City will have the right to contend before the OBES that the staff member was involuntarily separated from employment.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 75-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.03-6

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.03-6 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.03-6 which currently reads as:

266.03-6 RIGHTS OF STAFF MEMBERS.

All employees below the Senior Administrative Staff level that are not included within a Collective Bargaining Agreement and who are subject to this Personnel Policy shall be entitled to the following rights as they relate to non-criminal charges against a staff member for violation of Division policies, rules, and regulations. A staff member being investigated for possible criminal charges shall be afforded the same constitutional rights as are required to be provided to any other citizen.

- A. In any disciplinary hearing arising out of an investigation under this section, the City and the staff member shall have the right to question the other party's witnesses. Complaints against a staff member for violation of division policy and procedure shall be reduced to writing and signed by the Complainant. A confidential complaint shall not be considered as an anonymous complaint, except in those instances in which the person making the complaint is unwilling to testify in any subsequent hearing.
- B. A staff member who is to be questioned as a suspect in any investigation of any criminal charge against the staff member shall be advised of their constitutional rights before any questioning starts. Any internal division questioning of the staff member named in the criminal complaint and any administrative charge against that staff member may be delayed until after the trial stage of the criminal case at the discretion of the Mayor and the City Administrator and shall be delayed until after the trial stage of the criminal case provided: (1) the staff member involved declines to participate in the administrative investigation and (2) the staff member removes himself/herself from duty without pay.

- C. Before a staff member may be charged with any violation of City rules and regulations for a refusal to answer questions or participate in an investigation, the staff member shall be advised that his/her refusal to answer questions or participate in such investigation may be made a basis for such a charge.
- D. Any employment related interrogation, questioning or interview shall be conducted at a reasonable hour, preferably while the staff member to be interrogated or interviewed is working. Such sessions shall be for reasonable periods of time and time shall be allowed for rest periods and other physical necessities. No more than two interrogators at a time will interrogate, question or interview the staff member. This section does not apply to any interrogations, questioning or interview conducted for the purpose of a criminal investigation.
- E. The staff member shall be informed of the nature of the investigation prior to any questioning.
- F. When an annoyance complaint is made against a staff member, the staff member shall be apprised of the circumstance.
- G. The City may divulge the fact that a particular staff member is under investigation, but there shall be no release of any additional information by the City or the staff member regarding the staff member under investigation until such investigation is completed and the staff member is either cleared or charged.
- H. When a staff member suspected of a violation of City Policies, rules or regulations is being interrogated, such interrogation shall be recorded at the request of the staff member or the City. The party requesting the recording shall be responsible for the cost unless both parties desire a copy, wherein the cost shall be equally shared. In addition, the party requesting the recording shall be responsible for providing the appropriate recording equipment.
- I. A staff member who has been charged with a violation of any City Policy, rule or regulation, shall, upon request, be provided the opportunity to inspect and obtain copies, at current reproduction cost, of transcripts, recordings, written statements and any other material relating to the charges as a condition of its use at a hearing on such charge. Such requests must be made not less than twenty-four hours prior to the scheduled hearing; however, the parties may waive the twenty-four hour provision in the event of extenuating circumstances.
- J. Any evidence obtained in the course of an internal investigation through the use of administrative pressures, threats or promises made to the staff member shall not be used by the City in any subsequent court action.
- K. In the course of an internal investigation, a polygraph examination may be administered consistent with applicable law. When such a polygraph examination is conducted, upon the consent of the staff member under investigation, the result of such examination shall not be used by either party for any purpose in a subsequent court action.
- L. When a staff member is to be interviewed in an investigation of any other staff member of the City employee, such interview shall be conducted in accordance with the procedure established herein.
- M. (EDITOR'S NOTE: Former subsection M. was repealed by Ordinance 14-2021, passed February 16, 2021.)

- N. Internal investigations with regard to minor violations shall be completed within forty-five calendar days after the filing of the complaint. Major complaint investigations, other than criminal complaints involving felony violations, shall be completed within one hundred calendar days after filing of the original complaint unless, upon request of the City Administrator, an extension of time for such investigation to be completed is granted. The staff member must be notified of the City Administrator's decision upon the granting of the extension request. An additional fifteen calendar days shall be provided beyond the forty-five or one hundred day limits above in cases where the investigation is not initiated by internal investigation. Criminal complaints involving felony investigations shall be investigated and completed in accordance with the statute of limitations set out in the Ohio Revised Code. Such complaints may be referred for investigation by Bureau of Criminal Identification and Investigation.

(Ord. 14-2021. Passed 2-16-21.)

is hereby amended and revised to read:

266.03-6 RIGHTS OF STAFF MEMBERS.

All employees ~~below the Senior Administrative Staff level~~ that are not included within a Collective Bargaining Agreement and who are subject to this Personnel Policy shall be entitled to the following rights as they relate to non-criminal charges against a staff member for violation of **City and/or Department/Division/Office** policies, rules, **and/or** regulations. A staff member being investigated for possible criminal charges shall be afforded the same constitutional rights as are required to be provided to any other citizen.

- A. In any disciplinary hearing arising out of an investigation under this section, the City and the staff member shall have the right to question the other party's witnesses. Complaints against a staff member for violation of **City and/or Department/Division/Office** policy and procedure shall be reduced to writing and signed by the Complainant. A confidential complaint shall not be considered as an anonymous complaint, except in those instances in which the person making the complaint is unwilling to testify in any subsequent hearing.
- B. A staff member who is to be questioned as a suspect in any investigation of any criminal charge against the staff member shall be advised of their constitutional rights before any questioning starts. Any internal questioning of the staff member named in the criminal complaint and any administrative charge against that staff member may be delayed until after the trial stage of the criminal case at the discretion of the Mayor and the City Administrator and shall be delayed until after the trial stage of the criminal case provided:
 - (1) the staff member involved declines to participate in the administrative investigation and
 - (2) the staff member removes himself/herself from duty without pay.
- C. Before a staff member may be charged with any violation of **City and/or Department/Division/Office** rules and regulations for a refusal to answer questions or participate in an investigation, the staff member shall be advised that his/her refusal to answer questions or participate in such investigation may be made a basis for such a charge.

- D. Any employment related interrogation, questioning or interview shall be conducted at a reasonable hour, preferably while the staff member to be interrogated or interviewed is working. Such sessions shall be for reasonable periods of time and time shall be allowed for rest periods and other physical necessities. No more than two interrogators at a time will interrogate, question or interview the staff member. This section does not apply to any interrogations, questioning or interview conducted for the purpose of a criminal investigation.
- E. The staff member shall be informed of the nature of the investigation prior to any questioning.
- F. When an annoyance complaint is made against a staff member, the staff member shall be apprised of the circumstance.
- G. The City may divulge the fact that a particular staff member is under investigation, but there shall be no release of any additional information by the City or the staff member regarding the staff member under investigation until such investigation is completed and the staff member is either cleared or charged.
- H. When a staff member suspected of a violation of City and/or Department/Division/Office Policies, rules or regulations is being interrogated, such interrogation shall be recorded at the request of the staff member or the City. The party requesting the recording shall be responsible for the cost unless both parties desire a copy, wherein the cost shall be equally shared. In addition, the party requesting the recording shall be responsible for providing the appropriate recording equipment.
- I. A staff member who has been charged with a violation of any City and/or Department/Division/Office Policy, rule or regulation, shall, upon request, be provided the opportunity to inspect and obtain copies, at current reproduction cost, of transcripts, recordings, written statements and any other material relating to the charges as a condition of its use at a hearing on such charge. Such requests must be made not less than twenty-four hours prior to the scheduled hearing; however, the parties may waive the twenty-four hour provision in the event of extenuating circumstances.
- J. Any evidence obtained in the course of an internal investigation through the use of administrative pressures, threats or promises made to the staff member shall not be used by the City in any subsequent court action.
- K. In the course of an internal investigation, a polygraph examination may be administered consistent with applicable law. When such a polygraph examination is conducted, upon the consent of the staff member under investigation, the result of such examination shall not be used by either party for any purpose in a subsequent court action.
- L. When a staff member is to be interviewed in an investigation of any other staff member of the City employee, such interview shall be conducted in accordance with the procedure established herein.
- M. (EDITOR'S NOTE: Former subsection M. was repealed by Ordinance 14-2021, passed February 16, 2021.)
- N. Internal investigations with regard to minor violations shall be completed within forty-five calendar days after the filing of the complaint. Major complaint investigations, other than criminal complaints involving felony violations, shall be completed within one hundred

calendar days after filing of the original complaint unless, upon request of the City Administrator, an extension of time for such investigation to be completed is granted. The staff member must be notified of the City Administrator's decision upon the granting of the extension request. An additional fifteen calendar days shall be provided beyond the forty-five or one hundred day limits above in cases where the investigation is not initiated by internal investigation. Criminal complaints involving felony investigations shall be investigated and completed in accordance with the statute of limitations set out in the Ohio Revised Code. Such complaints may be referred for investigation by Bureau of Criminal Identification and Investigation.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 76-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.04-2

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.04-2 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.04-2 which currently reads as:

266.04-2 PROBATIONARY PERIOD. (REPEALED)

All employees below the Executive or Senior Administrative Staff level covered by this Personnel Policy that are not included within a collective bargaining agreement shall be considered probationary staff members during the first year of their most recent employment with the City. The probationary period may be extended an additional one (1) ninety (90) calendar day period by the City upon written notice to the staff member before the end of the initial probationary period. All employees below the Executive or Senior Administrative Staff level covered by the Personnel Policy that are not included within a collective bargaining agreement shall receive an evaluation given at or near the end of the first six months. During probation, staff members covered by the Personnel Policy may be separated from employment or disciplined without recourse to the dispute settlement procedure for any reason and will receive no benefits other than health insurance benefits except as may be statutorily required. Upon successful completion of the probationary period a staff member will receive length of service credit retroactive to the staff members' most recent date of hire.

(Ord. 28-2020. Passed 12-1-20.)

is hereby amended and revised to read:

266.04-2 PROBATIONARY PERIOD. (REPEALED)

All employees, other than those whose appointment requires confirmation of City Council, covered by this Personnel Policy that are not included within a collective bargaining agreement shall be considered probationary staff members during the first year of their most recent employment with the City. The probationary period may be extended an additional one (1) ninety (90) calendar day period by the City upon written notice to the staff member before the end of the initial probationary period. All probationary staff members below the Executive or Senior Administrative Staff level covered by the Personnel Policy that are not included within a collective bargaining agreement shall receive an evaluation given at or near the end of the first six months. During probation, staff members covered by the Personnel Policy may be separated from employment or disciplined without recourse to the dispute settlement procedure for any reason and will receive no benefits other than health insurance benefits except as may be statutorily required. Upon successful completion of the probationary period a staff member will receive length of service credit retroactive to the staff members' most recent date of hire.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 77-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.05-2

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.05-2 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.05-2 which currently reads as:

266.05-2 OVERTIME PAY FOR NON-EXEMPT STAFF MEMBERS.

