

Joint Cemetery Meeting at 6:00pm

CITY OF

PERRYSBURG 

CITY OF PERRYSBURG

CITY COUNCIL

AGENDA

September 2, 2025

1. Call to Order - 6:30 PM
2. Roll Call
3. Pledge of Allegiance
4. Minutes of Public Hearing Rezoning PBP to C4
5. Minutes of Council Meeting of August 5, 2025
6. Special Reports
7. Letters, Communications, and Citizens Communications
8. Administrative Reports

a. Mayor

Appointment of Police Chief for Council consideration and confirmation vote.

b. City Administrator

c. Finance Director

d. Law Director

9. President of Council Report

10. Committee Reports

a. Finance & Economic Development

Ordinance# 104-2025

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

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

Ordinance# 105-2025

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

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

Ordinance# 106-2025

AN ORDINANCE UPDATING THE JOB CREATION GRANT PROGRAM;
AND DECLARING AN EMERGENCY

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

b. Safety

Ordinance# 99-2025

AN ORDINANCE AMENDING PERRYSBURG CODIFIED ORDINANCE
CHAPTER 813

1st Reading, no vote required

c. Recreation

d. Planning & Zoning

Ordinance# 102-2025

AN ORDINANCE EXTENDING THE MORATORIUM ON THE GRANTING OF
ANY PERMIT ALLOWING RETAIL DISPENSARIES, CULTIVATORS, OR
ANY PROCESSORS OF CANNABIS WITHIN THE CITY OF PERRYSBURG;
AND DECLARING AN EMERGENCY

***2nd Reading. Recommendation to Suspend the Rules,
Waive the Third Reading, and
Pass as an Emergency Measure***

e. Personnel

Resolution# 73-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH NEOGOV FOR
THE PURCHASE OF BENEFITS ADMINISTRATION SOFTWARE IN AN
AMOUNT NOT TO EXCEED FORTY-NINE THOUSAND NINE HUNDRED
SIXTEEN DOLLARS AND FIVE CENTS (\$49,916.05); AND DECLARING AN
EMERGENCY

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

f. Public Utilities

Ordinance# 107-2025

AN ORDINANCE AUTHORIZING AN ENCROACHMENT AGREEMENT WITH
SUSAN E. HUGHES; AND DECLARING AN EMERGENCY

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

Resolution# 74-2025

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR AND
DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH
ARCADIS U.S., INC. FOR FINAL DESIGN PHASE SERVICES FOR THE

MASTER METER PIT REPLACEMENT AT A COST NOT TO EXCEED ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED DOLLARS AND ZERO CENTS (\$112,400.00); AND DECLARING AND EMERGENCY

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

g. Service

Resolution# 75-2025

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF PERRYSBURG AND PERRYSBURG TOWNSHIP FOR THE RESURFACING OF ECKEL JUNCTION ROAD IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTEEN THOUSAND ONE HUNDRED SEVENTY DOLLARS AND SIXTY-NINE CENTS (\$115,170.69) AND DECLARING AN EMERGENCY

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

Resolution# 76-2025

A RESOLUTION AUTHORIZING THE CITY ENGINEER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AND EMERGENCY

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

11. Other Business

12. Adjournment

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ord 104-2025

DATE: August 15, 2025



Subject Matter/Background

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

These modifications can be found in Exhibit A.

Financial Review

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

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

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

ORDINANCE 104-2025

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

WHEREAS, to provide for current expenses and other expenditures for the fiscal year ending December 31, 2025, the City of Perrysburg, Ohio, approved the 2025 city budget pursuant to Ordinance 68-2024 and subsequently amended by Ordinance 1-2025, Ordinance 68-2025, Ordinance 88-2025, Ordinance 93-2025, and Ordinance 98-2025; and,

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

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

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

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

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

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

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

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

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

President of Council

Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

Budget Amendments - August 2025

Department	Account	Description	Amount
State Highway	2224-71548-54999	Other - Supplies and Materials	\$ 121,456.26
Court	2241-11720-53999	Other - Services	\$ 15,000.00
Police	2822-21232-54999	Other - Supplies and Materials	\$ (300.00)
Police	2822-21232-56900	Remittance (Forfeiture 15% Court Order Evidence)	\$ 300.00
Fire	4403-21233-55999	Other - Capital Outlay (Fire Station 38 HVAC Improvements \$455k budget)	\$ 71,969.50
Water	5331-61814-53215	Trimble Unity - New GIS Software	\$ 49,489.17
Sewer	5332-61826-53215	Trimble Unity - New GIS Software	\$ 49,489.17
Sewer	5332-62955-55999	Trimble Unity - New GIS Software	\$ 49,489.16
Water	5401-61814-55999	Trimble Unity - New GIS Software	\$ (40,000.00)
Sewer	5402-61826-55999	Trimble Unity - New GIS Software	\$ (40,000.00)
Sewer	5402-62955-55999	Trimble Unity - New GIS Software	\$ (40,000.00)
Total			\$ 236,893.26

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ord 105-2025

DATE: September 2, 2025



Subject Matter/Background

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

These modifications can be found in Exhibit A.

Financial Review

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

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

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

ORDINANCE 105-2025

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

WHEREAS, to provide for current expenses and other expenditures for the fiscal year ending December 31, 2025, the City of Perrysburg, Ohio, approved the 2025 city budget pursuant to Ordinance 68-2024 and subsequently amended by Ordinance 1-2025, Ordinance 68-2025, Ordinance 88-2025, Ordinance 93-2025, Ordinance 98-2025 and Ordinance 104-2025; and,

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

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

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

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

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

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

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

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

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

President of Council

Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

Budget Amendments - September 2025

Department	Account	Description	Amount
Police	4403-21232-55600	Motor Vehicles	\$ 45,000.00
Income Tax	2222-11011-56400	Refund & Reimbursement	\$ 702,000.00
		Total	\$ 747,000.00

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ord 106-2025

DATE: September 2, 2025



Subject Matter/Background

On January 18, 2005, the City of Perrysburg established the Job Creation Grant Program through Ordinance 9-2005 as a strategic initiative to enhance the City's competitiveness in economic development. Recognizing the importance of attracting new job opportunities and supporting business expansion, the program was designed as a performance-based incentive offering payroll tax rebates to eligible businesses that relocate, expand, or grow operations within the City.

Since its inception, the program has played a key role in Perrysburg's economic development. To maintain its effectiveness and better respond to growing business needs, the City has amended the guidelines of the Job Creation Grant Program. These updates aim to improve the City's ability to attract new businesses and support the expansion of existing ones.

This Ordinance adopts the revised guidelines and also establishes a three-year review cycle to ensure the program remains aligned with Perrysburg's long-term economic development goals.

Financial Review

There is no immediate financial impact to the City.

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

If City Council is in agreement, a motion to waive the three readings and pass the legislation as an emergency to allow the updated program to take immediate effect, supporting economic growth in the City of Perrysburg.

ORDINANCE 106-2025

AN ORDINANCE UPDATING THE JOB CREATION GRANT PROGRAM; AND DECLARING AN EMERGENCY

WHEREAS, through Ordinance 9-2005, passed on January 18, 2005, the Council determined that for Perrysburg to remain competitive in economic development, it is necessary for the City to have different tools to attract new job opportunities and to expand existing businesses; and,

WHEREAS, the City established the Job Creation Grant Program, which is a performance-based incentive program providing a rebate on a portion of payroll tax withholdings to eligible businesses that expand, relocate, or grow operations within the City; and,

WHEREAS, in order to better attract new businesses and assist with the expansion of existing businesses, the City has amended the guidelines of the Job Creation Grant Program.

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

SECTION 1. That City Council hereby adopts the amended Job Creation Grant Program Guidelines, attached hereto and incorporated herein as Exhibit A.

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. The Job Creation Grant Program shall be reviewed every three (3) years by City staff to evaluate its impact and effectiveness, adjust thresholds as needed, and ensure continued alignment with the City's economic development goals.

