

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held November 8, 2022

CALL TO ORDER - 5:30 PM

The meeting was called to order at 5:35 p.m. by Chairman Mark Weber.

ROLL CALL

Committee members present were Mark Weber, Jonathan Smith, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, Chynna Fifer, Prosecutor, and Brody Walters, Planning and Zoning Administrator.

APPROVAL OF 10/11/2022 MEETING MINUTES

There being no objections, the minutes of the October 11, 2022 meeting were approved 3-0.

MAYOR'S APPOINTMENT OF JULIE BREDENBECKCORP TO FILL A VACANCY ON BOARD OF INCOME TAX REVIEW

Julie BredenbeckCorp, 409 East Front Street, has applied to fill a vacancy on the Board of Income Tax Review. Ms. Sandretto heads this Committee and stated that it is for any individual who has an objection to their City Income Taxes reviewed by the Tax Commissioner. Mr. Weber added that she has an outstanding resume and thanked both her and husband, who was recently appointed to HLC for stepping up to volunteer. There being no objections, the Committee is recommended 3-0 to appoint Ms. BredenbeckCorp to fill the vacancy.

DENTAL INSURANCE FOR 2023

The Committee agreed 3-0 to recommend this to City Council.

HEALTH INSURANCE FOR 2023

Matt Holzemer, Employee Benefit Consultant of Savage & Associates, stated that he likes how United Healthcare is running. He stated that the overall increase is 0.3%. Mr. Holzemer stated that they get good reporting from them and that the service is good. Mr. Holzemer added that they got Delta Dental to agree to a 24-month rate, with no increase, starting January 1st. The Committee agreed 3-0 to recommend this to City Council.

APPROVAL OF CODE UPDATES

Ms. Rathburn stated that this is a housekeeping item and that every year Council passes legislation that will allow Walter Drane to print new pages for the books and

update the Code on the website. The Committee agreed 3-0 to recommend this to City Council.

APPROVAL OF 'THEN AND NOW' PURCHASES

Ms. Rathburn stated that she is requesting approval of then and now's for a total of \$61,017.67. Ms. Sandretto explained that the Department of Public Utilities hires an environmental attorney to deal with the EPA. Mr. Smith asked about the discharge fee from the Ohio EPA and if it is for an overflow event. Ms. Rathburn explained that it is an annual charge and Ms. Kabat added that it is not specific to overflows. The Committee agreed 3-0 to recommend this to City Council.

RESOLUTION FOR USE OF INTERNET AUCTION FOR SALE OF SURPLUS PROPERTY (ORC 721.15)

Ms. Rathburn stated that this is an item that ORC requires us to pass legislation each year stating we will use internet auction to dispose of our surplus items. Mr. McCarthy asked about selling property and if it comes to City Council for approval. Ms. Kabat stated that if the current value is over \$1,000.00, it does come to the Finance Committee. The Committee agreed 3-0 to recommend this to City Council.

FEES CHARGED BY THE CITY TO PROMOTERS OF SPECIAL EVENTS

Ms. Kabat has compiled a list of what events were charged fees in the last several years and will share those with the Committee members. Mr. Weber asked if it is the Police Chief who decides how many officers are required for special events. Ms. Kabat stated that the FBI puts out recommendations for higher profile events or events with a large attendance of people, and Chief Jones uses those recommendations.

Mr. Smith added that he is meeting with Adam Cassi, Keep Toledo/Lucas County Beautiful, on November 9th and wants to get more information on how that program works and how it could be implemented in Perrysburg or Wood County. Mr. McCarthy asked about the CVB and Farmer's Market. Ms. Kabat stated that she will be meeting with Christine Best, regarding the Farmer's Market layout for 2023. Mr. Weber stated that it was already in the CVB's budget for next year, but they want to start looking at an exit strategy or to work with some other entities to help offset the huge time commitment for the director. Mr. McCarthy asked if Chief Jones could come to the next Finance Committee meeting, adding that it might be helpful if he were there.