(a) For staff members in Pay Band E per Section [266.15-2](#), all work actually performed in excess of forty (40) hours in a week will be paid at one and one-half (1-1/2) times a staff member's normal rate of pay. Unless specified, unworked time shall not be considered as hours worked for purposes of this Personnel Policy, except that paid time off work on holidays, vacation and compensatory time shall be counted as hours worked for the purpose of computing overtime. Work actually performed on Saturdays or Sundays which are outside the employee's normal work week, or on holidays which are not normally scheduled workdays shall be paid at one and one-half (1-1/2) times a staff member's hourly rate of pay. Holiday pay will be paid in accordance with Sections [266.07-2](#) and [266.07-3](#) in addition to pay for hours worked on a holiday.

(b) Overtime work for all staff members must be authorized in advance by the Administrator or the Mayor or immediate supervisor, except in case of emergencies. (Ord. 22-2022. Passed 4-5-22.)

is hereby amended and revised to read:

266.05-2 OVERTIME PAY FOR NON-EXEMPT STAFF MEMBERS.

(a) For **non-exempt** staff members, all work actually performed in excess of forty (40) hours in a week will be paid at one and one-half (1-1/2) times a staff

member's normal rate of pay. Unless specified, unworked time shall not be considered as hours worked for purposes of this Personnel Policy, except that paid time off work on holidays, vacation and compensatory time shall be counted as hours worked for the purpose of computing overtime. Work actually performed on Saturdays or Sundays which are outside the employee's normal work week, or on holidays which are not normally scheduled workdays shall be paid at one and one-half (1-1/2) times a staff member's hourly rate of pay. Holiday pay will be paid in accordance with Sections [266.07-2](#) and [266.07-3](#) in addition to pay for hours worked on a holiday.

- (b) Overtime work for all staff members must be authorized in advance by the Administrator or the Mayor or immediate supervisor, except in case of emergencies.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 78-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.09-1

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.09-1 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.09-1 which currently reads as:

266.09-1 INSURANCE.

A. HEALTH INSURANCE:

- (1) All full-time staff members of the City are eligible to participate in the City's health insurance program which includes comprehensive health, dental, and prescription coverage. Full-time staff members shall pay ten percent (10%) of the premium cost with the City paying ninety percent (90%) of the premium cost.
- (2) As reflected in Section [266.01-2](#), certain employees are not eligible under the City's personnel policy for health insurance coverage and other benefits. Regular part-time staff members whose petitions are budgeted at not less than sixty (60) hours per pay period for the calendar year at issue are eligible to pay twenty-five percent (25%) of the premium for a single or family policy, and the same percentage of any premium increase, in order to provide for and maintain coverage.
- (3) Elected officials who have health benefits available through an employer, spouse's employer or retirement benefit and for whom that benefit has an out of pocket premium cost to the elected official that is the same or less than the City's plan shall not be eligible to have health benefits under the City's plan. If not otherwise prohibited from utilizing the City's health benefits plan under this section, elected officials shall be entitled to the health benefits provided

that premiums incident to such enrollment are paid for by such elected officials.

(Ord. 15-2021. Passed 2-16-21.)

B. HEALTH INSURANCE COMMITTEE.

A Citywide Health Insurance Committee shall be established consisting of two (2) voting entities of equal representation of each labor bargaining unit, nonbargaining employees and management to make recommendations for coverage and coverage changes and other health insurance benefit design modifications. (Ord. 62-2019. Passed 12-17-19.)

C. LIFE AND AD&D INSURANCE:

The City will provide term life insurance to staff members who have length of service credit and who are on the active payroll:

- (1) Pay Bands A & B 110% of the employees annual salary
- (2) Pay Band C 105% of the employees annual salary
- (3) Pay Band D 100% of the employees annual salary
- (4) Pay Band E \$45,000

D. LIFE AND AD & D BENEFIT SUMMARY:

(1) Eligible Classes of Staff Members. All regular full-time staff members of the policy holder working a minimum of 30 hours each week. The staff members are classified as follows:

CLASS DESIGNATION

I All Eligible Staff Members

(2) Service Waiting Period. First of the month following one month of continued employment.

Staff Member Life Insurance:

At age 70, the benefit amount is reduced to 50%.

Waiver of Premium Continued Protection applies to this coverage.

(3) **Accidental Death & Dismemberment Insurance.**

Non-Contributory At age 70, the benefit amount terminates.

(Ord. 24-2022. Passed 4-5-22.)

E. DENTAL INSURANCE:

(EDITOR'S NOTE: Former subsection E. was repealed by Ordinance 62-2019, passed December 17, 2019.)

F. DENTAL INSURANCE BENEFIT SUMMARY: (REPEALED)

(EDITOR'S NOTE: Former subsection F. was repealed by Ordinance 78-97, passed June 3, 1997.)

G. OPTICAL REIMBURSEMENT:

The City will reimburse an employee an amount not to exceed \$375 per year per employee household to cover eye exams, frames, corrective lenses, prescription sunglasses, or contacts for employees, spouses and dependents living in the household under the age of eighteen. Original itemized receipts must be submitted to the employee's supervisor for reimbursement.

(Ord. 62-2019. Passed 12-17-19.)

H. PARAMOUNT PREFERRED OPTIONS. (REPEALED)

(EDITOR'S NOTE: Former subsection H. was repealed by Ordinance 78-97, passed June 3, 1997.)

I. HEALTH CARE BENEFITS. (REPEALED)

(EDITOR'S NOTE: Former subsection I. was repealed by Ordinance 78-97, passed June 3, 1997.)

is hereby amended and revised to read:

266.09-1 INSURANCE.

A. HEALTH INSURANCE:

- (1) All full-time staff members of the City are eligible to participate in the City's health insurance program which includes comprehensive **medical**, dental, and prescription coverage. Full-time staff members shall pay ten percent (10%) of the premium cost with the City paying ninety percent (90%) of the premium cost.
- (2) As reflected in Section 266.01-2, certain employees are not eligible under the City's personnel policy for health insurance coverage and other benefits. **Less than full-time** staff members whose **positions** are budgeted at not less than sixty (60) hours per pay period for the calendar year at issue are eligible to pay twenty-five percent (25%) of the premium for a single or family policy, and the same percentage of any premium increase, in order to provide for and maintain coverage.
- (3) Elected officials who have health benefits available through an employer, spouse's employer or retirement benefit and for whom that benefit has an out of pocket premium cost to the elected official that is the same or less than the City's plan shall not be eligible to have health benefits under the City's plan. If not otherwise prohibited from utilizing the City's health benefits plan under this section, elected officials shall be entitled to the health benefits provided that premiums incident to such enrollment are paid for by such elected officials.

(Ord. 15-2021. Passed 2-16-21.)

B. HEALTH INSURANCE COMMITTEE.

A Citywide Health Insurance Committee shall be established consisting of two (2) voting entities of equal representation of each labor bargaining unit, nonbargaining employees and management to make recommendations for coverage and coverage changes and other health insurance benefit design modifications. (Ord. 62-2019. Passed 12-17-19.)

C. LIFE AND **ACCIDENTAL DEATH & DISMEMBERMENT ("AD&D")**
INSURANCE:

The City will provide term life insurance to staff members who have length of service credit and who are on the active payroll **in the amount of:**

- (1) Pay **Grades 16 and higher** - 110% of the employees annual salary
- (2) Pay **Grades 10-15** - 105% of the employees annual salary
- (3) Pay **Grades 7-9** - 100% of the employees annual salary
- (4) Pay **Grades 4-6** - \$45,000

D. LIFE AND AD&D BENEFIT SUMMARY:

- (1) Eligible Classes of Staff Members. All regular full-time staff members of the policy holder working a minimum of 30 hours each week. The staff members are classified as follows:

<u>CLASS</u>	<u>DESIGNATION</u>
--------------	--------------------

I	All Eligible Staff Members
---	----------------------------

- (2) Service Waiting Period. First of the month following one month of continued employment.

- (3) Staff Member Life Insurance and AD&D Insurance:

At age 65, the benefit amount is reduced to 65%

At age 70, the benefit amount is reduced to 50%.

Waiver of Premium Continued Protection applies to this coverage.

E. DENTAL INSURANCE: **(REPEALED)**

(EDITOR'S NOTE: Former subsection E. was repealed by Ordinance 62-2019, passed December 17, 2019.)

F. DENTAL INSURANCE BENEFIT SUMMARY: **(REPEALED)**

(EDITOR'S NOTE: Former subsection F. was repealed by Ordinance 78-97, passed June 3, 1997.)

G. OPTICAL REIMBURSEMENT:

The City will reimburse an employee an amount not to exceed \$375 per year per employee household to cover eye exams, frames, corrective lenses, prescription sunglasses, or contacts for employees, spouses and dependents living in the household under the age of eighteen. Original itemized receipts must be submitted to the employee's supervisor for reimbursement. (Ord. 62-2019. Passed 12-17-19.

H. PARAMOUNT PREFERRED OPTIONS. **(REPEALED)**

(EDITOR'S NOTE: Former subsection H. was repealed by Ordinance 78-97, passed June 3, 1997.)

I. HEALTH CARE BENEFITS. **(REPEALED)**

(EDITOR'S NOTE: Former subsection I. was repealed by Ordinance 78-97, passed June 3, 1997.)

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 79-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §266.09-5

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.09-5 is being updated in conjunction with the implementation of the new compensation system; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.09-5 which currently reads as:

266.09-5 DEFERRED COMPENSATION.

A. PROGRAM - 1 (OPEDC):

All eligible staff members of the City shall have the opportunity to join the Ohio Public Employees Deferred Compensation Program. The Mayor and City Clerk shall execute an agreement with the Ohio Public Employees Deferred Compensation Board on terms and conditions in the best interest of the City, which agreement shall authorize the Ohio Public Employees Deferred Compensation Board to offer the Program to include all eligible staff members of the City and to administer the Program on behalf of them.

B. CITY CONTRIBUTION LIMITS FOR DEFERRED COMPENSATION - PROGRAM 2:

The City shall contribute to Deferred Compensation · Program 2, a monthly amount as follows:

- (1) Pay Bands A, B, and C, an amount not to exceed Six Percent (6%) of the employees annual salary.
- (2) Pay Band D, an amount not to exceed Three Percent (3%) of the employee's annual salary.
- (3) Pay Band E, an amount equal to staff member's voluntary contribution not to exceed Three Percent (3%) of the employees annual wage rate.

The annual wage rate will be based upon 2080 hours.

C. DEFERRED COMPENSATION BENEFITS - PROGRAM - 2:

Benefits shall be paid to the staff member or the staff member's named beneficiary in the event of death, disability, or separation from service in accordance with the terms of the 457 Deferred Compensation Program and applicable Federal law.

D. DEFERRED COMPENSATION - PROGRAM- 2 - VESTING. (REPEALED)

EDITOR'S NOTE: Former Subsection D. hereof was repealed by Ordinance 53-2007, passed April 17, 2007.

E. DEFERRED COMPENSATION - PROGRAM - 2 EMERGENCY WITHDRAWALS.

Withdrawals for the emergency needs of a covered staff member may be made in accordance with the terms of the Ohio Municipal League Master Deferred Compensation Program and applicable Federal law.