SECTION 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Perrysburg, Wood County, Ohio 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

Job Creation Grant Program

Effective Date: September 2025

1. Purpose

The Job Creation Grant Program is established to incentivize job creation and promote sustainable economic growth within the City of Perrysburg. This performance-based incentive provides a rebate on a portion of eligible employers’ payroll tax withholdings, encouraging businesses to expand, relocate, or grow their operations within the City of Perrysburg. When available, property tax abatement is to be favored over the Job Creation Grant Program as the preferred method of economic incentive.

2. Eligibility Criteria

To qualify for the Job Creation Grant, businesses must meet all the following requirements:

- Job Creation Grants are only available for expansion, relocation, or growth of business operations
- Be a legally operating business entity within the City of Perrysburg once the grant agreement begins.
- Generate **new minimum annual payroll of \$200,000** for W-2 employees working at a facility located within the City of Perrysburg.
- Be compliant with zoning and tax obligations.
- Enter into a written agreement with the City prior to rebate disbursement.
- Remain in compliance with program terms and conditions.

3. Incentive Structure

Eligible businesses may receive a **rebate of up to 33%** of the local net income tax withholdings remitted to the City. The exact percentage will be determined based on **total new annual payroll**, according to the following tiered structure:

Total New Annual Payroll	Rebate % of Tax Withholdings
\$200,000 - \$499,999	10%
\$500,000 - \$799,000	15%
\$800,000 - \$999,999	20%
\$1,000,000 - \$1,999,999	25%
\$2,000,000 and above	33%

Downtown Bonus:

An **additional 5% rebate** may be granted to businesses that locate or expand within the Downtown area as identified by the CRA #1 (Boundary includes: Elm Street to the east; Sixth Street to the south; Walnut Street to the west; and a small portion of Front Street between 115 W. Front Street and Hood Park). This bonus is in addition to the tiered rebate percentage amounts set forth in Section 3, any bonus percentage shall not cause the rebate amount to exceed the overall rebate percentage cap of 33% or the rebate dollar amount cap of \$150,000.00 annually.



*Downtown Eligibility Area
highlighted in black.*

4. Cap and Duration

- The **maximum rebate per business per year shall not exceed \$150,000.**
- Rebates are awarded **annually** upon successful reconciliation with the City's Income Tax Division.
- A grant term shall not exceed **5 years**, subject to annual review and performance compliance.
- Rebate payments shall only be provided for years that meet or exceed the total annual payroll thresholds. Failure to meet the minimum threshold shall result in no rebate from the City for the specified year.
- Only the net new City of Perryburg payroll income tax revenue generated is subject to the Job Creation Grant Program.

5. Application and Agreement Process

1. **Pre-Application Meeting** – Interested businesses should contact the City's Planning and Zoning Division staff to review program eligibility.
2. **Application Submission** – Complete application with payroll documentation, site plan, and project summary.
3. **Review & Approval** – Staff will review and recommend approval to City Council. Perryburg City Council has the final discretionary approval as to all grant applications.
4. **Agreement Execution** – The City and the business will sign a grant agreement outlining performance metrics.
5. **Annual Verification** – Business must submit documentation each year to verify compliance prior to disbursement.

6. Reporting and Compliance

Recipients must annually submit to the City's Income Tax Division:

- Local total annual payroll.
- Local income tax withholding documentation (W2).

Failure to comply with the terms of the grant agreement or the annual reporting requirements may result in termination of the grant agreement and/or reduced rebate or no rebate from the City for the specified year.

7. Program Review

This policy shall be reviewed every **three years** to assess impact, adjust thresholds, and align with citywide economic development goals.

Job Creation Grant Application

Section 1: Business Information

Legal Business Name: _____

Doing Business As (if different): _____

Business Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Primary Contact Person: _____

Title: _____

Email: _____

Phone Number: _____

Federal Employer ID (FEIN): _____

Business Type: ☐ Corporation ☐ LLC ☐ Sole Proprietor ☐ Nonprofit ☐ Other: _____

Section 2: Project Summary

Describe your project and how it will contribute to job creation within the City of Perrysburg.
(Attach additional sheets if necessary)

Will the business be located in the Downtown District?

☐ Yes ☐ No

Expected Start Date of Operations or Expansion: _____

Date When Anticipated Job Creation/Retention will occur: _____

Expected Number of Full-Time Jobs Created: _____

Estimated Total Annual Payroll: \$ _____

Total Estimated Local Withholding Tax (Annual): \$ _____

Section 3: Employment & Payroll Data

Please provide the following:

- Payroll register for most recent 12-month period (if applicable)
 - Forecasted payroll schedule for the next 12 months
 - Total current number of full-time W-2 employees at the project location: _____
 - Total projected number of full-time W-2 employees after 12 months: _____
-

Section 4: Certifications & Acknowledgements

- ☐ I certify that the information provided is true and complete to the best of my knowledge.
- ☐ I understand this application does not guarantee approval or funding.
- ☐ I agree to comply with all terms of the Job Creation Grant Program, including annual reporting.

Authorized Representative Signature: _____

Authorized Representative Name: _____

Authorized Representative Title: _____

Date: _____

Attachments Checklist

- ☐ Project narrative and timeline
- ☐ Most recent payroll report or employee list
- ☐ Forecasted payroll schedule
- ☐ W-9 Form
- ☐ Business license (if applicable)
- ☐ Site plan or location map (if in Downtown District)
- ☐ Lease Agreement (if applicable)

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ordinance 99-2025

DATE: August 5, 2025



Subject Matter/Background

The City of Perrysburg has determined it necessary to update Chapter 813 to provide clarity and further guidance for the owners and operators of Mobile Food Units

The Safety Committee considered the measure at its meeting on July 28, 2025 and unanimously recommended the ordinance to City Council.

Financial Review

This legislation should have no financial impact on the City of Perrysburg

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

1st Reading – September 2, 2025
2nd Reading – September 16, 2025
3rd Reading and vote – October 7, 2025

ORDINANCE 99-2025

**AN ORDINANCE AMENDING PERRYSBURG CODIFIED
ORDINANCE CHAPTER 813**

WHEREAS, Perrysburg Codified Ordinance Chapter 813 establishes the rules and regulations for the operation of Mobile Food Vehicles within the City of Perrysburg; and,

WHEREAS, the City of Perrysburg has determined it necessary to update the Chapter to provide clarity and further guidance for the owners and operators of Mobile Food Units; and,

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

SECTION 1. Codified Ordinance Chapter 813 which currently reads as shown in Exhibit A, attached hereto and incorporated herein, is hereby added to, amended, and adopted to read as shown in Exhibit B, attached hereto and incorporated herein.

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

Exhibit A

CHAPTER 813 Mobile Food Vehicles

[813.01](#) Definitions.

[813.02](#) Registration required.

[813.03](#) Application for registration.

[813.04](#) Furnishing of information.

[813.05](#) Permit.

[813.06](#) Enforcement and penalty.

813.01 DEFINITIONS.

The following terms shall have the following meanings when used in this chapter:

- (a) The City Administrator shall mean the City Administrator of the City of Perrysburg.
- (b) The Tax Administrator shall mean the Income Tax Commissioner of the City of Perrysburg.
- (c) Food Establishment shall mean a business operation or any part thereof that stores, prepares, packages, serves, vends or otherwise provides food and/or beverages for human consumption.
- (d) Mobile Food Vehicle shall mean a Food Establishment that is located upon a vehicle including motorcycles and bicycles, or which is pulled by a vehicle. This definition includes mobile food kitchens, pushcart vendors, bicycle cart vendors, mobile food trucks, canteen trucks and coffee trucks.
- (e) Mobile Food Vehicle Operator shall mean any and all persons associated with the operation of a Mobile Food Vehicle for which registration has been made to operate the Mobile Food Vehicle within the City.

(Ord. 52-2017. Passed 8-1-17.)