AUDIT CONTRACT 2022

Ms. Rathburn explained that the Auditor of State bid for the audit for 2021-2025 and this contract is for the 2022 audit, which they are expecting to be a single audit. Ms. Rathburn stated that the cost is exactly the same as it was for 2021. The Committee agreed 3-0 to recommend this to City Council.

DISCUSSION OF THE 2023 BUDGET

Earlier in the meeting, Ms. Fifer stated that there were no major changes from last year in the Prosecutor's budget, and that the biggest changes are items being re-categorized. Ms. Fifer added that the Westlaw charges will be split three ways between herself, Ms. Sandretto, and the Judge. Mr. Weber asked if all departments were asked to trim or cutback this year. Ms. Kabat stated that all general fund departments were asked, but not all were able to do so.

Later in the meeting, Ms. Sandretto explained that legislation will be required for any donations that City Council wishes to continue with, such as the \$20,000.00 for the Heights or any other funds for a public purpose. Mr. Smith asked about additional employees that they are looking to hire next year. Ms. Trego stated that there is a Staff Accountant in Finance that they have added to the budget. Ms. Kabat added that the Court is looking for an additional bailiff, Police is looking to promote three patrol officers to Sergeants but not to backfill, as well as placeholders for the Deputy City Administrator and Urban Forrester.

Mr. Smith requested to get a copy of all of the contracts for 2021 and 2022 with Reveille. Ms. Kabat stated that she can provide copies of the contracts, as well as invoicing, because it has more specific information on it. Mr. Weber asked about any major changes. Ms. Kabat stated that most items were combined or revolve around the PIO. Mr. Smith asked about updates or signage changes to the entrances to the City. Ms. Kabat stated signs would be in capital. She added that the design is complete, but they are running into timing and supply issues that far exceed the budget they have at this time.

Ms. Sandretto stated that there are no significant changes to her budget. Ms. Sandretto stated that the biggest cost to the law department is outside legal fees and that anytime she files anything with a court it costs the City money. Mr. Smith requested copies of the 2021 and 2022 outside legal invoices. Ms. Sandretto stated that she will send them to the Committee under attorney client privilege.

Ms. Trego stated there are not any big changes for the Finance Department. She noted that they added training and travel for a yearly conference for the new finance system, in Columbus next year. Mr. Smith mentioned additional cyber liability insurance. Ms. Rathburn stated that they did reach out to Hylant and she will follow up with them.

Ms. Kabat stated that the IT budget is pretty stable, as the other budgets are. She added that they had budgeted for a fourth position they were requesting, which has been pulled out of the budget as a balancing measure, and will be added back in during the amended budget if it allows.

FINANCE DIRECTOR'S REPORT

Expenditures > \$5,000

Mr. McCarthy asked about the payment to DGL Consulting. Ms. Rathburn explained that it was for the Maumee Western Reserve traffic study. Mr. McCarthy also asked about Trojan Technologies. Ms. Kabat explained that it was for the Waste Water Treatment Plant. Mr. Weber asked about the GPD Group services for the Fort. Ms. Rathburn explained that is for the Fort Meigs ditch project and multi-use path.

Health insurance fund

Ms. Rathburn stated that the fund balance is currently \$1.2 million. She added that with the great renewal that they did get, there will not be an increase in the city or employee premiums for 2023.

OTHER BUSINESS

Ms. Rathburn explained some requested budget adjustments including jobs grants, which were higher than anticipated by about \$95,000. And income tax refunds, which they requesting an increase of \$900,000 for, because Tax finally received an answer from the State for the large payment received earlier in the year, of which about \$840,000 will be refunded. Ms. Rathburn explained that Refuse has two requests because they have had a lot of vehicle repairs this year. They are asking for \$15,000 for both parts and labor of vehicle repairs. Ms. Rathburn stated that the last two requests are for Water and Sewer materials because they have had a lot of purchases this year and also have seen an increase in pricing for a lot of their supplies.

Mr. Weber stated that one of the two houses being torn down next door, is the Leyland House. He added that the Leyland family is hoping to have some interior doors and they will go through the process of allowing for the donation of them.

There being no further business, the meeting adjourned at 6:55 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance & Economic Development
Committee

Next meeting: Tuesday, December 13, 2022 at 5:30 p.m.