(Ord. 26-2022. Passed 4-5-22.)

is hereby amended and revised to read:

266.09-5 DEFERRED COMPENSATION.

A. PROGRAM - 1 (OPEDC):

All eligible staff members of the City shall have the opportunity to join the Ohio Public Employees Deferred Compensation Program. The Mayor and City Clerk shall execute an agreement with the Ohio Public Employees Deferred Compensation Board on terms and conditions in the best interest of the City, which agreement shall authorize the Ohio Public Employees Deferred Compensation Board to offer the Program to include all eligible staff members of the City and to administer the Program on behalf of them.

B. CITY CONTRIBUTION LIMITS FOR DEFERRED COMPENSATION - PROGRAM 2:

The City shall contribute to Deferred Compensation - Program 2, a monthly amount as follows:

- (1) **Pay Grades 9 and higher -** an amount not to exceed Six Percent (6%) of the employee's annual salary.
- (2) **Pay Grades 7-8 -** an amount not to exceed Three Percent (3%) of the employee's annual salary.
- (3) **Pay Grades 4-6 -** an amount equal to staff member's voluntary contribution not to exceed Three Percent (3%) of the **employee's** annual wage rate.

The annual wage rate will be based upon 2080 hours.

C. DEFERRED COMPENSATION BENEFITS - PROGRAM - 2:

Benefits shall be paid to the staff member or the staff member's named beneficiary in the event of death, disability, or separation from service in accordance with the terms of the 457 Deferred Compensation Program and applicable Federal law.

D. DEFERRED COMPENSATION - PROGRAM- 2 - VESTING. (REPEALED)

EDITOR'S NOTE: Former Subsection D. hereof was repealed by Ordinance 53-2007, passed April 17, 2007.

E. DEFERRED COMPENSATION - PROGRAM - 2 EMERGENCY WITHDRAWALS.

Deferred compensation withdrawals for the emergency needs of a covered staff member may be made in accordance with the terms of the Ohio Municipal League Master Deferred Compensation Program and applicable Federal, State, and Local laws.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 80-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCES CHAPTER 232

WHEREAS, City of Perrysburg, Ohio, Codified Ordinances Chapter 232 establishes “Administrator” through the City of Perrysburg’s Codified Ordinances (“Code”); and,

WHEREAS, this Chapter is being updated to clarify the City Administrator position and duties and add the Deputy City Administrator position and duties into this portion of the Code; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Perrysburg Codified Ordinances Chapter 232, which currently reads as:

CHAPTER 232 Administrator

232.01 ESTABLISHED.

There is hereby created the position of Administrator. The Administrator shall be appointed by the Mayor, subject to confirmation by a majority of the members of Council and shall be removed by the Mayor, subject to the concurrence of a majority of the members of Council. Under the supervision of the Mayor, and to the extent consistent with the Charter and the Codified Ordinances, the Administrator shall coordinate and oversee the Departments of Law, Finance, Public Safety, Public Service and the Division of Planning and Zoning.
(Ord. 27-99. Passed 2-16-99.)

232.02 ADMINISTRATIVE DUTIES.

The Administrator, under the supervision of the Mayor, shall evaluate and determine Department and City needs, participate in long-range planning for the City, determine necessary staffing levels for the City, ensure the effective exchanges of information between departments and with the public, represent the City in labor relations and contract negotiations, participate in the hiring, evaluation, promotion and termination of employees, and such other duties as are assigned by the Mayor or Council from time to time.
(Ord. 10-99. Passed 1-19-99.)

are hereby amended and revised to read:

CHAPTER 232 City Administrator

232.01 ESTABLISHED.

There is hereby created the position of City Administrator. The City Administrator shall be appointed by the Mayor, subject to confirmation by a majority of the members of Council and shall be removed by the Mayor, subject to the concurrence of a majority of the members of Council. ~~Under the supervision of the Mayor, and to the extent consistent with the Charter and the Codified Ordinances, the Administrator shall coordinate and oversee the Departments of Law, Finance, Public Safety, Public Service and the Division of Planning and Zoning.~~

232.02 ADMINISTRATIVE DUTIES.

The City Administrator, under the supervision of the Mayor, shall ~~be the chief administrative officer of the City and shall~~ evaluate and determine Department and City needs, participate in long-range planning for the City, determine necessary staffing levels for the City, ~~determine assignment of direct supervision of department, divisions and offices as they may determine with concurrence from the Mayor,~~ ensure the effective exchanges of information between departments and with the public, represent the City in labor relations and contract negotiations, participate in the hiring, evaluation, promotion and termination of employees, and such other duties as are assigned by the Mayor or Council from time to time.

232.03 DEPUTY CITY ADMINISTRATOR.

There is hereby established the position of Deputy City Administrator. The Deputy City Administrator shall serve under the direct supervision of the City Administrator and shall assist in the day-to-day management and supervision of City departments, divisions, and offices.

232.04 DEPUTY CITY ADMINISTRATOR DUTIES

The Deputy City Administrator shall have all of the duties, responsibilities, and authority as assigned by the City Administrator, upon approval by the Mayor. In the case of the City Administrator's absence, the Deputy City Administrator shall serve as the City Administrator with all of the authority and responsibilities of the City Administrator, for a period not to exceed 30 days. In the case of the City Administrator's absence in excess of 30 days, the Mayor may appoint the Deputy City Administrator as the Acting City Administrator, subject to the approval and consent of a majority of the members of Council, until such time as the City Administrator resumes their duties or a permanent City Administrator is appointed.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

ORDINANCE 81-2025

AN ORDINANCE REPEALING ORDINANCE §266.11-1

WHEREAS, the City of Perrysburg utilized Archer Company, which specializes in wage and compensation plan creation and maintenance for public entities, to develop a new compensation plan benchmarking against like organizations/communities and establishing internal equity; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.11-1, establishes “Classifications and Rates of Pay” in the Personnel Policy; and,

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §266.11-1 is being repealed in conjunction with the implementation of the new compensation system; and,

WHEREAS, Codified Ordinance §266.11-1 is now covered by the City of Perrysburg Codified Ordinances §266.15-1 and §266.15-2, it is therefore, appropriate to repeal Codified Ordinance §266.11-1 as obsolete; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on April 22, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §266.11-1, which currently reads as follows is hereby repealed:

266.11-1 CLASSIFICATIONS AND RATES OF PAY.

A. The classifications of staff members in the Executive Staff, Senior Administrative Staff and Administrative Staff shall be determined from time to time by the Mayor with the concurrence of a majority of Council. (Ord. 260-2006. Passed 12-19-06.)

B. The rates of pay for Executive Staff, Senior Administrative Staff and Administrative Staff shall be determined from time to time by the Mayor and shall be within the rates set forth in Section [266.15-2](#). Provided, however, that the Mayor may only adjust the rate of pay by more than five percent (5%) in any twelve (12) month period with the concurrence of a majority of Council. (Ord. 46-2022. Passed 8-16-22.)

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

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: Ordinance 92-2025

DATE: June 3, 2025



Subject Matter/Background

City of Perrysburg, Ohio, Codified Ordinance §270.03 establishes “Age Requirements of Firefighters” through the City of Perrysburg’s Codified Ordinances (“Code”) titled “Personnel Policy.” The City of Perrysburg has determined it is appropriate to update §270.03 to reduce the minimum age from twenty-one (21) to eighteen (18), in order to assist with recruitment and hiring of new firefighters throughout the City.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

First Reading – 6/3/2025
Second Reading – 6/17/2025
Third Reading and Vote – 7/1/2025

ORDINANCE 92-2025

AN ORDINANCE AMENDING CODIFIED ORDINANCE §270.03

WHEREAS, City of Perrysburg, Ohio, Codified Ordinance §270.03 is being updated to reduce the minimum age of eligibility to receive an original appointment to the Fire Division from twenty-one (21) years of age to eighteen (18) years of age, to assist with recruitment and hiring of new firefighters; and,

WHEREAS, the Personnel Committee considered this legislation at its meeting on May 27, 2025 and unanimously recommended advancement to City Council.

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

SECTION 1. Codified Ordinance §270.03 which currently reads as:

270.03 AGE REQUIREMENTS OF FIREFIGHTERS.

No person shall be eligible to receive an original appointment to the Fire Division, as a firefighter, unless that person has reached the age of twenty-one years. No person shall be ineligible to receive an original appointment to the Fire Division, as a firefighter, because such person has attained the age of thirty-one years or older. (Ord. 48-2004. Passed 5-4-04.)

is hereby amended and revised to read:

270.03 AGE REQUIREMENTS OF FIREFIGHTERS.

No person shall be eligible to receive an original appointment to the Fire Division, as a firefighter, unless that person has reached the age of **eighteen (18) years**. No person shall be ineligible to receive an original appointment to the Fire Division, as a firefighter, because such person has attained the age of thirty-one years or older.

SECTION 2. 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 3. This Ordinance shall be in full force and effect at the earliest time permitted by law.

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: Resolution 47-2025

DATE: June 3, 2025



Subject Matter/Background

The position of Perrysburg Police Chief will become vacant on June 23, 2025, and the City has determined it necessary to fill the position in an interim/acting capacity. The Mayor has requested that Deputy Police Chief Christopher A. Sargent be appointed as the Interim/Acting Police Chief while the position is vacant. This legislation enables the Interim/Acting employee to receive a five percent (5%) increase to their base wage (“temporary hourly differential”) not to exceed an appointment of six (6) months without the approval or confirmation of a majority of the members of Council.

Financial Review

There is no financial impact on the City.

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.

RESOLUTION 47-2025

A RESOLUTION AUTHORIZING THE MAYOR TO APPOINT A CERTAIN EMPLOYEE INTO AN INTERIM/ACTING POSITION WITHIN THE CITY; AND DECLARING AN EMERGENCY

WHEREAS, the position of Police Chief will become vacant on June 23, 2025 due to the current Police Chief accepting a new position within the City; and,

WHEREAS, as the City progresses through the screening and hiring process for this position, it is necessary to fill the position in an interim/acting capacity; and,

WHEREAS, the Mayor has requested that, as of June 23, 2025, Deputy Police Chief Christopher A. Sargent be appointed as the Interim/Acting Police Chief while the position is vacant; and,

WHEREAS, during the term of the appointment, the Interim/Acting employee will receive a five percent (5%) increase to their base wage ("temporary hourly differential"). This amount will be pro-rated based upon the employee's period of service in the position; and,

WHEREAS, during the term of the appointment, the Interim/Acting employee shall continue to receive all other fringe benefits at the levels they received prior to the temporary Interim/Acting appointment; and,

WHEREAS, this appointment shall not exceed six (6) months without the approval or confirmation of a majority of the members of Council; and,

WHEREAS, once the term of the appointment ends, the employee will be returned to their regular position and they will be entitled to their base wage plus any wage increase that they would have normally been eligible to receive, those increases would be applied accordingly.

