Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held February 14, 2023

CALL TO ORDER - 5:30 PM

The meeting was called to order at 5:30 p.m. by Chairman Mark Weber.

ROLL CALL

Committee members present were Mark Weber and Tim McCarthy. Committee member Jonathan Smith was not present. Also present were Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, and Brody Walters, Planning and Zoning Administrator. Mayor Mackin was present via Zoom.

APPROVAL OF 01/10/2023 MEETING MINUTES

There being no objections, the minutes of the January 10, 2023 meeting were approved 2-0.

CRA TRANSFER FOR NINETEEN POINT NINE - GLENN GRISDALE

Glenn Grisdale, Principal at Reveille, and Economic Development consultant for the City of Perrysburg, stated that Nineteen Point Nine/Brodie Optometry sold the property located at 840 W. Boundary to C3 Partners Russell LLC. The CRA Agreement needs to be transferred to the new property owner. There being no objections, this is being recommended 2-0 to City Council.

APPROVAL OF 'THEN AND NOW' PURCHASES

Ms. Rathburn presented a list of 'Then and Now' purchases to the Committee. There being no objections, this is being recommended 2-0 to City Council.

DECLARATION OF NECESSITY - STREET LIGHTING ASSESSMENT

Ms. Rathburn stated that the Street Lighting Assessment requires approval every other year and that the first step in the process is declaring the street lighting assessment a necessity. There being no objections, this is being recommended 2-0 to City Council.

DECLARATION OF NECESSITY - STREET TREE ASSESSMENT

Ms. Rathburn stated that the Street Tree Assessment requires approval every year and that the first step in the process is declaring the street tree assessment a necessity. There being no objections, this is being recommended 2-0 to City Council.

RENEWAL OF REFUSE LEVY

Ms. Rathburn stated that renewal of the Refuse Levy is voted on every other year. There being no objections, this is being recommended 2-0 to City Council.

RENEWAL OF PUBLIC TRANSPORTATION LEVY

Ms. Rathburn stated the renewal of the Public Transportation Levy is voted on every five years. She added that the Finance Department is working on a bid document for transportation services, which also happens every five years. There being no objections, this is being recommended 2-0 to City Council.

CONTRACT WITH SEARCH FIRM FOR CITY ADMINISTRATOR POSITION

Mayor Mackin stated that he is looking to contract with a search firm to hire a new City Administrator, in order to get the best qualified candidate. He added that we have to get the best candidate and that generally the pool is limited in Northwest Ohio. Mayor Mackin stated that we had one of the best City Administrators. He added that the process they are proposing is the same one they just used to hire the new Fire Chief. Mayor Mackin asked for Finance Committee's support through the budget and hiring the company.

During a lengthy discussion, Mr. Weber asked if firms had been hired for the search of past administrators. He also inquired about the effectiveness of less costly avenues to cast a net for potential candidates, and what steps the administration has taken since the announcement of Ms. Kabat's resignation on January 23rd. Mayor Mackin acknowledged we have not hired firms for past administrators, but have used a similar process for other high level positions. He added that he would like to avoid the perception of favoritism by hiring a national firm whose reach will go well beyond the common systems, and not limit the pool to someone who is searching for the position. The Mayor also noted internal discussions had begun immediately to find a search firm that was the best fit for our situation, and several inquiries were made for a possible administrator in the interim. The Committee approved $35,000.00 in the amended budget for this contract and recommended 2-0 to forward it to Council with the approval of the Personnel Committee.

WECARE CLINIC CONTRACT RENEWAL

Ms. Rathburn stated that this clinic is an additional benefit to employees that was added around five years ago, and the contract expires March 13, 2023. Administration is asking for a one year renewal of the contract. Ms. Rathburn stated that the City has been paying $66.00 per employee per month, which will go up to $75.00. She added that HR has been working to increase employee utilization of the clinic, to make it more financially viable. Mr. McCarthy asked about the value of this program. Ms. Rathburn stated that they have started monthly Zoom meetings with the other entities and WeCare, and that she has requested additional reporting for appropriate evaluation. Mr. Walters spoke in support of the clinic. There being no objections, this is being recommended 2-0 to City Council.

DISCUSSION OF AMBULANCE FEES

Ms. Rathburn stated that she and Ms. Trego met with Chief Jones and Deputy Chief Granata. They found that ambulance fees have not been increased since 2007 and the mileage rate has not been increased since 2011. Deputy Chief Granata obtained billing rates of nearby entities. No legislation being presented yet, but they wanted to start the discussion on this topic. Ms. Rathburn suggested adopting rates similar to Perrysburg Township, with a $50.00 discount for City residents. She also mentioned having a fee for non-transport, but where they provide treatment. Mr. Weber and Mr. McCarthy would like Safety Committee to review this. They are both comfortable with the $500.00 and $550.00 fees. There being no objections, this is being recommended 2-0 to Safety Committee

FEES CHARGED BY THE CITY TO PROMOTERS OF SPECIAL EVENTS

Mr. Weber stated that the Committee wants to determine which events are benefits to the entire City as a whole. He added that they will talk about this at next month's Finance Committee meeting.

DISCUSSION OF BUDGET AMENDMENT

Mr. McCarthy asked about the new Municipal Building. Ms. Trego stated that $1.2 million was in the original budget for the Municipal campus and there is nothing additional in the amendment.

Mr. McCarthy questioned the Downtown ADA Project. Mr. Walters responded that the two options previously presented were one hundred percent focused on ADA compliance. He suggested looking at improvements more comprehensively, including beautification, lighting, parking and outdoor dining. Mr. McCarthy stated they need to get a sense of how it will all look. Mr. Walters stated that this will be a very comprehensive design and suggested budgeting it over a period of several years. Mr. Weber stated that there is a need for ADA parking spots on the east and west ends of Third Street. Ms. Rathburn asked the committee to confirm if they want to change the $1.1 million to $600,000 for the downtown ADA project. They also confirmed adding $40,000.00 for Hood Park design.

Mr. Weber stated that Mr. Walters' new Economic Development role may need some seed money for conferences and such, it was suggested that $1,000 be added to the budget amendment for travel and registration, and $4,000.00 for services. Mr. Walters stated that he will be utilizing Planning and Zoning line items, so this is to supplement that.

FINANCE DIRECTOR'S REPORT

Expenditures > $5,000

Mr. Weber asked about dumb bell sets. Ms. Trego confirmed they are for the Fire Department. Mr. McCarthy asked about the Right Stuff Software Subscription. Ms. Rathburn responded that it is the scheduling software, used citywide, which imports into the financial system for payroll.

Health Insurance Fund

Ms. Rathburn stated that the Health Insurance Fund is stable at $1.2 million through January.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 7:17 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance & Economic Development Committee

Next meeting: Tuesday, March 14, 2023 at 5:30 p.m.