813.02 REGISTRATION REQUIRED.

Except as provided in [813.03\(c\)](#), no Mobile Food Vehicle shall be operated in the City without first registering with the City Administrator. A separate registration must be made for each and every Mobile Food Vehicle to be operated within the City.

(Ord. 52-2017. Passed 8-1-17.)

813.03 APPLICATION FOR REGISTRATION.

(a) Each Mobile Food Vehicle operator shall, prior to commencing operations within the City, furnish the City Administrator, on a form provided by the City, a fully executed application for registration to operate a Mobile Food Vehicle within the City.

(b) Applications for registrations to operate Mobile Food Vehicles will be accepted by the City Administrator beginning January 1 of each calendar year.

(c) Mobile Food Vehicles operating within the boundaries of the City, stopping, standing or otherwise parking in the public right of way for only 15 consecutive minutes or less, shall not be required to apply for registration to operate a Mobile Food Vehicle within the boundaries of the City in the public right of way.

(Ord. 57-2021. Passed 11-16-21.)

813.04 FURNISHING OF INFORMATION.

A Mobile Food Vehicle Operator, prior to commencing Mobile Food Vehicle operations within the City, shall furnish the City Administrator with the following documents and information:

(a) A current, written certification that the Mobile Food Vehicle has passed all necessary inspections required by the City Fire Department;

(b) A current written certification that the Mobile Food Vehicle Operator and the Mobile Food Vehicle have passed all necessary inspections and are in full compliance with the Wood County Health Department;

(c) A letter of good standing from the City Income Tax Division with respect to the Mobile Food Vehicle operations; and

(d) A current certificate of insurance evidencing general liability coverage in the minimum amount of one million dollars (\$1,000,000.00) in the aggregate in a form acceptable to the City.

(Ord. 52-2017. Passed 8-1-17.)

813.05 PERMIT.

(a) Each Mobile Food Vehicle Operator shall, prior to commencing operations within the City, pay an annual, nonrefundable permit fee to the City Administrator in the amount of \$100.00.

(b) The City shall, no later than 14 days after receiving (i) a fully executed application for registration to operate a Mobile Food Vehicle within the City, (ii) all other required documents and information, and (iii) an annual permit fee, issue a permit to the Mobile Food Vehicle Operator to operate the Mobile Food Vehicle within the City.

(c) Mobile Food Vehicle permits must be on display, on the vehicle, in full sight for all to see at all times while the Mobile Food Vehicle is operating within the City.

(d) Mobile Food Vehicle permits are specific to the Mobile Food Vehicle Operator and the Mobile Food Vehicle.

(e) Mobile Food Vehicle permits will automatically expire each year on December 31.

(f) No annual permit fee shall be required of Mobile Food Vehicles or Mobile Food Vehicle Operators owned or compensated by a food establishment currently operating within the boundaries of the City, from a fixed location (i.e., from owned or leased real property), and in compliance with all other applicable, local regulations.

(Ord. 52-2017. Passed 8-1-17.)

813.06 ENFORCEMENT AND PENALTY.

In the case of a failure by any Mobile Food Vehicle Operator to comply with any of the provisions of this chapter, such Mobile Food Vehicle Operator shall be in violation and shall be subject to a penalty.

(a) The provisions of this section shall be enforceable by the Perrysburg Police Division.

(b) A penalty in the amount of one hundred dollars (\$100.00) shall be assessed and immediately payable for failure to comply with any of the provisions of this chapter. A separate offense shall be deemed committed each day, or part thereof, for which a Mobile Food Vehicle Operator fails to comply with any of the provisions of this chapter. Any and all penalties are in addition to the annual permit fee.

(c) No penalty shall be imposed under this chapter with respect to any failure if it is shown that such failure is due to reasonable cause and not to willfull neglect.

(d) Upon discovery of the violation, the Mobile Food Vehicle operator shall be served with notice of violation and demand for penalty in the same manner as a fine. Upon service with the notice of violation, the Mobile Food Vehicle operator shall immediately cease operations within the City of Perrysburg until such time as the Mobile Food Vehicle operator is issued a valid permit for operations.

(e) No Mobile Food Vehicle Operator shall be permitted to operate a Mobile Food Vehicle within the City for any year in which it has been assessed penalties under this chapter on more than two occasions.

(Ord. 22-2019. Passed 6-4-19.)

Exhibit B

CHAPTER 813

Mobile Food Units

813.01 Definitions.

813.02 Registration required.

813.03 Application for registration.

813.04 Furnishing of information.

813.05 Permit.

813.06 General Requirements

813.07 Enforcement and penalty.

813.01 DEFINITIONS.

The following terms shall have the following meanings when used in this chapter:

- (a) "City Administrator" shall mean the City Administrator of the City of Perrysburg, or their designee.
- (b) "Tax Administrator" shall mean the Income Tax Commissioner of the City of Perrysburg, or their designee.
- (c) "Retail Food Establishment" means a premises or part of a premises where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. Except when expressly provided otherwise, "retail food establishment" includes a mobile retail food establishment, seasonal retail food establishment, and temporary retail food establishment.
- (d) "Food service operation" means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this division, "served" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and "prepared" means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.
- (e) "Mobile Food Service Operation" means a food service operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food service operation. "Mobile food service operation" includes a food service operation that does not remain at any one location for more than forty consecutive days and serves, in a manner consistent with division (F) of this section, only frozen desserts; beverages, nuts, popcorn, candy, or similar confections;

bakery products identified in Section 911.01 of the Ohio Revised Code; or any combination of those items.

- (f) "Mobile Food Unit" shall mean any apparatus or equipment that is used to cook, prepare or serve food, and that routinely changes or can change location and is operated from a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers, and hand propelled carts.
- (g) "Mobile Food Unit Operator" shall mean any and all persons associated with the operation of a Mobile Food Unit for which registration has been made to operate the Mobile Food Unit within the City.

813.02 REGISTRATION REQUIRED.

Except as provided in 813.03(c), no Mobile Food Unit shall be operated in the City without first registering with the City Administrator. A separate registration must be made for each and every Mobile Food Unit to be operated within the City.

813.03 APPLICATION FOR REGISTRATION.

- (a) Each Mobile Food Unit operator shall, prior to commencing operations within the City, furnish the City Administrator, on a form provided by the City, a fully executed application for registration to operate a Mobile Food Unit within the City.
- (b) Applications for registrations to operate Mobile Food Units will be accepted by the City Administrator beginning April 1 of each calendar year. Registrations will be valid for one year starting April 1 and terminating on March 31. Any registrations granted in 2025 will be valid until March 31, 2026.
- (c) Mobile Food Units operating within the boundaries of the City, stopping, standing or otherwise parking in the public right of way for only 15 consecutive minutes or less, shall not be required to apply for registration to operate a Mobile Food Unit within the boundaries of the City in the public right of way.

813.04 FURNISHING OF INFORMATION.

A Mobile Food Unit Operator, prior to commencing Mobile Food Unit operations within the City, shall furnish the City Administrator with the following documents and information:

- (a) A current written certification that the Mobile Food Unit Operator and the Mobile Food Unit have passed all necessary inspections and are in full compliance with a State of Ohio Health Department; and
- (b) A letter of good standing from the City Income Tax Division with respect to the Mobile Food Unit Operations; and
- (c) A current certificate of insurance evidencing general liability coverage in the minimum amount of one million dollars (\$1,000,000.00) in the aggregate in a form acceptable to the City.
- (d) A current, written certification that the Mobile Food Unit has passed all necessary annual inspections required by the City Fire Division.

- a. If the City Fire Division is to provide any inspections, inspections by the City Fire Division will be provided after application and payment of the annual, non-refundable permit fee.
- b. Inspections are only valid for the permitted period.