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

SECTION 1. That Council hereby authorizes the Mayor to appoint Deputy Police Chief Christopher A. Sargent as Interim/Acting Police Chief as of June 23, 2025. Council further authorizes a five percent (5%) temporary increase to the employee's base wage ("temporary hourly differential") during the term of his appointment. This amount will be pro-rated based upon the employee's period of service in the position. Deputy Police Chief Christopher A. Sargent shall continue to receive all other fringe benefits at the levels he received prior to the temporary

Interim/Acting appointment. This appointment shall not exceed six (6) months without the approval or confirmation of a majority of the members of Council

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 residents of the City of Perrysburg, Wood County, Ohio 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: Resolution 48-2025

DATE: June 3, 2025



Subject Matter/Background

A Resolution authorizing an agreement with Baker Tilly US, LLP for advisory services for support related to the pursuit of the federal renewable energy tax credit as part of the 2022 Inflation Reduction Act, and to proceed with the next phase to collect the IRA22 tax credit.

The total price for these services is not to exceed One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00).

Financial Review

Account: 5402-61815-55999

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the three reading, waive the rules, and pass as an emergency measure.

RESOLUTION 48-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH BAKER TILLY US, LLP. FOR ADVISORY SERVICES RELATED TO THE PURSUIT OF THE FEDERAL RENEWABLE ENERGY TAX CREDIT AS PART OF THE 2022 INFLATION REDUCTION ACT AT A COST NOT TO EXCEED ONE HUNDRED FIFTY THOUSAND DOLLARS AND ZERO CENTS (\$150,000.00); AND DECLARING AN EMERGENCY

WHEREAS, the Department of Public Utilities initially contracted with Baker Tilly US, LLP. to determine the biogas project's eligibility for an IRA22 tax credit; and,

WHEREAS, Baker Tilly US, LLP. has determined that the project is eligible for the IRA22 tax credit and the City would like to proceed with the next phases in the tax credit process; and,

WHEREAS, the City of Perrysburg, Ohio, received a proposal from Baker Tilly US, LLP for advisory services for this project, which includes the additional phases for the tax credit process; and,

WHEREAS, the total price for these services is not to exceed One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00); and,

WHEREAS, at its May 28, 2025 meeting, the Service Committee unanimously recommended approval of the agreement.

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 Baker Tilly US, LLP for advisory services for support related to the pursuit of the federal renewable energy tax credit as part of the 2022 Inflation Reduction Act, at a price not to exceed One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00).

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 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 the timely completion of the project, 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: Resolution 49-2025

DATE: June 3, 2025



Subject Matter/Background

The City of Perrysburg, in compliance with the Ohio Environmental Protection Agency's Director's Final Findings and Orders (OEPA DFFO) requirements, specifically Order (1)(c), is required to develop a Sanitary Sewer Overflow (SSO) Elimination Plan and Arcadis U.S., Inc. submitted a prequalification statement for the project and has the necessary personnel, equipment, expertise, and experience to complete the SSO.

The estimated cost for the project is Six Hundred Seventy-Four Thousand Six Hundred Thirty Dollars and Zero Cents (\$674,630.00), with the Director of Public Utilities requesting a contingency of Seventy-Five Thousand Dollar and Zero Cents (\$75,000.00), leaving the total cost of the project at an amount not to exceed Seven Hundred Forty-Nine Thousand Six Hundred Thirty Dollars and Zero Cents (\$749,630.00); and,

This Resolution authorizes the Mayor and Director of Finance to enter into an agreement with Arcadis U.S., Inc. to develop a Sanitary Sewer Overflow (SSO) Elimination Plan, at a cost of Six Hundred Seventy-Four Thousand Six Hundred Thirty Dollars and Zero Cents (\$674,630.00) and to approve all change orders considered necessary to this project in an amount not to exceed of Seventy-Five Thousand Dollar and Zero Cents (\$75,000.00), for a total project amount not to exceed Seven Hundred Forty-Nine Thousand Six Hundred Thirty Dollars and Zero Cents (\$749,630.00).

Financial Review

Account: 5402-61826-55999

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 is recommended, in order to ensure timely completion of the project.

RESOLUTION 49-2025

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH ARCADIS
IN AN AMOUNT NOT TO EXCEED SEVEN HUNDRED FORTY-
NINE THOUSAND SIX HUNDRED THIRTY DOLLARS AND ZERO
CENTS (\$749,630.00), TO DEVELOP A SANITARY SEWER
OVERFLOW (SSO) ELIMINATION PLAN FOR THE CITY OF
PERRYSBURG DEPARTMENT OF PUBLIC UTILITIES; AND
DECLARING AN EMERGENCY**

WHEREAS, Arcadis U.S., Inc. has agreed to develop a Sanitary Sewer Overflow (SSO) Elimination Plan for the City's sewer collection system with the intent to meet applicable portions of the Ohio Environmental Protection Agency Director's Final Findings and Orders (OEPA DFFO) requirements, specifically Order (1)(c).; and

WHEREAS, the cost for the project is Six Hundred Seventy-Four Thousand Six Hundred Thirty Dollars and Zero Cents (\$674,630.00), with Arcadis U.S., Inc. requesting a Seventy-Five Thousand Dollar and Zero Cents (\$75,000.00) contingency fee, leaving the total cost of the Agreement at an amount not to exceed Seven Hundred Forty-Nine Thousand Six Hundred Thirty Dollars and Zero Cents (\$749,630.00); and,

WHEREAS, the Public Utilities Committee considered the legislation at its May 28, 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 Arcadis U.S., Inc. in an amount not to exceed Seven Hundred Forty-Nine Thousand Six Hundred Thirty Dollars and Zero Cents (\$749,630.00) to develop a Sanitary Sewer Overflow (SSO) Elimination Plan.

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, to allow Arcadis to provide necessary services and allow for the necessary time to complete this project, 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: Resolution 52-2025

DATE: June 3, 2025



Subject Matter/Background

The Department of Public Utilities is in need of two (2) new vehicles to replace aging vehicles. After reviewing the needs of the Department, it was determined that two (2) 2024 GMC Sierra Trucks would be the best vehicles to fit the department's needs. DPU received 2 quotes and it was found that Perrysburg Automall provided the lowest quote for these vehicles with a total price not to exceed One Hundred Eighteen Thousand One Hundred Dollars and Zero Cents (\$118,100.00).

2024 GMC Sierra 2500HD Extended Cab Pickup Truck with an eight-inch (8') Royal Steel Flip at a price not to exceed Fifty-Seven Thousand Seven Hundred Sixty-One Dollars and Fifty Cents (\$57,761.50)

2024 GMC Sierra 2500HD Extended Cab Pickup Truck with an eight-inch (8') Knapheide Steel Flip, at a price not to exceed Sixty Thousand Three Hundred Thirty-Eight Dollars and Fifty Cents (\$60,338.50)

This Resolution authorizes the Mayor and Director of Finance to enter into a Purchase Agreement with Perrysburg Automall for the purchases of two (2) 2024 GMC Sierra 2500HD Extended Cab Pickup Trucks in an amount not to exceed One Hundred Eighteen Thousand One Hundred Dollars and Zero Cents (\$118,100.00).

This Resolution was approved by the Safety Committee 3-0 to forward to City Council.

Financial Review

Account: 5332-61826-55999/5331-61814-55999

Recommendation

If City Council is in agreement, a motion to suspend the three readings, waive the rules, and authorize this Resolution as an Emergency is recommended.

RESOLUTION 52-2025

**A RESOLUTION AUTHORIZING A PURCHASE AGREEMENT
WITH PERRYSBURG AUTOMALL IN AN AMOUNT NOT TO
EXCEED ONE HUNDRED EIGHTEEN THOUSAND ONE
HUNDRED DOLLARS AND ZERO CENTS (\$118,100.00) FOR THE
PURCHASE OF TWO (2) VEHICLES FOR THE DEPARTMENT OF
PUBLIC UTILITIES; AND DECLARING AN EMERGENCY**

WHEREAS, the Department of Public Utilities is in need of two new vehicles;
and,

WHEREAS, these new vehicles will be necessary for the daily operation of the
Department of Public Utilities; and,

WHEREAS, Perrysburg Automall has provided the lowest quotes for these
vehicles; and,

WHEREAS, the price for the 2024 GMC Sierra 2500HD Extended Cab Pickup
Truck with an eight-inch (8') Royal Steel Flip is Fifty-Seven Thousand Seven
Hundred Sixty-One Dollars and Fifty Cents (\$57,761.50); and,

WHEREAS, the price for the 2024 GMC Sierra 2500HD Extended Cab Pickup
Truck with an eight-inch (8') Knapheide Steel Flip is Sixty Thousand Three Hundred
Thirty-Eight Dollars and Fifty Cents (\$60,338.50); and,

WHEREAS, this purchase is in the 2025 budget; and

WHEREAS, the Public Utilities Committee reviewed this request at its
meeting on May 27, 2025 and voted unanimously to recommend the legislation to City
Council.

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

SECTION 1. This Council hereby authorizes the Mayor and Director of
Finance to enter into a Purchase Agreement with Perrysburg Automall for the
purchase of a 2024 GMC Sierra 2500HD Extended Cab Pickup Truck with an eight-
inch (8') Royal Steel Flip Truck in an amount not to exceed Fifty-Seven Thousand
Seven Hundred Sixty-One Dollars and Fifty Cents (\$57,761.50), and for the purchase
of a 2024 GMC Sierra 2500HD Extended Cab Pickup Truck with an eight-inch (8')
Knapheide Steel Flip in an amount not to exceed Sixty Thousand Three Hundred
Thirty-Eight Dollars and Fifty Cents (\$60,338.50), for a total amount not to exceed
One Hundred Eighteen Thousand One Hundred Dollars and Zero Cents

(\$118,100.00), as outlined in the quote attached hereto and incorporated herein as Exhibit A.

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 pricing and vehicle availability, 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

RETAIL BUYERS ORDER



Buick • GMC • Volkswagen • Volvo

26875 Dixie Highway
PERRYBURG, OH 43551
(419) 874-4331

STOCK NO.	P24-288
DEAL NO.	

