

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held July 11, 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, Tim McCarthy, and Jonathan Smith. Also present were Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, and Tim Effler, Law Director.

APPROVAL OF 06/13/2023 MEETING MINUTES

There being no objections, the minutes of the June 13, 2023 meeting were approved 3-0.

PRESENTATION FROM BOB WARNIMONT REGARDING NEW SOFTWARE FOR THE CEMETERY

Bob Warnimont, Chairperson of the Fort Meigs Union Cemetery Board, stated that he is asking the City to partner with the Cemetery and Perrysburg Township to contribute towards the cost of their new website and software, which costs \$38,000.00 in total. Mr. Warnimont stated that the Township and Cemetery are each willing to give one third of \$38,000.00, if the City is also willing to give one third. Mr. Effler noted that the Ohio Revised Code states that funding of joint cemeteries shall be provided by the tax levy.

Mr. Smith stated that the Cemetery did not receive any ARPA funds during the pandemic. He asked about using the ARPA funds, since they are not coming from taxpayer dollars. Ms. Rathburn responded that ARPA funds have to be for a public purpose and she does not see this as a public purpose. Mr. Effler will reach out to the Township regarding this request, and provide clarity on how the City may proceed. Mr. Weber stated that this is a worthy thing, they just want to make sure they can do it lawfully. All three Committee members are in support of this. Mr. Smith does not see where it specifically says that the only way they can be funded is through the tax levy.

QUARTERLY PRESENTATION FROM CHRISTINE BEST REGARDING VISIT PERRYSBURG

Christine Best, Director of Visit Perrysburg, was present to do her quarterly presentation regarding what they are doing in the community. Some of Visit Perrysburg's most visible activities include Best of the Burg Quest, Visit Perrysburg Market Days, Lettuce Turnip the Beet, tour guide brochure placement, Unscripted with Emily show on Fox 36, distribution of goody bags, and group tours. Ms. Best also shared some of the not as visible activities such as sponsorship of the Memorial Day Parade and festivities, sponsorship of Zip the Burg, marketing partnership with 577

Foundation and Fort Meigs, marketing and creative support to hotels, submissions for accolades (such as Best Hometown, Best Pop-Up Market, and Best DORA for both locations), Ohio Travel Leadership Academy, promotion and ongoing marketing presence, and ongoing meetings and research.

Ms. Best stated that the Visit Perrysburg Board of Directors voted to discontinue management of the Market Days, effective the end of this season, when the city fees were mandated last August. Attempting to pass the Market Days to another organization has been met with resistance, if the fees would still have to be paid by the new group. The board came up with a potential solution if the City commits to a 5-year agreement, providing 70% of the current 3% bed tax collected to Visit Perrysburg, and waiving all fees, Visit Perrysburg would hire an Events & Marketing Coordinator to manage these events.

Mr. Smith asked about Ms. Best's request for the Events & Marketing Coordinator and if she has been in communication with the Administration for negotiations about this. Ms. Best said she started with the Finance Committee because she wants the Market Days to continue in a professional and high-quality way. Ms. Rathburn stated that the proposal could be \$150,000.00 less coming into the General Fund, which is a pretty big hit. Mr. Smith asked about the number of unused hotel beds, so they could know what the potential growth could be.

There was discussion regarding using a portion of the available Hotel A tax to cover costs for an Events Coordinator and City fees for certain events.

Mr. Smith stated that the hotels would like short-term rentals to be included in the hotel tax. Ms. Best added that online travel companies charge fees, but they do not send those in. Mr. McCarthy stated that the hotel tax discussion should wait because there is a direct connection between what Visit Perrysburg is proposing and the hotel tax. Mr. Smith stated that a conversation needs to occur between the Administration and Visit Perrysburg. Mr. Weber thanked Ms. Best for her quarterly reports.

HOTEL TAX

This will be tabled for the time being.

DISCUSSION OF UNENCUMBERED ARPA FUNDS

Ms. Rathburn explained that we have just under \$450,000.00 left available in ARPA funds. She said that expenditure options were discussed at staff meetings. Administration recommends parking on Walnut Street, Second Street, and Third Street, which totals an estimated \$290,000.00. This would free up budget funds that could be used for other projects. Ms. Rathburn stated that it is also recommended to spend \$160,000.00 for the Waste Water Treatment Plant for a tank cover. This would cut down on odors being released and keep added water weight off the bio-solids, which ultimately could reduce what we pay for the removal.

Mr. Smith asked how much they spend from the general fund on the Waste Water Treatment Plant. Ms. Rathburn stated that they do not because it is self-supporting from the sewer fund. Ms. Trego noted that they are allowed to use ARPA funds for any normal governmental service. Mr. Smith stated that they have a lot of crosswalks in high traffic areas that are not necessarily safe to cross. Mr. Weber stated that they also received a request from the 577 Foundation regarding ARPA funds. Ms. Rathburn responded that some things will be handled internally by the Service department on City property near the 577.

Mr. Weber suggested that they have Mr. VanHoozen put some of the crosswalk issues on the Safety Committee agenda. Ms. Rathburn will reach out to Rob Ross and Brian Thomas to get cost estimates for flashing cross walks. Mr. McCarthy asked Ms. Rathburn to pass along the maintenance issues with some of the current flashers at the crosswalks. * Those issues were addressed the following day by the Public Service Department.

REQUEST OF 2023 BUDGET AMENDMENTS

Ms. Rathburn stated that she would prefer to do amendments more often than in the past and that there is nothing significant on the presented list. Mr. McCarthy asked about the court audio visual system. Ms. Rathburn responded that the expenditure was not in the original budget and was an emergency upgrade, and is not a general fund expense, but from a Court special fund. There being no objections, this is being forwarded 3-0 to City Council.

FINANCE DIRECTOR'S REPORT

Ms. Rathburn stated that the Auditor of State accepted the audit from 2022 and it was a clean audit. Mr. Weber congratulated the Finance Department on a job well done.

Expenditures > \$5,000

Mr. McCarthy asked about the payment to the Fort Meigs YMCA. Ms. Rathburn responded that we did a three-year contract and this is one third of the contract for 2023. Mr. Weber asked about the pickle ball courts. Ms. Trego stated that it was the final payment to the vendor because they used a small amount of their contingency.

Health Insurance Fund

Ms. Rathburn stated that the Health Insurance Fund ended June with a balance of \$1.5 million.

Income Tax Update

Ms. Rathburn stated that Steve Bronder is currently at the Ohio Municipal League tax seminar. Collections are up 4% in June 2023, as compared to June 2022.

Quarterly Investment Report

Ms. Rathburn stated that it is in the investment policy that she shares the results quarterly. Year to date interest income is \$590,000.

Quarterly Public Purpose Expenses

Ms. Rathburn stated that this stems from an Ordinance that was passed regarding what could be purchased for food to be considered public purpose. Quarterly she will update the Committee on what was purchased.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 7:08 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development
Committee

Next meeting: Tuesday, August 8, 2023 at 5:30 p.m.