813.05 PERMIT.

- (a) Each Mobile Food Unit Operator shall, prior to commencing operations within the City, apply for an annual permit and pay an annual, nonrefundable permit application fee to the City Administrator in the amount of \$100.00.
- (b) Once the City has received: (i) a fully executed application for registration to operate a Mobile Food Unit within the City, (ii) all other required documents and information, and (iii) an annual permit fee, the City shall have a fourteen (14) business day period to review the provided materials and determine if a permit will issued to the Mobile Food Unit Operator to operate the Mobile Food Unit within the City.
 - (1) In making its determination, the City may review any and all information pertaining to the Mobile Food Unit and Mobile Food Unit Operator including, but not limited to, violations and suspensions in other jurisdictions within the past two (2) years.
 - i. Any open or outstanding violations or suspensions are grounds for immediate denial of a permit application. If the applicant remedies the open violations or suspensions within ten (10) business days of the denial of the permit application, the applicant may resubmit their application at no additional cost to the applicant.
 - (2) Nothing in this Section shall be construed as a requirement for the City to issue a Mobile Food Unit permit. The City may deny any application for a Mobile Food Unit permit for any reason, with or without cause.
- (c) Mobile Food Unit permits must be on display, on the vehicle, in full sight for all to see at all times while the Mobile Food Unit is operating within the City.
- (d) Mobile Food Unit permits are specific to the Mobile Food Unit Operator and the Mobile Food Unit.
- (e) Mobile Food Unit permits will automatically expire each year on March 31.
- (f) No annual permit fee shall be required of Mobile Food Units or Mobile Food Unit Operators owned or compensated by a food establishment currently operating within the boundaries of the City, from a fixed location (i.e., from owned or leased real property), and in compliance with all other applicable, local regulations.

813.06 GENERAL REQUIREMENTS.

- (a) All Mobile Food Units must be in compliance with Section 320 of the Ohio Fire Code.
- (b) No Mobile Food Unit shall operate in the City without a valid Mobile Food Unit Permit.
- (c) No property or business shall be permitted to host a Mobile Food Unit without a valid Mobile Food Unit Permit issued pursuant to this Chapter.
- (d) No Mobile Food Unit shall be parked on the street overnight, or left unattended or unsecured at any time food is kept in the Mobile Food Unit.
 - (1) The owner or operator of any Mobile Food Unit found to be in violation of this subsection may be charged with a violation of this chapter.
- (e) Mobile Food Units are prohibited from selling alcoholic beverages.

- (f) Mobile Food Units shall serve pedestrian customers only, drive-in or drive-through services shall be prohibited.
- (g) Mobile Food Units may not operate, stop, stand or park in any area that impedes the use of the right-of-way that is intended for use by vehicular travel or that in any way impedes the use of the right-of-way or that presents an unsafe condition for any patron, pedestrians, or other vehicles.
- (h) Mobile Food Units shall provide adequate trash/recycling receptacles and all waste shall be removed by the Mobile Food Unit at the close of business.
- (i) Fueling of Mobile Food Units or associated generators shall not be permitted on the host site.
- (j) Amplified music or other sounds from any Mobile Food Unit may not at any time unreasonably disturb nearby residents, businesses, pedestrians or vehicles.
- (k) Any property owner or tenant that permits a Mobile Food Unit to operate or park on the property without a Mobile Food Unit Permit for that location shall be in violation of this section.
- (l) The City reserves the right at all times to require a Mobile Food Unit to relocate to an alternate location or cease to operate as determined by the enforcement official if the approved location needs to be used for emergency purposes or other public benefit or if in the opinion of the enforcement officer the Mobile Food Unit presents a safety hazard to the public.
- (m) Mobile Food Units shall adhere to all applicable parking regulations.
- (n) If a Mobile Food Unit has open or outstanding violations or suspensions in any jurisdiction, the City may suspend the Mobile Food Unit Permit until the suspensions or outstanding violations are remedied.
- (o) No Mobile Food Unit Operator or its employees or agents shall:
 - (1) Sell food items, display food items, or conduct vending operations to the occupants of vehicles stopped in traffic;
 - (2) Display food items or place lines or other devices for the display of food items on any building or on any utility pole, planter, tree, trash container, or other sidewalk fixture;
 - (3) Place any food items in or upon any street or sidewalk;
 - (4) Conduct business without making available a container suitable for the placement of litter and without cleaning up any litter generated by the food service operator or in the area of the food service operation;
 - (5) Smoke or vape in or within ten (10) feet of the unit;
 - (6) Use generators that produce more than sixty (60) decibels of noise;
 - (7) Utilize the City's electrical outlets, if available, unless allowed by the City and all fees and costs set by the City Administration are paid in advance.
- (p) All mobile food service operations and or their employees or agents shall:
 - (1) Conspicuously display evidence of their mobile food service operation permit issued pursuant to this Chapter;
 - (2) Be constructed to internally store and contain all grease and waste water for proper disposal, to prevent ground water contamination, and to prevent discharge of any waste water onto the ground or into any storm water sewer within the City;

- (3) Obey any lawful order of a police officer to relocate to avoid congestion or obstruction during an emergency;
- (4) Comply with all requirements of applicable state and local law, including, without limitation, the City's Fire prevention code, the State of Ohio Fire Code, the Ohio Department of Commerce regulations, the Ohio Uniform Food Safety Code, Ohio Department of Health's certification in food protection rule, and the City's traffic and zoning codes;
- (5) Exercise reasonable care to ensure that operations do not create a health or safety hazard to customers, other users of the sidewalks and streets, or persons on abutting property; and
- (6) Operate in any manner that blocks, obstructs, or restricts the free passage of vehicles or pedestrians in the lawful use of the sidewalks or highways or ingress or egress to the abutting property. Mobile Food Vendors shall maintain a clear path of travel on any sidewalk pursuant to the Americans with Disabilities Act, as amended ("ADA") free of customer queuing, signage and/or all portions of the vehicle for clear movement of pedestrians.

813.07 ENFORCEMENT AND PENALTY.

- (a) The provisions of this section shall be enforceable by the Perrysburg Police Division and the Perrysburg Fire Division.
- (b) Whoever violates any provision of this Chapter is guilty of a minor misdemeanor for a first offense, and for a second or subsequent offense, shall be guilty of a misdemeanor of the fourth degree.
- (c) A Mobile Food Unit Operator found in violation of any provision of this chapter shall have their Mobile Food Unit Permit immediately suspended by the City and shall not be allowed to do business within the City of Perrysburg until all violations are cured, any penalties are finalized, and/or the suspension is lifted by the City Administrator. The Mobile Food Unit Operator shall immediately cease operations within the City of Perrysburg until such time as the Mobile Food Unit Operator is issued a valid permit for operations.
- (d) No Mobile Food Unit Operator shall be permitted to operate any Mobile Food Unit within the City for any permit year in which it has been found in violation under this Chapter on more than two occasions.
- (e) Should any provision of this Chapter be held invalid by a court of competent jurisdiction, then such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect.

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ordinance 102-2025

DATE: August 5, 2025



Subject Matter/Background

The City of Perrysburg is in the process of reviewing whether to limit or prohibit the cultivation, processing and/or dispensing of all marijuana, or, alternatively, to develop and implement regulations regarding the possible location and operation of cannabis related businesses within the City, including cannabis cultivators, processors and dispensaries.

The moratorium shall be in effect for a period beginning from the effective date of this Ordinance through the earlier of April 15, 2026, until changes are enacted to amend the Codified Ordinances of the City of Perrysburg to address these issues, or until Council approves legislation explicitly revoking this moratorium, whichever occurs first.

Legal Review

This Ordinance has been reviewed and is appropriately before you.

Recommendation

First Reading – August 5, 2025

Second Reading and Vote – September 2, 2025

If City Council is in agreement, a motion to waive the third reading, and authorize this Resolution as an emergency is recommended.