PURCHASER'S NAME City Of Perrysburg DATE 05/13/2025

STREET ADDRESS 201 W Indiana Ave PHONE (419) 872-8050

CITY Perrysburg COUNTY Wood STATE OH ZIP 435511525 SALESPERSON Justin Miller

ENTER MY ORDER FOR ONE ☒ NEW ☐ USED ☐ CAR ☒ TRUCK ☐ DEMONSTRATOR ☐ FACTORY OFFICIAL ☐ RENTAL VEHICLE AS FOLLOWS:

YEAR 2024	MAKE GMC	MODEL Sierra 2500HD	BODY TYPE Extended Cab Pickup	COLOR Summit White	TRIM Pro
VIN # 1GD59LE7XRF300623			TO BE DELIVERED ON OR ABOUT		
			STOCK NO. P24-288		
REMARKS: ADDITIOANL EQUIPMENT NOTED BELOW				CASH PRICE OF VEHICLE	\$49,419.00
8' ROYAL STEEL FLIP TOP SERVICE BODY WITH MASTERLOCKS					
				EMPLOYEE/SUPPLIER PRICE	
DEPOSIT RECEIPT: Dealer hereby acknowledges receipt of the sum of \$ _____ as a Deposit/Partial Payment for the vehicle described above. If this receipt is for a Deposit, Dealer will refrain from selling the described vehicle for _____ days. This Deposit/Partial Payment ☐ IS ☐ IS NOT refundable, subject to the conditions on the reverse side and the following: _____.		NEGATIVE EQUITY: I am aware that the balance owed on my trade-in vehicle or the amount owed on my lease turn-in vehicle exceeds the trade-in allowance from Dealer and, as a result, I have requested that the cash price of the vehicle be increased by \$ _____ to cover negative equity from my trade-in/the amount owed on my lease turn-in. X _____		ADDITIONAL EQUIPMENT	\$10,996.00
				TOTAL SALES PRICE	\$60,415
				CUSTOMER INITIALS	
				DOCUMENTARY FEES	\$350.00
TRADE-IN AND OTHER CREDITS				SELLING PRICE	\$60,765
TRADE-IN ALLOWANCE				X % = SALES TAX	EXEMPT
BALANCE OWED ON TRADE			TAXABLE TOTAL	COUNTY	WOOD
BALANCE OWED TO			ODOMETER MILEAGE STATEMENT		
NET EQUITY			THE ODOMETER OF THE ABOVE DESCRIBED VEHICLE NOW READS _____ MILES/KLM AND IS ACCURATE UNLESS CHECKED BELOW ☐ ODOMETER MILEAGE IS NOT ACCURATE REFER TO THE FEDERAL MILEAGE STATEMENT FOR FULL DISCLOSURE.		
DEPOSIT			TITLE & FILING FEES		
CASH ON DELIVERY			OTHER		
OTHER			REBATES		
TOTAL CREDIT			TOTAL		
TRADE-IN STOCK NO.		YEAR	MAKE	MODEL	
BODY TYPE		VIN	MILEAGE		
				TOTAL CREDIT	\$3,050
				BALANCE DUE	\$57,761.50

ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALERS, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES PURCHASER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IN CONNECTION WITH THE VEHICLE AND ANY RELATED PRODUCTS AND SERVICES SOLD BY DEALER. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THE VEHICLE AND THE RELATED PRODUCTS AND SERVICES. IN THE EVENT THAT A WRITTEN WARRANTY IS PROVIDED BY A DEALER OR A SERVICE CONTRACT IS SOLD BY DEALER ON ITS OWN BEHALF, ANY IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE TERM OF THE WRITTEN WARRANTY/SERVICE CONTRACT.

JURY WAIVER: THE PURCHASER AND DEALER WAIVE AND RENOUNCE THE RIGHT UNDER FEDERAL AND STATE LAW TO A TRIAL BY JURY FOR ANY CLAIM.

GOVERNING LAW: THE TERMS AND CONDITIONS OF THIS AGREEMENT (INCLUDING ANY DOCUMENTS WHICH ARE A PART OF THIS TRANSACTION OR INCORPORATES HEREIN BY REFERENCE) AND ANY SALE HERE UNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF OHIO.

CONTRACTUAL DISCLOSURE STATEMENT (USED CAR ONLY) THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE. GUI A PARA COMPRADORES DE VEHICULOS USADOS. LA INFORMACION QUE VE EN EL FORMULARIO DE LA VENTANILLA PARA ESTE VEHICULO FORMA PARTE DEL PRESENTE CONTRATO LA INFORMACION DEL FORMULARIO DE LA VENTANILLA DEJA SIN EFECTO TODA EISPOSICION EN CONTRARIO CONTENIDA EN EL CONTRATO DE VENT.

The front and back of this Agreement, the finance document, if one was signed by the customer, and any documents incorporated herein comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I have read the terms and conditions printed on the back hereof and agree to them as a part of this Agreement the same as if it were printed above my signature. I certify that I am at least 18 years old, adn hereby acknowledge receipt of a copy of this Agreement. THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER OR AUTHORIZED REPRESENTATIVE.

BUYER SIGNS X _____ DATE 05/13/2025

Dealer or Authorized Representative (Must Be Accepted By An Authorized Representative of the Dealer)

X _____ DATE 05/13/2025

RETAIL BUYERS ORDER



Buick • GMC • Volkswagen • Volvo

26875 Dixie Highway
PERRYSBURG, OH 43551
(419) 874-4331

STOCK NO. P24-419

DEAL NO.

PURCHASER'S NAME City Of Perrysburg

DATE 05/13/2025

STREET ADDRESS 201 W Indiana Ave

PHONE (419) 872-8050

CITY Perrysburg

COUNTY Wood

STATE OH

ZIP 435511525

SALESPERSON Justin Miller

ENTER MY ORDER FOR ONE ☒ NEW ☐ USED ☐ CAR ☒ TRUCK ☐ DEMONSTRATOR ☐ FACTORY OFFICIAL ☐ RENTAL VEHICLE AS FOLLOWS:

YEAR 2024	MAKE GMC	MODEL Sierra 2500HD	BODY TYPE Extended Cab Pickup	COLOR Summit White	TRIM Pro
VIN # 1GD29LE7XRF306215			TO BE DELIVERED ON OR ABOUT		
			STOCK NO. P24-288		
REMARKS: ADDITIONAL EQUIPMENT NOTED BELOW:				CASH PRICE OF VEHICLE	\$49,999
8' KNAPHEIDE STEEL FLIP TOP SERVICE BODY					
				EMPLOYEE/SUPPLIER PRICE	
DEPOSIT RECEIPT: Dealer hereby acknowledges receipt of the sum of \$ _____ as a Deposit/Partial Payment for the vehicle described above. If this receipt is for a Deposit, Dealer will refrain from selling the described vehicle for _____ days. This Deposit/Partial Payment ☐ IS ☐ IS NOT refundable, subject to the conditions on the reverse side and the following: _____.		NEGATIVE EQUITY: I am aware that the balance owed on my trade-in vehicle or the amount owed on my lease turn-in vehicle exceeds the trade-in allowance from Dealer and, as a result, I have requested that the cash price of the vehicle be increased by \$ _____ to cover negative equity from my trade-in/the amount owed on my lease turn-in. X _____		ADDITIONAL EQUIPMENT	\$12,993
				TOTAL SALES PRICE	\$62,992
				CUSTOMER INITIALS	
				DOCUMENTARY FEES	\$350.00
TRADE-IN AND OTHER CREDITS				SELLING PRICE	\$63,342
TRADE-IN ALLOWANCE				X % = SALES TAX	EXEMPT
BALANCE OWED ON TRADE			TAXABLE TOTAL	COUNTY	WOOD
BALANCE OWED TO			ODOMETER MILEAGE STATEMENT		
NET EQUITY			THE ODOMETER OF THE ABOVE DESCRIBED VEHICLE NOW READS _____ MILES/KLM AND IS ACCURATE UNLESS CHECKED BELOW ☐ ODOMETER MILEAGE IS NOT ACCURATE REFER TO THE FEDERAL MILEAGE STATEMENT FOR FULL DISCLOSURE.		
DEPOSIT			TITLE & FILING FEES \$46.50		
CASH ON DELIVERY			OTHER		
OTHER			REBATES \$3,050.00		
TOTAL CREDIT			TOTAL \$63,388.50		
TRADE-IN STOCK NO.		YEAR	MAKE	MODEL	TOTAL CREDIT \$3,050
BODY TYPE		VIN	MILEAGE		BALANCE DUE \$60,338.50

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The front and back of this Agreement, the finance document, if one was signed by the customer, and any documents incorporated herein comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I have read the terms and conditions printed on the back hereof and agree to them as a part of this Agreement the same as if it were printed above my signature. I certify that I am at least 18 years old, and hereby acknowledge receipt of a copy of this Agreement. THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER OR AUTHORIZED REPRESENTATIVE.

BUYER SIGNS X

Dealer or Authorized Representative (Must Be Accepted By An Authorized Representative of the Dealer)

DATE 05/13/2025

X

DATE 05/13/2025



BUSINESS
ELITE

Finding the Right Work Truck in Highland
LaFontaine Cadillac Buick GMC Highland: (248) 250-8995
4000 W Highland Rd, Highland, MI 48357



2024 GMC Sierra 2500 Double Cab 4x4 Knapheide Service Truck

Stock #24GC2273



Photos may be stock images.

Window Sticker

Vehicle Notes

2024 GMC Sierra 2500HD Pro
Knapheide Service BodyExplore
our extensive inventory of new
and pre-owned Buick and GMC
vehicles at LaFontaine Buick
GMC o...
[Read More...](#)

Chassis Details

Stock Number	24GC2273
Stock Type	New
Year	2024
Make	GMC
Model	Sierra 2500
Class	2



Photos may be stock images.

Knapheide GMC Aluminum
Service Body

Watch Video

Body Details

Manufacturer	KNAPHEIDE SINCE 1848
Body Type	Service Truck
Body Line	Aluminum Service Body
Body Model	A698
Body Material	Aluminum
Body Height	40"
Body Width	78"
Body Length	8' 3-1/4"
Body Inside Width	49"
Body Color	Red



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[Save](#)



[Print](#)

**Family Deal
Price** **\$71,355**

**Vehicle available NOW in
Highland, MI.**

**Contact LaFontaine Cadillac
Buick GMC Highland for more
info.
(248) 250-8995**

Can't Find It, Order It!

Drivetrain	4x4
Cab Type	Double
Vehicle Trim	Pro
Vehicle VIN	1GD29LE71RF306510
Interior Color	Black
Exterior Color Description	White
Engine Cylinder Count	8
Transmission Type	Automatic
Fuel Type	Gasoline
Engine Model	L8T
Engine Size (L)	6.6
Brake Type	Hydraulic

Vehicle Options

- Convenience Package
- Preferred Equipment Group 1SA
- Snow Plow Prep/Camper Package
- Suspension Package

[View All](#)

Bumper Material	Galva-Grip
Bumper Width	78"
Bumper Color	Black
Compartment Description	Adjustable Shelves/Trays with Dividers
Compartment Depth	14.5"
Floor Description	Return Flange
Lighting Type	LED
Lighting Description	S/T/T & B/U Lights Strobe Lights
Lighting Location	Exterior
Shelving Description	Standard Shelving Package
Tailgate Description	Slam Lock Tailgate
Camera Description	Factory Backup Camera
Liner Description	Knapliner - Bumper, Floor, Walls, Inside of Tailgate & Compartment Tops
Hitch Type	Receiver
Hitch Description	with 2.5" to 2" Receiver Tube Adaptor
Hitch Class	V

Aluminum Service Body Features

Our aluminum service truck beds offer the most innovative design and superior construction.

Tested in the harshest lab environments, automotive proving grounds and by customers like you, our Aluminum Service Bodies are built to perform. Additionally, military-grade aluminum and structural adhesives that ensure maximum strength and longevity for your work truck.

What does this mean for you? The corrosion resistance of aluminum, an impactful increase in payload and a truck bed as durable as steel. When it comes to Knapheide, lightweight doesn't mean light duty.



