

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held April 14, 2026

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:08 pm by Pro Tem Chairman, Tim McCarthy.

ROLL CALL

Committee members present were Cory Kuhlman and Tim McCarthy. Rick Rettig was absent. Staff members also present were Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, Brody Walters, Planning & Zoning Administrator, Joe Fawcett, City Administrator, Pat Jones, Deputy City Administrator, Torren Stanley, Tax Commissioner, Andy Snyder, IT Manger and Tim Effler, Law Director.

APPROVAL OF MARCH 10, 2026 MEETING MINUTES

There being no objections, the minutes of the March 10, 2026 meeting were unanimously approved.

FACILITIES PROJECT UPDATE - TEMPORARY OFFICE SPACE

Mr. Jones spoke about the City's facilities project. Construction will start this fall, and the City is exploring an alternative to a swing space for employees at the River Road building.

One option is leasing office space for 12 months. The Administration looked at the Arbor Building across Walnut Street and at Perrysburg Township's old administration building. Both options would be less expensive than renovating a portion of the River Road Building in order for employees to work there while the municipal building is being worked on. Mr. Jones said if they do decide to enter into a 12-month lease, then that would need Council approval.

CRA MAP UPDATE

Mr. Walters explained that the City's current CRA map is outdated and is missing parts of the City on it. Mr. Walters said there is a request for a CRA, but the business location is not in the current CRA area. Expanding the map would allow for the requested CRA to be included. There being no objections, approved 2-0 to Council.

INCOME TAX COLLECTIONS REVIEW - TAX COMMISSIONER

Mr. Stanley stated that as of March 31, 2026, collections are up 9%, compared to last March, and collections year to date are up 6%. Mr. Kuhlman asked if there are any upcoming anomalies that the Committee should be aware of, such as a large refund. Mr. Stanley said that there is nothing that they are aware of currently.

DONATION FROM RICHARD HARDY

Ms. Rathburn spoke about a donation the City received for a memorial bench and plaque from Richard Hardy. There being no objections, approved 2-0 to Council.

ACCEPTANCE OF DONATIONS

Ms. Rathburn stated that the proposed legislation would allow the City to accept donations under \$5,000 without legislation, which would help speed up the process for donation acceptance. She said that they would still report any donations to the respective Committees and donations over \$5,000 would still require legislation. There being no objections, approved 2-0 to Council.

CHAMBER QUARTERLY UPDATE

Tim Ansted gave a financial report for the first quarter of 2026. He said the transition of the CVB to the Chamber started on February 1, so the financials are for a portion of February to March 31. He noted that the revenue as of March 31 is \$25,450. He said that their budget for the remainder of 2026 is \$340,000, and they will carry over \$20,000 into 2027.

Mr. Ansted spoke about the upcoming events such as the Farmers Market, and Memorial Day weekend, Fort Meigs will be hosting a "War of 1812" reenactment. He said that the Farmer's Market will have booths set up on the opposite side of the street from where construction is taking place. The Market will have the same number of booths as it has had in previous years.

THEN AND NOW PURCHASES

Ms. Rathburn spoke about two Then & Now purchases, for the Wastewater Treatment Plant and Traffic Signal repairs from the high-wind storm last month. There being no objections, approved 2-0 to Council.

BUDGET AMENDMENTS

Ms. Rathburn went over the budget adjustments. She said there are adjustments for tuition for employees and travel expenses for City Council members. She spoke about the adjustments for a grant fund for the Spotted Lantern Fly, and a new prisoner transport van for the Court. She also spoke about the adjustment for IT's hardware and software updates. There being no objections, approved 2-0 to Council.

HYPERVERISOR/SAN BID

Mr. Snyder spoke about the request to update current software and hardware in order to maintain various computer systems by purchasing 4 Hypervisors and 2 Storage Area Network Arrays (SAN). This would give the City an extra level of security and storage for the City's devices. Mr. Snyder explained that the current hardware is at the end of its life and also is maximizing what it can currently support. The City is in need of more Random Access Memory (RAM) and processing capabilities and replacing the current software will improve performance, increase scalability, and provide better failure procedures. Mr. Snyder also spoke about the added security from malware and ransomware attacks, and this upgrade will provide more security for the City in these situations. There being no objections, approved 2-0 to Council.

PURCHASE OF COURT PRISONER TRANSPORT VAN

Ms. Rathburn spoke about the purchase of a prisoner transport van. The total cost of the van and the up-fittings is \$81,201.68. She said that they found a bid that is lower than State Term Pricing. Mr. Effler pointed out that the court's current van for prisoner transport is at the end of its life and has many electrical and mechanical issues. There being no objections, approved 2-0 to Council.

TREX TRANSFER LIQUOR PERMIT

Mr. Effler spoke to the committee about a request to transfer a Liquor Permit to the City from Columbus for the business would be taking over the space that Stella's used to occupy. Mr. Effler said that this legislation states that this is considered economic development and the transfer is permitted by the City. He said it will then need to be approved by the state liquor control department. There being no objections, approved 2-0 to Council.

FINANCE DIRECTOR'S REPORT

Expenditures > \$5,000

Ms. Rathburn presented her report on expenses over \$5,000.

Quarterly - Health Insurance Fund

Ms. Rathburn stated that the balance at the end of the first quarter was about \$2.2 million, but she is still waiting to receive the health insurance claims from Medical Mutual Health Services. She said that she should have a report from Medical Mutual on Monday.

Quarterly - Investment Update

Ms. Rathburn reported that the City had investment income of \$922,058.05 for the first quarter of 2026.

Quarterly - Public Purpose Expenses

Ms. Rathburn explained the public purposes expenses.

First Quarter 2026 Financial Review

Ms. Rathburn spoke about the two quarterly reports that cover quarterly revenue and expenses. The other report is the entire yearly budget for 2026 with the percentage of each department budget used through March.

OTHER BUSINESS

Glenn Grisdale, Reveille, presented the 2026 Tax Incentive Review Council report.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:07 pm.

Respectfully submitted,

Pro Tem Chairman, Tim McCarthy
Finance and Economic Development Committee

The next meeting is scheduled for Tuesday, May 12, 2026 at 4:00pm.