ORDINANCE 102-2025

AN ORDINANCE EXTENDING THE MORATORIUM ON THE GRANTING OF ANY PERMIT ALLOWING RETAIL DISPENSARIES, CULTIVATORS, OR ANY PROCESSORS OF CANNABIS WITHIN THE CITY OF PERRYSBURG; AND DECLARING AN EMERGENCY

WHEREAS, Ohio voters approved State Issue 2 on November 7, 2023 adopting proposed legislation authorizing the cultivation, sale and use of cannabis products for recreational purposes; and,

WHEREAS, pursuant to the operation of Article II, Section 1b of the Ohio Constitution, the proposed legislation approved by Ohio voters was incorporated into the Ohio Revised Code as Sections 3780.01 through 3780.99 and became effective on December 7, 2023 with no further action required by the Ohio General Assembly (the "Act"); and,

WHEREAS, pursuant to the Ohio Constitution and local ordinances, City Council possesses the inherent power to enact appropriate planning, zoning, and business regulation laws that further the health, safety, welfare, comfort and peace of its citizens, including restricting, prohibiting and/or regulating certain business uses; and,

WHEREAS, pursuant to Section 3780.25 of the Ohio Revised Code, Perrysburg City Council may adopt an Ordinance, by majority vote, to prohibit, or limit the number of adult use cannabis operators within the City; and

WHEREAS, the City desires additional time to investigate whether to limit or prohibit the cultivation, processing and/or dispensing of cannabis, or, alternatively, to develop and implement regulations regarding the possible location and operation of cannabis related businesses within the City, including cannabis cultivators, processors and adult use dispensaries; and

WHEREAS, Council has determined it to be in the best interests of the community health, safety, and welfare to extend the moratorium on any cultivation, processing, or retail dispensing of cannabis for adult use business purposes in any form within the City of Perrysburg, except as required by the Act.

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

SECTION 1. Except as required by the Act, City Council hereby extends the moratorium on the issuance and processing of any permits for cultivators, processors,

and retail dispensaries of adult use cannabis as defined in Sections 3780.01 through 3780.99 of the Ohio Revised Code.

SECTION 2. The purpose of this moratorium is to allow for the City to consider amendments to pertinent Codified Ordinances, including the Perrysburg Zoning Code, to prepare regulations which may be necessary, and to determine when and whether to allow, limit, or prohibit cultivators, processors, and retail dispensaries in the City.

SECTION 3. Council and the Mayor hereby direct and order that no permits for cultivators, processors, or retail dispensaries of adult use cannabis shall be issued or processed by the City during the moratorium.

SECTION 4. The moratorium shall be in effect for a period beginning from the effective date of this Ordinance through the earlier of April 15, 2026, until changes are enacted to amend the Codified Ordinances of the City of Perrysburg to address these issues, or until Council approves legislation explicitly revoking this moratorium, whichever occurs first.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were passed in open meetings of this Council, and that all such deliberations of this Council and any of its committees that resulted in any such formal action, were in meetings open to the public, in compliance with all legal requirements including R.C. Section 121.22.

SECTION 6. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the City and shall take 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: Res 73-2025

DATE: September 2, 2025



Subject Matter/Background

The City of Perrysburg is in need of budgeting software that will be integrated with existing software (NeoGov) to streamline the management of the City employee benefits programs.

Human Resources is requesting to enter into a three-year agreement with NeoGov for the CoreHR and Benefits platforms, the total cost of the three-year agreements for benefits software is \$49,916.05. The total cost for 2025 is \$ 3,359.65; the total cost for 2026 is not to exceed \$26,398.50 and the total cost for 2027 is not to exceed \$20,157.90.

This Resolution authorizes the Mayor and Director of Finance to enter into a three-year agreement with NeoGov for benefits software at a total cost not to exceed Forty-Nine Thousand Nine Hundred Sixteen Dollars and Five Cents (\$49,916.05).

Financial Review

Account: 1110-11755-53215

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, in order to ensure the timely purchase and implementation of the services.

RESOLUTION 73-2025

A RESOLUTION AUTHORIZING AN AGREEMENT WITH NEOGOV FOR THE PURCHASE OF BENEFITS ADMINISTRATION SOFTWARE IN AN AMOUNT NOT TO EXCEED FORTY-NINE THOUSAND NINE HUNDRED SIXTEEN DOLLARS AND FIVE CENTS (\$49,916.05); AND DECLARING AN EMERGENCY

WHEREAS, the City of Perrysburg is in need of software that will be integrated with existing software to streamline the management of the City employee benefits programs; and,

WHEREAS, the City currently utilizes NeoGov for certain human resources features and NeoGov, now also has an HRIS platform (CoreHR), with a benefits administration module (Benefits); and,

WHEREAS, Human Resources is requesting to enter into a three-year agreement with NeoGov for the CoreHR and Benefits platforms; and,

WHEREAS, the total cost of the three-year agreement for benefits software is Forty-Nine Thousand Nine Hundred Sixteen Dollars and Five Cents (\$49,916.05); and,

WHEREAS, the total cost for 2025 is Three Thousand Three Hundred Fifty-Nine Dollars and Sixty-Five Cents (\$3,359.65); the total cost for 2026 is not to exceed Twenty-Six Thousand Three Hundred Ninety-Eight Dollars and Fifty Cents (\$26,398.50); the total cost for 2027 is not to exceed Twenty Thousand One Hundred Fifty-Seven Dollars and Ninety Cents (\$20,157.90).

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 a three-year agreement with NeoGov for benefits software at a cost not to exceed Forty-Nine Thousand Nine Hundred Sixteen Dollars and Five Cents (\$49,916.05), in accordance with the proposal attached hereto as Exhibit A.

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 ensure timely purchase and implementation of these services, 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

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-607138	Order #:	Q-386244
Customer:	Perrysburg, City of (OH)	Valid Until:	6/28/2025
Effective Employee Count:	184		
Sales Rep:	Cole Christensen		

Customer Contact		Shipping Contact	
Billing Contact:	Perrysburg, City of (OH) Kelly Chalfant	Shipping Contact :	Perrysburg, City of (OH) Elaine Bishop
Billing Address:	201 West Indiana Avenue Perrysburg, OH 43551	Shipping Address:	330 Walnut St Perrysburg, OH 43551
Billing Contact Email:	kchalfant@ci.perrysburg.oh.us	Shipping Contact Email:	ebishop@perrysburgoh.gov
Billing Phone:	419-872-7870	Shipping Phone:	419-872-7873

Payment Terms		Notes:
Payment Term:	Net 30	
PO Number:		

Subscription Service

Prorated Term 35% discount applied to Prorated Term Subscription Fees \$1,500.00 Each and split between Prorated Term and 2026 Cost

Item	Type	Start Date	End Date	License Type	Total (USD)
Benefits Subscription	Recurring	10/1/2025	12/31/2025	Employee Based	\$1,489.60
Core HR Subscription	Recurring	10/1/2025	12/31/2025	Employee Based	\$1,870.05
Prorated Term TOTAL:					\$3,359.65

2026 Cost 48% Discount Applied to 2026 Subscription Fees

Item	Type	Start Date	End Date	License Type	Total (USD)
Benefits Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$4,884.00
Benefits Setup	Services			Employee Based	\$7,500.00
Core HR Subscription	Recurring	1/1/2026	12/31/2026	Employee Based	\$6,514.50
Core HR Setup	Services			Employee Based	\$7,500.00
2026 Cost TOTAL:					\$26,398.50

2027 Cost

Item	Type	Start Date	End Date	License Type	Total (USD)
Benefits Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$8,937.60
Core HR Subscription	Recurring	1/1/2027	12/31/2027	Employee Based	\$11,220.30
2027 Cost TOTAL:					\$20,157.90
Total: \$49,916.05					

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to GovernmentJobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "**NEOGOV**") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Special Condition:

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

THIS ORDER FORM HAS NOT BEEN APPROVED

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Ordinance 107-2025

DATE: September 2, 2025



Subject Matter/Background

Susan E. Hughes owns the lot located at 360 Coventry Ct., Perrysburg, Ohio. She has requested to repave the driveway on the property and it was found that a portion of the driveway is within the utilities easement. Susan E. Hughes requested to keep it, prompting the need for an Encroachment Agreement. After review by CREAD, it is recommended that the encroachment be allowed to remain on the easement, provided Susan E. Hughes complies with the requirements set forth by the City and adequately maintains the encroachment pursuant to the specifications and provisions agreed upon by the parties in the Encroachment Agreement.