Disclaimer:

NEW /USED: Prices do not include additional fees and costs of closing, including government fees, addendum items and taxes, any finance charges, any dealer documentation fees, any emissions testing fees or other fees. All prices, specifications and availability subject to change without notice. Dealer Doc Fee of \$220 is not included in final price. See dealer for additional details. Contact dealer for most current information. Photo(s) may not represent actual vehicle options, colors, trim, and body styles. Although every reasonable effort has been made to ensure the accuracy of the information contained on this site, absolute accuracy cannot be guaranteed. This site, and all information and materials appearing on it, are presented to the user "as is" without warranty of any kind, either express or implied. All vehicles are subject to prior sale. Tax, title, license (unless itemized above) are extra. Not available with special finance, lease and some other offers. Must qualify for General Motors Employee Pricing to receive Family Deal Price. Prices do not include additional fees and costs of closing, including government fees and taxes, any finance charges, any dealer documentation fees, any emissions testing fees or other fees. All prices, specifications and availability subject to change without notice. Contact dealer for most current information. Photo(s) may not represent actual vehicle options, colors, trim, and body styles. Although every reasonable effort has been made to ensure the accuracy of the information contained on this site, absolute accuracy cannot be guaranteed. This site, and all information and materials appearing on it, are presented to the user "as is" without warranty of any kind, either express or implied. All vehicles are subject to prior sale.

MPG estimates on this website are EPA estimates; your actual mileage may vary. For used vehicles, MPG estimates are EPA estimates for the vehicle when it was new. The EPA periodically modifies its MPG calculation methodology; all MPG estimates are based on the methodology in effect when the vehicles were new (please see the "Fuel Economy" portion of the EPA's website for details, including a MPG recalculation tool).

The features and options listed are for the new 2019 GMC Sierra 2500HD and may not apply to this specific vehicle.

Tax, title, license (unless itemized above) are extra. Not available with special finance, lease and some other offers.



2024 SIERRA 2500 4WD DOUBLE CAB PRO

EXTERIOR: SUMMIT WHITE
INTERIOR: JET BLACK

ENGINE: 6.6L V8, GASOLINE
TRANS: ALLISON 10-SPEED AUTO

PULL THIS STRIP TO EXPOSE ADHESIVE



STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT *WHICHEVER COMES FIRST
- *SEE GMC.COM OR DEALER FOR TERMS, DETAILS & LIMITS

SAFETY & SECURITY

- FORWARD COLLISION ALERT
- FOLLOWING DISTANCE INDICATOR
- FRONT PEDESTRIAN BRAKING
- INTELLIBEAM
- LANE DEPARTURE WARNING
- BUCKLE TO DRIVE

- AUTOMATIC EMERGENCY BRAKING
- TEEN DRIVER MODE

PERFORMANCE & MECHANICAL

- AUTO LOCKING REAR DIFF
- 2SPD ELECTRONIC TRANSFER CASE
- HEAVY-DUTY AIR CLEANER
- INDEPENDENT FRONT SUSPENSION
- MULTI-LEAF REAR SPRING SUSP
- STABILITRAK W/ TRAILER SWAY CONTROL & HILL START ASSIST
- TIRE PRESSURE MONITORING WITH TIRE FILL ALERT
- BRAKE PAD MONITORING

CONNECTIVITY & TECHNOLOGY

- GMC INFOTAINMENT SYSTEM 7" DIAG. COLOR TOUCHSCREEN
- ADDITIONAL FEATURES FOR COMPATIBLE PHONES INCLUDE: BLUETOOTH AUDIO STREAMING, WIRELESS APPLE CARPLAY AND ANDROID AUTO CAPABLE
- 3 YEARS REMOTE ACCESS PLAN;

ONSTAR & WI-FI DATA CAPABLE
SEE ONSTAR.COM FOR TERMS
• REAR SEAT REMINDER

INTERIOR

- AIR CONDITIONING
- REAR HVAC VENTS
- POWER WINDOWS
- POWER DOOR LOCKS
- FRONT 40/20/40 BENCH SEATS WITH CENTER ARMREST STORAGE
- 60/40 REAR FOLDING BENCH SEAT
- RUBBERIZED-VINYL FLOOR COVERING

EXTERIOR

- FRONT RECOVERY HOOKS
- HEADLAMPS, ANIMATED LED PROJECTORS

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$50,300.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

TRAILERING MIRRORS, HEATED	660.00
POWER FOLDING-ADJUSTABLE, AUTO-DIMMING, WITH TURN INDICATORS	
CONVENIENCE PACKAGE	650.00
• DEEP-TINTED GLASS	
• REAR-WINDOW DEFOGGER	
• CRUISE CONTROL	
SPARE TIRE	380.00
SNOW PLOW PREP / CAMPER PACKAGE	300.00
• ALTERNATOR, 220 AMPS	
• INCREASED FRONT GAWR	
• SKID PLATES	
• ROOF EMERGENCY LIGHT	
PROVISIONS W/ PASS THROUGH	
TRAILER BRAKE CONTROLLER, INTEGRATED	275.00
ALL TERRAIN TIRES	200.00
120 VOLT POWER OUTLET	150.00
UPFITTER SWITCHES (5)	150.00

Visit us at www.gmc.com

(CUSTOMER RESPONSIBLE FOR INSTALLATION)	
REAR CAMERA KIT	73.00
INCOMPLETE VEHICLE	.00
LABEL FOR GM CONTENT ONLY-SEE DEALER ABOUT NON GM CONTENT	
PICKUP BOX DELETE:	-1,155.00
DELETES PICKUP BOX, REAR VISION CAMERA AND OTHER STANDARD EQUIPMENT	
LOWERED GVWR, 10,000LBS(4536KG)	INC.
REAR AXLE - 3.73 RATIO	INC.
17" PAINTED STEEL WHEELS	INC.
BACK-UP ALARM CALIBRATION	INC.

TOTAL OPTIONS	\$1,683.00
TOTAL VEHICLE & OPTIONS	\$51,983.00
DESTINATION CHARGE	1,995.00

TOTAL VEHICLE PRICE* \$53,978.00

EPA DOT Fuel Economy and Environment

NOT APPLICABLE TO THIS VEHICLE

fueleconomy.gov
Calculate personalized estimates and compare vehicles



Equipped with the safety and security of OnStar®

Visit onstar.com for details.

onstar.com/privacy

ORDER NO CYNWFF SALES CODE C
SALES MODEL CODE TK20953
DEALER NO 56105
FINAL ASSEMBLY:
FLINT, MI U.S.A.

VIN 1GD29LE7XRF306215 REISSUE

DEALER TO WHOM DELIVERED
KNAPHEIDE MANUFACTURING – MI
1200 S. AVERILL AVENUE
FLINT, MI 48503-2975



This label has been applied pursuant to Federal law – Do not remove prior to delivery to the ultimate purchaser. *Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.

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GMLBL_PROD_0043 – 10/23/2023



TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Resolution 50-2025

DATE: June 3, 2025



Subject Matter/Background

Resolution 50-2025 declares the 2013 Freightliner Business Class M2 Refuse Truck, VIN: 1FVHC3B59CHBN0311, currently used by the Department of Public Service, the value of which has been determined to be over One Thousand Dollars, is no longer needed and shall be sold at auction in accordance with Ohio Revised Code §721.15.

This resolution was approved by the Service Committee 3-0 to forward to City Council.

Financial Review

There is no funding needed for this resolution.

Legal Review

This resolution has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to suspend the three readings, waive the rules, and authorize this Resolution as an Emergency is recommended.

RESOLUTION 50-2025

A RESOLUTION DECLARING A 2013 FREIGHTLINER BUSINESS CLASS M2 CURRENTLY USED BY THE DEPARTMENT OF SERVICE AS NO LONGER NEEDED FOR MUNICIPAL PURPOSES; AND DECLARING AN EMERGENCY

WHEREAS, Article III, Section III – 10.0 of the Perrysburg City Charter provides the City Council with the power to determine the method, manner, consideration and procedure for the purchase of property on behalf of the Municipality and the sale or disposal thereof; and,

WHEREAS, the Department of Service is no longer in need of a 2013 Freightliner Business Class M2 Refuse Truck, VIN: 1FVHC3B59CHBN0311, the value of which has been determined to be over One Thousand Dollars; and,

WHEREAS, in accordance with Ohio Revised Code §721.15 it is necessary to legislatively authorize the disposal of property valued at over One Thousand Dollars only after determining the property is no longer needed or unfit for municipal purposes; and,

WHEREAS, this legislation went before the Service Committee on May 28, 2025 and was unanimously approved for advancement to City Council.

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

SECTION 1. The Council hereby authorizes the Mayor and Director of Finance to arrange for the sale of a 2013 Freightliner Business Class M2 Refuse Truck, VIN: 1FVHC3B59CHBN0311, currently used by the Department of Service, by public auction as such vehicle is no longer needed for municipal purposes.

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, as this vehicle should be auctioned off as soon as possible, 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

City of Perrysburg - Declaration of Surplus Property Form

To: Mayor and Director of Finance

From: Rob Ross

Date: 5/22/2005

Please mark one:

☒ I have determined the following described City property, which was purchased through the is of no further use to the City and may be disposed of in accordance with Administrative Policy No. 34.

OR

☐ I have determined the following described City property, which came into the possession of the Perrysburg Police Division as found or unclaimed property is of no use to the City and may be disposed of in accordance with Administrative Policy No. 34.

DESCRIPTION OF PROPERTY

Current Estimated Value of Item (please choose one):

☐ \$0-\$999

☒ \$1,000 or more

NOTE: If the item is valued at \$1,000 or more, it must be authorized by an ordinance of City Council.

Description of property (non-vehicle):

Click here to enter text. 2013 Freightliner Business Class m2

Description of property (vehicle)

Kelly Blue Book Value \$

(Attach KBB Printout)

Year: 2013

Make: Freightline

Model: Business Class m2

Vehicle #: 269

Color: white

VIN: 1FVHC3B59CHBN0311

Mileage: 131,897

I recommend the following method of disposition (please check one of four options):

☒ Sell → Employee Name - Point of Contact for Auction Listing: Darlene Pilewski

☐ Destroy

☐ Scrap

☐ Other _____

Approved: _____

Mayor

Date

Director of Finance

Date





800-361-7305

12099 Marsh Rd., Bealeton, VA 22712

\$69,900

2012 International 7500

Bridgeport ASL Packer



STOCK #:	6406
CONDITION:	Used
YEAR:	2012
MAKE:	International
MODEL:	7500
BODY MAKE:	Bridgeport
TRUCK TYPE:	Garbage Trucks For Sale
BODY TYPE:	Side Loader Garbage Trucks For Sale
ENGINE MAKE:	International
ENGINE MODEL:	Maxxforce
ODOMETER:	171,102
HOURS:	12,098
PRICE:	\$69,900

Vehicle Overview

2012 International 7500 with a Bridgeport ASL packer for sale at Tom's Truck Sales. Right-Hand Drive Only

Features & Options

✓ Lift Axle

✓ Right-Hand Drive Only

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Resolution 51-2025

DATE: June 3, 2025



Subject Matter/Background

A Resolution authorizing the awarding of a bid and agreement with Comte Construction Co., of Toledo, Ohio to construct additional office spaces for the Municipal Court.

