

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held September 12, 2023

CALL TO ORDER - 5:30 PM

The meeting was called to order at 5:31 p.m. by Chairperson Mark Weber.

ROLL CALL

Committee members present were Jonathan Smith and Mark Weber. Tim McCarthy was absent. Also present were Joe Fawcett, City Administrator, Amber Rathburn, Finance Director, and Khayla Trego, Deputy Finance Director.

APPROVAL OF 08/08/2023 MEETING MINUTES

There being no objections, the minutes of the August 8, 2023 meeting were approved.

DECLARING THREE VEHICLES FROM P&Z AS SURPLUS

Ms. Rathburn said that the Planning and Zoning Division has three 2012 Chevy Tahoes that are no longer needed now that they have their new Jeep Compasses. These vehicles were originally police vehicles and they will be sold on GovDeals. The Committee agreed 2-0 to recommend approval of declaring the vehicles as surplus.

THEN & NOW PURCHASES

Ms. Rathburn requested approval of one purchase in the amount of \$3,290.50 that was made without a purchase order. She explained that it was for road materials and the Service Department was at the end of their blanket purchase order for road supplies. The Committee agreed 2-0 to approve the Then and Now purchase.

ACCEPT AMOUNTS AND RATES DETERMINED BY THE BUDGET COMMISSION OF WOOD COUNTY

Ms. Rathburn requested approval of the amounts and rates determined by the Wood County Budget Commission. She said that this is a housekeeping item and these are the amounts that Wood County has estimated we will collect next year. The Committee agreed 2-0 to recommend approval.

LASERFISCHE DOCUMENT SCANNING AGREEMENT WITH CDI

Ms. Rathburn reported that Nathan Sommers, IT Software Specialist, put together a group of departments that use scanning software because we have outgrown our current program ImageSilo. Ms. Trego said that the document storage program from CDI has more capabilities and the conversion that will move the documents from ImageSilo to the new program is included in the price. Mr. Weber asked if training is included, and Ms. Trego said that it is. Mr. Smith said that he has found that different aspects of a business have different needs. He asked if this program addresses the needs of all the departments. He also asked about back-ups and security since it is

cloud based. Ms. Rathbrun said Mr. Sommers was not able to be at the meeting, but she will ask him to provide answers to those questions. Mr. Smith also asked how many users there would be. Ms. Trego said to begin there would be 17, but if Tax moves to this software in the future we would need to add users. The Committee agreed 2-0 to move forward with this purchase as long as they get answers from Mr. Sommers prior to the City Council meeting.

DISCUSSION OF UNENCUMBERED ARPA FUNDS

There was a brief discussion regarding the status of the projects for the remaining ARPA funds. Mr. Weber asked about the balance of the funds, and Ms. Rathburn said approximately \$449,000. Mr. Weber said that we definitely need the three parking areas, and it has not been decided which crosswalks will be upgraded. Mr. Smith said that he would like to see the one by the Fire Department updated like the one on Front Street.

DISCUSSION REGARDING THE AGREEMENT WITH VISIT PERRYSBURG

Mr. Weber said that he asked that this item be put on the agenda. He said that he wanted it on the record that although City Council passed a code change to increase the hotel tax given to Visit Perrysburg from 50% to 60%, that extra 10% is not just to keep the status quo. He said that they will be meeting next week, and there will be extra duties, perhaps hiring an extra person. Mr. Smith asked if there is any update on fees charged to other entities. Mr. Weber said that he is not looking to waive fees for every event, but for parades and other community-wide events. He noted that the fees have already been waived for the Memorial Day and Christmas parades. Mr. Fawcett said that he has not begun discussing it yet with the Safety and Service directors. Mr. Weber and Mr. Smith stated that they do not want the City to be the reason these events lose money because the City-wide events benefit businesses.

FINANCE DIRECTOR'S REPORT

Expenditures > \$5,000

The Committee reviewed expenditures over \$5,000 for the month of August. Mr. Weber said that he has no questions because the new report is very thorough and complete.

Health Insurance Fund

Ms. Rathburn reported that the Health Insurance fund has a balance of \$1.7 million dollars. She said that she should have quotes in the next couple of weeks for 2024 and will then be able to calculate rates.

Income Tax Update

Ms. Rathburn called attention to the report provided by the Income Tax Division for receipts through August 31. She said that when you factor in the anomaly discussed at previous meetings, collections are up about 5% or one million dollars over 2022.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

Next meeting scheduled for Tuesday, October 10, 2023 at 5:30 p.m.