This Ordinance authorizes the City of Perrysburg to enter into an Encroachment Agreement with Susan E. Hughes. The agreement permits the current driveway to exist and be repaved.

Financial Review

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

Legal Review

This legislation has been reviewed and is appropriately before you.

Recommendation

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

ORDINANCE 107-2025

AN ORDINANCE AUTHORIZING AN ENCROACHMENT AGREEMENT WITH SUSAN E. HUGHES; AND DECLARING AN EMERGENCY

WHEREAS, the driveway on the lot located at 360 Coventry Ct., Perrysburg, Ohio, encroaches into a utilities easement controlled by the City; and,

WHEREAS, Susan E. Hughes, the property owner, is requesting to repave the driveway on the property, a portion of the driveway is within the utilities easement; and,

WHEREAS, Susan E. Hughes has requested for the encroachment to remain in the utilities easement as opposed to removing the encroachment, which would require an Encroachment Agreement from the City; and,

WHEREAS, the City reviewed the request, attached hereto and incorporated herein as Exhibit A, and determined the encroachment is permitted to encroach into the utilities easement as it currently exists and as a matter of convenience to Susan E. Hughes, so long as Susan E. Hughes complies with the requirements set forth by the City and adequately maintains the encroachment pursuant to the specifications and provisions agreed upon by the parties in the Encroachment Agreement.

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

SECTION 1. The Mayor is hereby authorized to enter into an Encroachment Agreement granting an encroachment into the utilities easement, as it currently exists and as depicted on Exhibit A, pursuant to which the current driveway is allowed to exist and be repaved, and otherwise upon such terms as are deemed reasonable and appropriate to the City's Administration.

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 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 for the work to be completed in a timely manner, and shall be in full force and effect from and immediately after its passage and approval by the Mayor.

President of Council

Mayor

PASSED _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

Permit Case



CITY OF PERRYSBURG

Planning & Zoning Division

201 West Indiana Avenue

Perrysburg, Ohio 43551-1582

(419) 872-8060

DRIVEWAY PERMIT

Applicant: Jennite Co Tel. No.: 419-531-1791
Address of Driveway: 360 Coventry Ct Perrysburg, OH 43551
Contractor: Jennite Co Tel. No.: _____
Contractor's Address: 4690 W. Bancroft St Toledo, OH 43615
Bond on File with City? yes
License Number: _____
Width of Driveway (Ft): 20'
Length of Driveway (Ft): 64.5'
Width of Apron (Ft): 18'
Length of Apron (Ft): 4.5'
Additional S.F.? None
Total S.F. of Driveway: 0 1371
Distance to Nearest Property Line (Ft): _____
Thickness of Driveway: 2 1/2" of asphalt

Jadesi@jennite
jadesi@jennite.com
4193897994

CONDITIONS

1. Driveways in the right-of-way shall be 6" concrete or 2" asphalt on a 4" stone base, or pavers per Ch. 1230.02(g)
2. Maximum driveway widths: Residential = 24' Commercial = 35'
3. **Expansion joint** is required to separate concrete driveways from sidewalks, curbs and other infrastructure such as water valves, manholes, etc.
4. The applicant grants permission to the City to enter said property and that all construction will be in full compliance with Ordinances of the City of Perrysburg and that all statements are true and correct. The Planning & Zoning Division must be notified at least 2 hours prior to installation.

EST. DATE OF COMPLETION: _____

DATE RECEIVED: _____

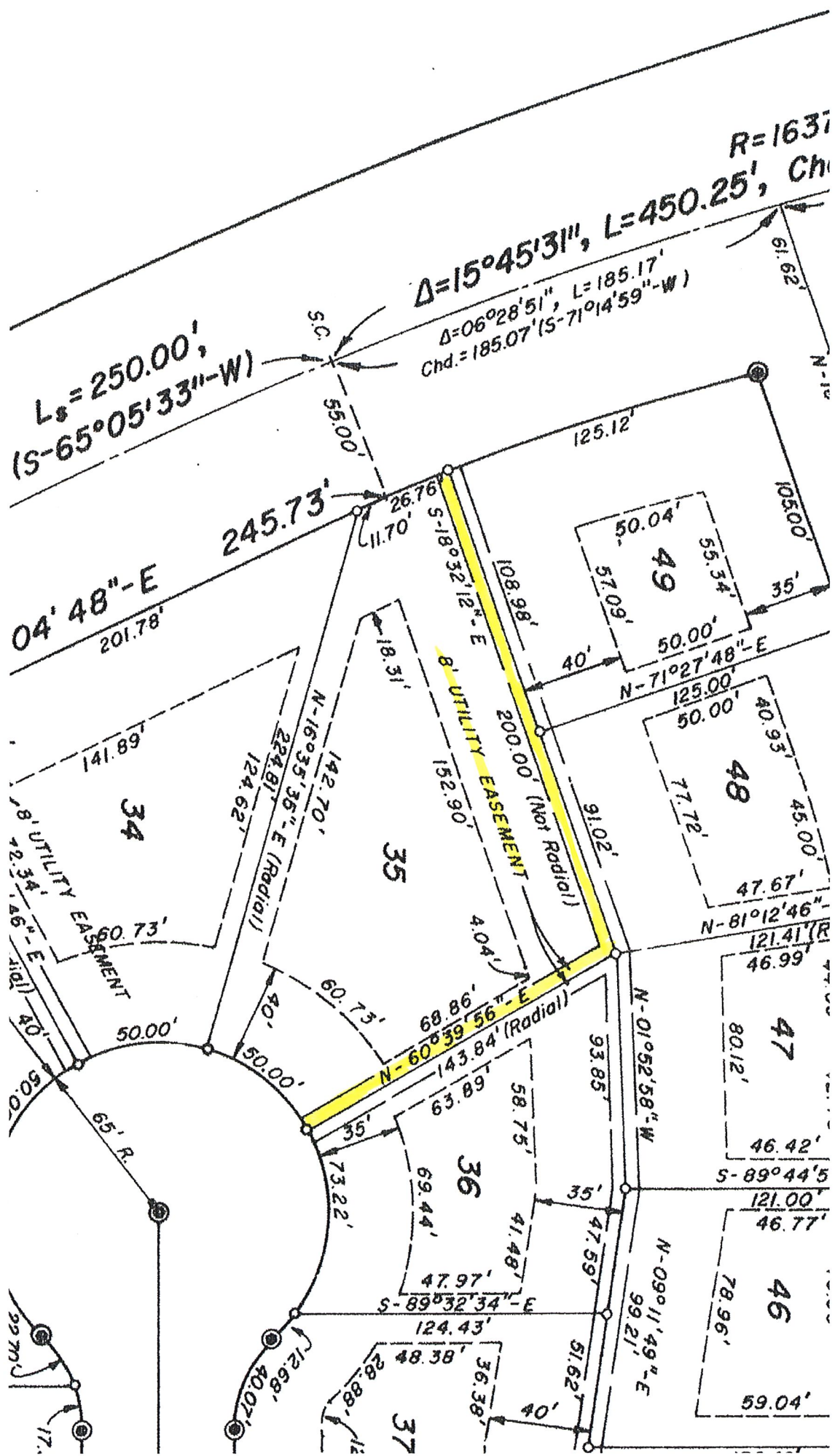
PERMIT NO.: _____

FEE: **\$0.00**

DATE OF PERMIT: _____

SIGNATURE: _____

APPROVED BY: _____







TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Res 74-2025

DATE: September 2, 2025



Subject Matter/Background

The City of Perrysburg is in need of final design phase engineering services for the Anthony Wayne Trail (AWT) Master Meter Pit Replacement Project. Arcadis U.S., Inc. submitted a prequalification statement for the project and has the necessary personnel, equipment, expertise, and experience to provide such services.