The cost of the project is Ninety-Four Thousand Dollars and Zero Cents (\$94,000.00). The City Engineer has requested a ten percent (10%) contingency for any issues that may arise during the project for a total cost not to exceed One Hundred and Three Thousand Four Hundred Dollars and Zero Cents (\$103,400.00).

Financial Review

Account: 4403-11755-55999/2241-11720-55999

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.

RESOLUTION 51-2025

A RESOLUTION AWARDING A BID AND AGREEMENT TO COMTE CONSTRUCTION CO. IN AN AMOUNT NOT TO EXCEED ONE HUNDRED AND THREE THOUSAND FOUR HUNDRED DOLLARS AND ZERO CENTS (\$103,400.00), FOR THE MUNICIPAL COURT OFFICE REMODEL; AND DECLARING AN EMERGENCY

WHEREAS, the City of Perrysburg, Ohio solicited general contractor bids to construct additional office spaces for the Municipal Court; and

WHEREAS, the City issued a bid package which contained all relevant specifications and requirements for the project, which acknowledged that the City was authorized to waive minor irregularities in bidding which did not affect the fairness of the process, and pursuant to which the City would accept the lowest and best bid for the required work; and

WHEREAS, the City of Perrysburg received four (4) bids and the bid received from Comte Construction Co., of Toledo, Ohio, provided the lowest and best bid for the proposed work, and they have the equipment, expertise, personnel, and knowledge to perform the required work; and

WHEREAS, the cost for the project is Ninety-Four Thousand Dollars and Zero Cents (\$94,000.00), with the City Engineer requesting a ten percent (10%) contingency, leaving the total cost of the project at an amount not to exceed One Hundred and Three Thousand Four Hundred Dollars and Zero Cents (\$103,400.00); and,

WHEREAS, the Service Committee, at its meeting held May 28, 2025, unanimously approved advancement of this bid award to 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 Comte Construction Co. in an amount not to exceed Ninety-Four Thousand Dollars and Zero Cents (\$94,000.00) for additional office spaces for the Municipal Court, as set forth in the proposal attached hereto and incorporated herein as Exhibit A, and the Mayor and Director of Finance are further authorized to approve all change orders considered necessary to this project in an amount not to exceed Nine Thousand Four Hundred Dollars and Zero Cents (\$9,400.00), for a total project amount not to exceed One Hundred and Three Thousand Four Hundred Dollars and Zero Cents (\$103,400.00).

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 necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio, as the bid award is only valid for sixty (60) days, 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

General Info

Total:

\$94,000.00

Number	Description
Municipal Court Office Renovation	This project consists of removing some interior walls, enclosing some existing door and interior window openings, constructing some new interior walls and making modifications to the HVAC and electrical systems for the spaces created.
Deadline	
05/15/2025 02:00 PM EDT	This contract is subject to the provision of State of Ohio, Prevailing Wage Rates. The subsequent contract will require certificates of insurance and may require performance and payment bonds.
Vendor	
Comte Construction Co.	In order to be considered responsive, the contractor and all subcontractors will need to comply with City Ordinance 08-2023 which was passed in April of 2023. A copy of the Ordinance 08-2023 is included in the attachment list.
Submitted	
05/15/2025 01:37 PM EDT	The project will be awarded to the lowest and most responsive bidder based on the Grand Total Price of the Base Bid and any Alternatives that are accepted.
Signed by	
Robert F. Comte, Jr.	Final Completion for the project: October 31, 2025
Account Holder Robert Comte Jr.	Engineering Estimate for the project: \$95,000
Opened	Allows zero unit prices and labor
05/15/2025 02:00 PM EDT	Yes
By	Allows negative unit prices and labor
bthomas@ci.perrysburg.oh.us	Yes

Ordinance 08-2023 Confirmation Statement

I confirm, in accordance with the wage and fringe benefit requirements set from in O.R.C. 4115.03(E), that my company, bidding on this City of Perrysburg project, meets the following standards (select either Yes or No):

Statement #1: The bidder provides healthcare benefits to its employees as a standard part of its compensation package and not only on projects subject to a state or federal prevailing wage requirement.

Statement #2: The bidder provides retirement benefits to its employees as a standard part of its compensation package and not only on projects subject to a state or federal prevailing wage requirement.

Statement #3: The bidder hires employees who have done one of the following:

1) Graduated from or are participating in a construction apprenticeship program certified and regulated by the State of Ohio or the U.S. Department of Labor.

2) Have at least five (5) years of documented experience in the specified field.

Statement #1 Answer *

Yes

Statement #2 Answer *

Yes

Statement #3 Answer *

Yes

In addition to the above, the bidder certifies they will comply with all provisions of the City of Perrysburg Code 252.052. Please refer to the copy of Ordinance 08-2023 in the attached document list for additional details.

Failure of a bidder to comply with 252.052 due to the lack of submission of the above confirmations or bidder's failure to affirmatively meet the above standards, shall result in the bidder being considered non-responsive.

Signature *

Craig Comte

Title *

Vice President

Bidder Company Name *

Comte Construction Co.

Date *

May 15, 2025

The above signature hereby certifies, by signing and submitting this form, they have the ability to contract on behalf of the company and understand the implications of the failure to comply with the City of Perrysburg code 252.052.

Attachment List

Ordinance 8-2023 Signed.pdf (759 KB)
Ordinance 08-2023

2025-04-23 - FOR BIDDING AND PERMIT.pdf (12.6 MB)
Architectural Plans

2025-04-23 - Specifications.pdf (1.39 MB)
Architectural Specifications

03_LegalNotice (1).pdf (92.5 KB)
Legal Advertisement

04 Insurance Requirements.pdf (87.6 KB)
Insurance Requirements

05_Specs_FY23.pdf (159 KB)
Supplemental Specifications

08 General Conditions.pdf (209 KB)
General Conditions

8_ContractForm.pdf (691 KB)
Agreement Forms (For Reference Only)

courthouse accessible.pdf (73.2 KB)
Exhibit Showing Areas To Remain Accessible During the Project

Proposal

BID

Proposal of: *

Comte Construction Co.

(hereinafter called "Bidder"), organized and existing under the laws of the State of *

Ohio

doing business as *

"a corporation"

submitted to The City of Perrysburg (hereinafter called "Owner").

In compliance with the Advertisement for Bids, the Bidder hereby proposes to perform all Work for the construction of: *

City of Perrysburg - Municipal Court Office Renovation

in strict accordance with the Contract Documents, within the time set forth therein, and accept as compensation therefore the sum of (in words): *

Ninety-Four Thousand Dollars

\$ (in currency): *

\$94,000.00

;however, the final amount will be controlled by the following unit prices and no payments shall exceed the total unit prices for said work. The Bidder agrees to accept the following unit prices for any addition or deductions caused by any change or alterations in the plans or specifications of the work.

By submission of this Bid, each Bidder certifies, and in the case of a joint Bid each party thereto certifies as to his own organization, that: 1) this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other Bidder or with any competitor; 2) they do not have an unresolved finding for recovery issued by the Auditor of State, in accordance with Section 9.24 of the Ohio Revised Code; and 3) they do not have an active exclusion shown in the Federal System of Award Management (SAM).

The Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to complete the project on/before the date specified. The Bidder further agrees to pay as liquidated damages, the sum of \$400 for each consecutive calendar day thereafter as provided in the General Conditions.

The Bidder acknowledges receipt of the following Addendum (Type N/A if not applicable):

Addenda #: *

1

Addenda Date: *

May 8, 2025

The Bidder acknowledges that 1) they have not received nor relied upon any representations or warranties of any nature whatsoever from the Owner, its officers, employees, or agents; 2) they are responsible for verifying the current prevailing wage rates and requirements according to Chapter 4114 of the Ohio Revised Code; 3) upon contract award, they will be required to sign an affidavit indicating whether or not they have delinquent personal property taxes on the General Tax List of Personal Property of Wood County, Ohio, in accordance with Section 5719.042 of the Ohio Revised Code.

In submitting this Bid, it is understood it may be withdrawn prior to the scheduled closing time for the receipt of bids, but that the Bidder may not withdraw its Bid after the actual opening thereof.

On acceptance of this Bid, the Bidder does hereby bind itself to enter into a written contract with the Owner within ten (10) days of the Notice of Award and give a Surety Bond amounting to 100% of the Contract.

Signature: *

Craig Comte

Address: *

912 N. Summit Street

Title: *

Vice President

City, State, Zip: *

Toledo, OH 43604

Legal Name of Bidder: *

Comte Construction Co.

Phone Number: *

(419) 241-3254

Fax Number: *

(419)241-3425

E-mail Address *

bobjr@comteconstruction.com

Base Bid

\$94,000.00

Item Code	Description	Quantity	Units	Unit Price	Extension
Alternates are not included in bid total.					
Division 01	General Requirements	1.00	LS	\$7,900.00	\$7,900.00
Division 02	Existing Conditions	1.00	LS	\$5,600.00	\$5,600.00
Division 06	Wood, Plastics, and Composites	1.00	LS	\$900.00	\$900.00
Division 07	Thermal and Moisture Protection	1.00	LS	\$400.00	\$400.00
Division 08	Openings	1.00	LS	\$14,600.00	\$14,600.00
Division 09	Finishes	1.00	LS	\$31,000.00	\$31,000.00
Division 12	Furnishings	1.00	LS	\$1,400.00	\$1,400.00
Special	Any Other Items Not Listed Above	1.00	LS	\$32,200.00	\$32,200.00
					Total: \$94,000.00

BID GUARANTEE AND PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned *

Comte Construction Co. 912 N. Summit Street Toledo, OH 43604

as Principal and *

Swiss Re Corporate Solutions American Insurance Corporation

as Surety, are hereby held and firmly bound unto the City of Perrysburg as Obligee in the penal sum of the dollar amount of the bid submitted by the Principal to the Obligee on *

May 15, 2025

to undertake the project known as: *

Municipal Court Office Renovation

The penal sum referred to herein shall be the dollar amount of the Principal's bid to the Obligee, incorporating any additive or deductive alternate proposals made by the Principal on the date referred to above to the Obligee, which are accepted by the Obligee. In no case shall the penal sum exceed the amount of (in words):

\$ (in currency):

(If the above line is left blank, the penal sum shall be the full amount of Principal's bid, including alternates. Alternatively, if completed, the amount stated must not be less than the full amount of the Principal's bid including alternates, in dollars and cents. A percentage is not acceptable)

Bond Percentage

10.00%

Guarantee Method *

Certified Check or Paper Bid
Bond

Certified Check or Paper Bid Bond

Confirmation *

I have provided a paper bid bond and uploaded the Consent of Surety to the Required Documents List at the bottom of the solicitation forms. I further agree to submit the original Bid Bond to The City of Perrysburg Engineering Department within three (3) business days, if found to be the Apparent Low Bidder.