The total cost of the project is expected to be One Hundred Twelve Thousand Four Hundred Dollars and Zero Cents (\$112,400.00).

This Resolution authorizes the Mayor and Director of Finance to enter into an agreement with Arcadis U.S., Inc. for final design phase engineering services for the Anthony Wayne Trail (AWT) Master Meter Pit Replacement Project, at a price not to exceed One Hundred Twelve Thousand Four Hundred Dollars and Zero Cents (\$112,400.00).

Financial Review

Account: 5401-61814-55999

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 74-2025

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH ARCADIS U.S., INC. FOR FINAL DESIGN PHASE SERVICES FOR THE MASTER METER PIT REPLACEMENT AT A COST NOT TO EXCEED ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED DOLLARS AND ZERO CENTS (\$112,400.00); AND DECLARING AND EMERGENCY

WHEREAS, the City of Perrysburg is in need of final design phase engineering services for the Anthony Wayne Trail (AWT) Master Meter Pit Replacement project; and,

WHEREAS, this Project will replace the potable water meter currently located alongside AWT to a site within Perrysburg City limits; and,

WHEREAS, the City's Engineer requested and received prequalification statements from several engineering firms for such work; and,

WHEREAS, Arcadis U.S., Inc. submitted a prequalification statement for the project and has the necessary personnel, equipment, expertise, and experience to provide such services; and,

WHEREAS, the total cost of the project is expected to be One Hundred Twelve Thousand Four Hundred Dollars and Zero Cents (\$112,400.00); and,

WHEREAS, at its August 27, 2025 meeting the Public Utilities Committee unanimously recommended approval of the agreement; and,

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. for final design phase engineering services for the Anthony Wayne Trail (AWT) Master Meter Pit Replacement, at a price not to exceed One Hundred Twelve Thousand Four Hundred Dollars and Zero Cents (\$112,400.00), attached hereto and incorporated herein as Exhibit A.

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 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

Mr. AJ Coleman, PE
Deputy-Director of Public Utilities
City of Perrysburg
211 East Boundary Street
Perrysburg, OH 43551

Arcadis U.S., Inc.
One SeaGate
Suite 700
Toledo, OH 43604
United States
Phone: 419 473 1121
www.arcadis.com

Date: August 7, 2025
Our Ref: 30022882
Subject: Anthony Wayne Trail (AWT) Master Meter Pit Replacement
Final Design Phase Services

Dear Mr. Coleman,

In response to your request, we are pleased to offer this proposal to provide final design phase engineering services for the Anthony Wayne Trail (AWT) Master Meter Pit Replacement project.

The AWT potable water meter is owned by the City of Toledo and supplies water to the City of Perrysburg's East Boundary Pumping Station (EBPS), but the City of Perrysburg is responsible for the meter pit and all piping downstream of the meter. Due to accessibility concerns, relocation of the water meter to a site within the Perrysburg city limits was considered but ultimately denied by the City of Toledo. A condition assessment of the existing AWT meter pit was conducted and it was determined that structural and mechanical repairs would be required to extend the service life of the meter pit. Due to the anticipated risk associated with rehabilitation, full replacement of the meter pit was recommended.

Scope of Services

Following written authorization to proceed, we anticipate the following scope of services related to the final design phase of the AWT Master Meter Pit Replacement:

1. Lead a kickoff call between Arcadis and City project representatives to review the project plan, timing, and request information required from the City for design.
2. Provide a field survey and verification of existing utilities of the master meter site.
3. Develop a technical memorandum reviewing existing backflow prevention measures for incoming water service and a recommended plan to provide backflow prevention for the replacement meter pit.
4. Submit 30% preliminary plan drawings and 90% draft Plans and Specifications for City review and meet with City project representatives to discuss feedback for incorporation into the project. Project Plans to include existing site plan, proposed site plan, existing AWT meter pit decommissioning, proposed process mechanical plan and sections, proposed structural plan and sections, proposed electrical plans, proposed instrumentation plans, and proposed HVAC plan, and details.
5. Develop Professional Engineer-stamped project Plans and Specifications for use in Ohio EPA PTI application and submit the required Ohio EPA PTI application forms.
6. Develop Professional Engineer-stamped project Plans and Specifications and opinion of probable construction cost for City use in public bidding and construction.

Assumptions

Our proposal assumes the following:

- Proposed meter pit will be located adjacent to the existing meter pit within the public right-of-way.
- The preliminary basis of design for the proposed meter pit includes:
 - Improved site layout (curb cut(s), driveway, parking, and lighting).
 - Meter pit layout (including piping, valves, and backflow prevention) conforming to City of Toledo standards.
 - Cast-in place concrete meter pit structure.
 - New electrical service.
 - Telemetry that allows for remote monitoring of metering equipment.
 - Permanent ventilation system.
 - Backflow prevention measures, as established by the City.
- Geotechnical survey work is not anticipated for the completion of this project.
- The City of Perrysburg will coordinate the following with the City of Toledo:
 - All easements required to construct the proposed meter pit and decommission the existing meter pit.
 - Required changes to the water service agreement.
 - Potable water meter and meter pit requirements, including potable water meter size, required telemetry, and backflow prevention measures.
 - Engagement, as needed, during review of 30% preliminary drawings and 90% draft Plans and Specifications.
- Arcadis will coordinate with the City of Perrysburg to address review comments from the City of Toledo.
- The City of Perrysburg will submit the proposed Plans to the electric utility company for review.
- Arcadis will prepare Technical Specification sections only, not to include bidding and contract documents.

Schedule

It is our understanding that the City intends to perform these services beginning in 2025, with construction of the AWT Master Meter Pit Replacement project beginning the following year in 2026. Following the City's acceptance of this proposal, we estimate that Plans and Specifications will be ready for submittal to the OEPA and electrical utility in approximately 5-1/2 months.

Fee

We propose to provide the final design phase engineering services for the AWT Master Meter Replacement for an estimated fee of \$112,400.00. Project bidding and construction phase support services can be provided for additional fee, if requested. If these arrangements are acceptable, please authorize us to proceed by sending us a Purchase Order to proceed with the work.

We appreciate the opportunity to submit our proposal and look forward to working with the City on this project.

Mr. AJ Coleman, PE
August 7, 2025

Sincerely,
Arcadis U.S., Inc.



Scott L. Lumbrezer, PE
Client Program Manager

Email: scott.lumbrezer@arcadis.com
Direct Line: 419.213.1634

CC. Mr. Matt Choma, PE, Director and Commissioner of Public Utilities

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Res 75-2025

DATE: September 2, 2025



Subject Matter/Background

Perrysburg Township is resurfacing Eckel Junction Road as part of their 2025 resurfacing project. A portion of Eckel Junction Road is located within the City and also needs repair and resurfacing.

The Township and City agree and understand that it is more efficient, reasonable, and appropriate to resurface Eckel Junction Road as a single project, rather than as two (2) separate projects through two (2) separate political entities and that each should share the cost of that work in proportion to the amount of the roadway that sits within their respective borders.

This Resolution authorizes the Mayor and Director of Finance to enter into an Agreement with Perrysburg Township in the amount of One Hundred Nine Thousand Six Hundred Eighty-Six Dollars and Thirty-Seven Cents (\$109,686.37), and further allows the Mayor and Director of Finance to approve all change orders considered necessary to this project in an amount not to exceed five percent for a total City share amount not to exceed One Hundred Fifteen Thousand One Hundred Seventy Dollars and Sixty-Nine Cents (\$115,170.69).

Financial Review

Account: 4403-11755-55999

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, for the immediate preservation of the public peace, health, and safety of the citizens.