For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successor, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above named Principal has submitted a bid on the above-referred project;

NOW, THEREFORE, if the Obligee accepts the bid of the Principal and the Principal fails to enter into a proper contract in accordance with the bid, plans, details, specifications, and bills of material; and in the event the Principal pays to the Obligee the difference not to exceed ten percent (10%) of the penalty hereof between the amount specified in the bid and such larger amount for which the Obligee may in good faith contract with the next lowest bidder to perform the work covered by the bid; or in the event that the Obligee does not award the contract to the next lowest bidder and resubmits the project for bidding, the Principal pays to the Obligee the difference not to exceed ten percent (10%) of the penalty hereof between the amount specified in the bid, or the costs, in connection with the resubmission, of printing new contract documents, required advertising, and printing and mailing notices to prospective bidders, whichever is less, that this obligation shall be null and void, otherwise to remain in full force and effect. If the Obligee accepts the bid of the Principal, and the Principal within ten days after the awarding of the contract, enters into a proper contract in accordance with the bid, plans, details, specifications, and bills of material, then said contract is made part of this bond the same as through set forth herein.

NOW ALSO, if the said Principal shall well and faithfully do and perform each and every condition of such contract; and shall pay all lawful claims of subcontractors, materialmen and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the Obligee herein; then this obligation shall be void; otherwise the same shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of said contract or in or to the plans or specifications therefore shall in any wise affect the obligations of said Surety on this bond.

Principal: *

Comte Construction Co.

By: *

Craig Comte

Title: *

Vice President

Surety: *

Swiss Re Corporate Solutions America Insurance Corporation

By (Attorney-in-Fact): *

Amy J. Forde

Address: *

1200 Main Street Suite 800 Kansas City, MO 64105

Agent: *

USI Insurance Services, LLC

Address: *

200 N. St. Clair St. Suite 1400 Toledo, OH 43604

EXPERIENCE STATEMENT

Bidder shall provide information regarding similar work performed including, but not limited to, project name, description, location, and contact information, and any other details that will enable the City to assess the Contractor's capabilities, experience, skills, and financial standing with regard to this proposal. This statement shall also include information showing that the Bidder:

- maintains a permanent place of business.
- has adequate facilities and equipment available for the work under the proposed contract.
- has suitable financial means to meet obligations incidental to the proposed contract.
- has appropriate technical experience and possesses sufficient skills and experience.
- has the ability or resources available to make all repairs and adjustments that may be required on the equipment to be used under the proposed contract.

Response to the above: *

Comte Construction Co. does:
* Maintain a permanent place of business at: 912 N. Summit Street Toledo, OH 43604
* Comte Construction Co. does have adequate facilities and equipment available for the work under the proposed contract
* Financial statements available upon award of contract
* Experience as follows:
- Comte Construction Co. - in business 100+ years
- Robert F. Comte, Jr. - 50+ years' experience
- Craig Comte - 30+ years' experience
*Comte Construction Co. does have the ability/resources available to make all repairs and adjustments that may be required on the equipment to be used under the proposed contract.

If Bidder is Corporation, list Officers, type N/A if not applicable:

Name: *

Robert F. Comte, Jr.

Title: *

President

If Bidder is Partnership, list Members, type N/A if not applicable:

Name: *

Craig Comte

Title: *

Vice President

LIST OF SUBCONTRACTORS

Bidder shall provide the names, addresses, and type of work (Item No. or Description, if applicable) which the Bidder proposes to subcontract under this Contract.

Name: *

Tri State Industrial Floors

Address: *

1302 S. Expressway Drive Toledo, OH 43608

Type of Work: *

Flooring

Bidder shall provide the names, addresses, and type of work (Item No. or Description, if applicable) which the Bidder proposes to subcontract under this Contract. 1

Name: *

Westfield Electric, Inc.

Address: *

P.O. Box 93 Gibsonburg, OH 43431

Type of Work: *

Electrical

Bidder shall provide the names, addresses, and type of work (Item No. or Description, if applicable) which the Bidder proposes to subcontract under this Contract. 2

Name: *

M & M Heating & Cooling,
LLC

Address: *

1515 Washington St. Toledo,OH 43604

Type of Work: *

HVAC

By signing below, the bidder certifies that, they will require the proposed subcontractors listed above and any subcontractors to those subcontractors to meet the requirements of the City of Perrysburg code 252.052. Failure to ensure a proposed subcontractor listed above or any subcontractor to those subcontractors will result in debarment from City contracts for a period of three (3) years.

Signed By: *

Craig Comte

Title *

Vice President

Company *

Comte Construction Co.

Date *

May 15, 2025

NONCOLLUSION AFFIDAVIT

STATE OF: *

Ohio

COUNTY OF: *

Lucas

Bid Identification *

Municipal Court Office Renovation

Bidder's Name *

Comte Construction Co.

, being first dually sworn, deposes and says that he is:

*

other

Enter response if "other" was selected

Vice President

of (company name): *

Comte Construction Co.

the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and further that said bidder has not, directly or indirectly submitted his bid price on any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.

Signed: *

Craig Comte

Title: *

Vice President

SUBSTITUTIONS/OPTIONS FORM

Optional: Vendor is not required to complete.

Any substitutions, deletions, additions, or deviations to the minimum specifications must be shown on this form and attached to the proposal forms in order to be considered as part of the bid. The City reserves the right to accept or reject any and all substitutions or optional bids. *

No bid

PREVAILING WAGE RESPONSIBILITIES

Keep full and accurate payroll records available for inspection for up to one (1) year following the completion of the project. Owners/partners must be shown on payrolls for any physical work they perform on the job.

- A. time records
- B. payroll records including canceled checks
- C. fringe benefit records including canceled check

Prevailing Wage Determination must be posted on the project site.

Supply Perrysburg Prevailing Wage Coordinator with dates of the life of the contract and a listing of all subcontractors to include the name, address, and telephone number of each.

Supply each employee with written notification of his assigned job classification, hourly prevailing wage rate and fringe payments, and identity of the Prevailing Wage Coordinator for the project.

Supply all subcontractors with any changes in the Prevailing Wage rates issued during the life of the project.

Out-of-State contractors must submit to the Ohio Secretary of State, the full name and address of their Statutory Agent in Ohio.

Submit certified payrolls starting no later two (2) weeks after the initial pay period. Insure all payrolls include the following:

- A. Employees full name, address, and social security number
- B. Work classification
 - (1) Be specific when listing laborers and operators
 - (2) Show level/year for all apprentices
- C. Hours worked on the project
 - (1) As of May 1, 1984, overtime is to be paid at not less than time and one-half for all hours worked in excess of forty (40) hours per week.
- D. Hourly rate of pay

Actual hourly rate paid employee for the time worked. Overtime hourly rate of not less than time and one-half the basic or regular rate paid is required under Chapter 4115. In addition to paying not less than the predetermined rate for the classification in which the employee works, the amounts predetermined as fringe benefits in the wage determination issued for the project, shall also be paid.

(Sample calculation: $\$12.82$ (base rate) $\times 1 \frac{1}{2} = \$19.25 + \1.70 (fringe payments) = $\$20.93$). Fringe payments must be entered in appropriate blocks on payroll forms when such fringes are paid to approved plans, funds, etc.

E. List all fringe benefits (if any) and amount per hour for each

(1) Hourly amount is to be based on 2080 hours per year.

F. Total deductions

G. Net pay for the pay period

Send a copy of Apprenticeship Agreement for each apprentice and a Final Affidavit to:

Perrysburg Prevailing Wage Coordinator

201 West Indiana Avenue

Perrysburg, OH 43551

(419) 872-7880

dbombrys@ci.perrysburg.oh.us

STATE OF OHIO PREVAILING WAGE RATES ARE AVAILABLE ON-LINE AT THE FOLLOWING WEBSITE:

Ohio Department of Commerce (<http://www.com.ohio.gov/laws/>)

Perrysburg Code 252.02(G) Disclosures

1) Has there been any safety violations or settlement agreements between the bidder and the Occupational Safety & Health Administration or a state based agency of similar jurisdiction during the ten (10) year prior to the submission of the bid? *

No

2) Has there been any violation of, or settlement agreement related to, any wage and hour laws at the local, state or federal level during the ten (10) years prior to the submission of the bid? *

No

3) Does the bidder have an active and compliant Ohio Bureau of Workers Compensation insurance policy? *

Yes

4) Please list any license(s) issued by the Ohio Construction Industry Licensing Board that has been assigned to the bidder *

No

5) Have there been any legal judgments against the bidder during the last ten (10) years prior to the submission of the bid? *

No

6) List the relevant experience of the bidder, including the number of years in the business under its present, alias, fictitious, doing business as, and/or former business name. *

100+ years in business

7) Attach a complete list of all the bidder's ongoing and completed public and private construction projects within the last three (3) years, including the nature and value of each contract and the name, address, and phone number or email address for a representative of the owner of each project. *

Attached

8) Have there been any state or federal Environmental Protection Agency complaints issued against the bidder during the ten (10) years prior to the submission of the bid? *

No

9) Describe the management experience of the bidder's project manager(s) and superintendent(s) who will be assigned to the project *

30 years

10) Is the bidder a foreign corporation not incorporated under the laws of Ohio? If yes, a Certificate of Good Standing from the Ohio Secretary of State demonstrating its right to conduct business in the State of Ohio must be attached. *

No

11) Has the bidder been debarred by any public authority in the United States during the ten (10) years prior to the submission of the bid? *

No

12) Provide a description of the bidder's Occupational Safety and Health Administration compliant safety program. *

All workers trained in 30 hour OSHA class

13) Does the bidder have an active and compliant Ohio Drug Free Workplace policy issued by the State of Ohio? *

Yes

14) Provide the percentage of the bidder's workforce that has five (5) or more years of experience in their trade. *

80

I hereby certify that, to the best of my knowledge, the provided information is true and accurate and by signing and submitting this form, I have the ability to contract on behalf of the company and understand the implications of the failure to comply with the City of Perrysburg code 252.052

Company Name *

Comte Construction Co.

Signature *

Craig Comte

Title *

Vice President

Date *

May 15, 2025

Attachments for Perrysburg Code 252.02(G) Disclosures Listed Above

Name	Omission Terms	Submitted File
Optional: Vendor is not required to complete.		
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	BWC Cert 07.01.2025.PDF
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	BWC Cert 07.01.2026.PDF
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	EOD 10.24.2025.pdf
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	City of Perrysburg_Comte Construction Co._24.25 CERT_5-15-2025_1986128581
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have been met.
14 Required Documents		

Name	Omission Terms	Submitted File
Miscellaneous Attachment as Needed Miscellaneous Attachment	Omit if Not Needed	I am not enclosing this document because the omission terms have not been met.
14 Required Documents		

Required Document List

Name		Omission Terms	Submitted File
Consent of Surety If providing a certified check or paper bid bond in lieu of Electronic Bid Bond		Electronically verifying Bid Bond	City of Perrysburg Bid Bond_05152025125415.PDF
Miscellaneous Attachment as Needed Miscellaneous Attachment		Omit if Not Needed	Job List_05152025125429.PDF
2 Required Documents			