RESOLUTION 75-2025

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF PERRYSBURG AND PERRYSBURG TOWNSHIP FOR THE RESURFACING OF ECKEL JUNCTION ROAD IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTEEN THOUSAND ONE HUNDRED SEVENTY DOLLARS AND SIXTY-NINE CENTS (\$115,170.69) AND DECLARING AN EMERGENCY

WHEREAS, Perrysburg Township has resurfaced Eckel Junction Road as part of their 2025 resurfacing project; and,

WHEREAS, the portion of Eckel Junction Road located within the City of Perrysburg, Ohio, needed repair and resurfacing; and,

WHEREAS, the Township and City agree and understand that it is more efficient, reasonable, and appropriate to resurface Eckel Junction Road as a single project, rather than as two (2) separate projects through two (2) separate political entities; and,

WHEREAS, the Township and City agree that it is appropriate to perform the resurfacing of Eckel Junction Road and for each to share the cost of that work in proportion to the amount of the roadway that sits within their respective borders; and,

WHEREAS, the breakdown of the construction cost and cost sharing are shown in the attached Exhibit A.

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 Perrysburg Township in the amount of One Hundred Nine Thousand Six Hundred Eighty-Six Dollars and Thirty-Seven Cents (\$109,686.37), as represented in Exhibit A attached hereto and incorporated herein, 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 five percent for a total City share amount not to exceed One Hundred Fifteen Thousand One Hundred Seventy Dollars and Sixty-Nine Cents (\$115,170.69).

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 construction should be done in good weather, 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: _____

**Agreement Between The City Of Perrysburg, Ohio
And Perrysburg Township, Ohio
For The Resurfacing Of Eckel Junction Road**

WHEREAS, there are certain roadways in the Perrysburg Township, Ohio, which require resurfacing, and to address this need, the Township has initiated a resurfacing program for the 2025 construction season, and

WHEREAS, among the roadways designated for resurfacing as part of this program is Eckel Junction Road located within the Township and City, and

WHEREAS, that portions of Eckel Junction Road located within Perrysburg Township, Ohio, is also reasonably in need of repair and resurfacing, and the Township and the City agree and understand that making improvements on these roadways is in the best interests of both the Township and the City, and

WHEREAS, the Township and the City also agree and understand that it is more efficient, reasonable, and appropriate to resurface Eckel Junction Road as a single project, rather than as two separate projects through two separate political entities, and

WHEREAS, the Township and the City agree that it is appropriate to perform the resurfacing of Eckel Junction Road and for each to share the cost of that work in proportion to the amount of the roadway which sits within their respective borders.

THEREFORE, in consideration of the mutual promises and covenants made to each other and otherwise stated herein, the Township and City enter into the following agreement:

1. The Township shall resurface Eckel Junction Road, as reflected on the map attached hereto as Exhibit A;
2. The City shall reimburse the Township (24.31%) for their portion of Eckel Junction Road for the cost of this resurfacing work.
3. The Township and City agree and understand that there are factors that may increase or decrease the overall cost of a resurfacing project (including, but not limited to drainage issues), and that it is impossible to perfectly predict the cost of such a project; however, the overall cost of performing this resurfacing work has been estimated at Four Hundred Fifty One Thousand One Hundred Ninety Eight Dollars and Fifty Six Cents (\$451,198.56), with the City's share being estimated at One Hundred Nine Thousand Six Hundred Eighty Six Dollars and Thirty Seven Cents (\$109,686.37).
4. The Township agrees to reasonably notify the City's Engineer of any project issues that may increase the cost of the project by greater than five percent (5 %).

The Township agrees that, to the extent proposed work is believed to require such a cost increase, it will make reasonable efforts to resolve any resulting disputes over cost issues before moving forward with that proposed work.

5. The reimbursement required under Paragraph 2 shall be provided not later than Forty-Five (45) Days after substantial completion of the project.

PERRYSBURG TOWNSHIP

CITY OF PERRYSBURG

By:

Joe Schaller, Trustee

By:

Tom Mackin, Mayor

By:

Gary R. Britten, Trustee

By:

Amber Rathburn, Director of Finance

By:

Robert P. Mack, Trustee

By:

Brian Thomas, City Engineer

Date:

Date:

APPROVED AS TO FORM:

By:

David Smigelski, Township Solicitor

By:

Timothy Effler, Law Director

APPROVED AS TO CONTENT:

By:

Jon Eckel, Township Administrator

By:

Joesph Fawcett, City Administrator

Resolution No.

An aerial photograph showing a suburban landscape. A multi-lane highway runs diagonally from the bottom left towards the top center. To the right of the highway is a large residential development with many houses and winding streets. Further right are several large commercial or industrial buildings with flat roofs. A yellow rectangular box is positioned at the top center of the image, containing the text 'Exhibit A'. Another yellow rectangular box is located in the center-right, containing the text 'Eckel Junction Road (Carronade Drive to Thompson Road)'. A horizontal yellow line extends from the right side of this second box across the width of the image.

Exhibit A

Eckel Junction Road
(Carronade Drive to Thompson Road)

TO: Mayor Mackin
President Fuller
Members of City Council

FROM: Timothy W. Effler, Law Director

RE: Res 76-2025

DATE: September 2, 2025



Subject Matter/Background

The State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure and the City of Perrysburg is planning to make capital improvements to West South Boundary Street (from Westbrook Drive to Louisiana Avenue).

The grant amount being requested is One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00).

This Resolution authorizes the City Engineer to apply to the OPWC for funds to make capital improvements to roads within the municipality and to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Financial Review

There is currently no financial impact to 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 Resolution as an emergency is recommended, to ensure timely application for the grant program.

RESOLUTION 76-2025

A RESOLUTION AUTHORIZING THE CITY ENGINEER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AN EMERGENCY

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and,

WHEREAS, the City of Perrysburg is planning to make capital improvements to roads within the municipality, specifically West South Boundary Street (from Westbrook Drive to Louisiana Avenue); and,

WHEREAS, the grant amount being requested is One Hundred Fifty Thousand Dollars and Zero Cents (\$150,000.00) and not a percentage of the estimated cost. Including a 10% contingency, the engineer's estimate for construction is Five Hundred Seventy-Four Thousand One Hundred Dollars and Zero Cents (\$574,140.00); and,

WHEREAS, the infrastructure improvement, as described in Exhibit A, is considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission (OPWC) programs.

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

SECTION 1. The City Engineer is hereby authorized to apply to the OPWC for funds to make capital improvements to roads within the municipality, as described in Exhibit A, attached hereto and incorporated herein.

SECTION 2. The City Engineer is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

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

President of Council

Mayor

PASSED: _____

ATTEST: _____

APPROVED: _____

Timothy W. Effler
LAW DIRECTOR

INTERNAL GRANT APPLICATION APPROVAL FORM

Name of Employee Submitting Request

Department

Grant Funder/Sponsor

Project Title

Website Link to Funding Opportunity

Project Description (Explain what the funds would be used for. Attach any additional information you think would be helpful in reviewing the request.)
Please detail any personnel costs being requested, equipment to be purchased, facility/technology needs if the project were to be funded.

Application Deadline

Anticipated Project Start Date

Anticipated Project End Date

TOTAL GRANT FUNDS REQUESTED:

Are matching funds required? YES ☐ If yes, what dollar amount/percentage is required?
(matching, in-kind, or cost-sharing) NO ☐

Printed Name and Signature of Department/Division/Office Head

Date

Brian A. Thomas, PE, PS, CPESC

8-18-25

SUBMIT COMPLETED FORM TO FINANCE OFFICE VIA EMAIL OR INTEROFFICE MAIL

ADMINISTRATION USE ONLY

Printed Name and Signature of Director of Finance

Date

Printed Name and Signature of City Administrator OR Mayor

Date

*Approved - please proceed with application submission
& report application to applicable Committee*

Denied - see comments below

COMMENTS