FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

NOVEMBER 27, 2017

The meeting was called to order at 5:00 p.m. by Chairman Jim Matuszak. Committee members present were Nelson Evans, Jim Matuszak, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Dave Creps, Finance Director, Tim Fisher, Deputy Finance Director, and Steve Bronder, Income Tax Commissioner.

APPOINTMENT TO WAY LIBRARY BOARD

Anderson Alcroft was present to be considered for appointment to the Way Library Board. Mr. Alcroft said that he and his family moved back to Perrysburg two years ago. He said that he is an attorney practicing out of Bowling Green. The Committee thanked him for his willingness to serve and agreed 3-0 to recommend approval of his appointment to the Way Library Board.

FOOD TRUCK LANGUAGE

Ms. Kabat explained that the Prosecutor reviewed the legislation that was recently passed regarding food trucks and found a glitch in the penalty section. It shows the penalty as a minor misdemeanor which would put a violation in the court's jurisdiction. The intent was for there to be a penalty and keep it out of the court. Ms. Kabat distributed the proposed revision which would delete the words "minor misdemeanor". Mr. McCarthy asked about an appeals process. Mr. Evans said that it seems pretty basic, either you registered or you did not. The Committee agreed 3-0 to recommend approval of the change to the penalty section of the food truck legislation which deletes the words minor misdemeanor.

PUBLIC TRANSIT LEVY

Ms. Kabat reported that we are in the fourth year of collecting taxes from the transit levy so it is time to begin the process to renew or replace the transit levy. She said that to get it on the May ballot, which would keep it on the same cycle, we need to get the process moving. Mr. Creps explained that the first step is to pass a resolution of necessity to get a certificate from the Wood County Auditor that shows the amount the levy would collect. Mr. Matuszak clarified that a replacement levy will collect a higher amount of taxes than a renewal. Ms. Kabat stated that a replacement levy goes on current valuation. Mr. Matuszak asked if we need the higher amount. Ms. Kabat explained that the ending balance is used for cash flow because we pay the transit company monthly but only collect taxes twice a year. She added that the replacement levy will keep up with inflation as costs increase. Mr. Matuszak said that he wants to keep the fund balance as close to zero as possible. Mr. Creps said that as Finance Director he always wants to see some cash in the fund. Ms. Kabat said that the current contract with Ride Right ends in June of 2018. Mr. Creps said that we don't know what the next contract will be. Mr. McCarthy asked if this is on the May ballot if the City will be paying for the election. Ms. Kabat said if there is nothing else on the ballot the City will have to pay for it, but there could be a gubernatorial primary. Mr. McCarthy said that he does not think we need to do it in May which would allow us to know the contract amount. Mr. Matuszak said that he wants to collect as little tax as possible. Mr. McCarthy suggested taking expenses up 5% and go out five years and see where we would be. Ms. Kabat said that the Administration will get that information out to the committee before the next meeting.

FINANCE DIRECTOR'S REPORT

The Committee reviewed the list of expenditures greater than $5,000 for the month of October. There were questions regarding payments to JB Concrete, Business Card, Best Equipment, Sensible Products, and about the note rollover. All questions were addressed by the Administration except for the purchase from Sensible Products and about the amount of the note rollover. Ms. Kabat said that she will email the committee with information regarding those two items.

Mr. Creps reported that the Health Insurance Fund had a balance of $204,986.23 as of October 31, 2017. He said that the balance is up because he did a double journal entry and we have received some reimbursement for specific stop loss claims. He said that we will have to see where the dust settles since we have some claims that are higher than he has seen in his career.

2018 BUDGET

Ms. Kabat asked if the Committee had any questions regarding the budget. Mr. Matuszak said that he is not aware of anything that jumps out at him and there is a changing of the guard the first of the year, so he sees no reason to propose any changes. Mr. McCarthy asked about the $125,000 for Municipal Building repairs. Ms. Kabat said that the coating on the front steps is coming up so those dollars are to fix the steps and ensure that the entrance is ADA accessible. Once this is done, the lift in the rear of the building that is not reliable will be removed. Mr. McCarthy asked if there are dollars for a sound system for Council Chambers in the budget. Ms. Kabat said she believes so but she will check with Gary Kleinfelter to confirm. Mr. Matuszak asked if there are items that will be carried over from 2016 to 2018, for example the extension of Findlay Street. Ms. Kabat said that the Findlay Street extension will be carried over and that work has already begun. She said that she will go through the 2017 budget and see what was carried over to see if it will be carried over again.

CONTRACT FOR ANNUAL REPORT PREPARATION

Mr. Creps requested approval of a contract with Donald J. Schonhardt and Associates for the preparation of the City's annual report. It is a three year contract for $17,500 a year. Mr. Creps said that we work well with them and our audits have been clean so he would recommend approval of the contract. Mr. Matuszak asked if the only item that has changed in the contract is the amount. Mr. Creps said that is the only change. The Committee agreed 3-0 to recommend approval of the contract.

INCOME TAX COMMISSIONER’S REPORT

Mr. Bronder reported that income tax collections for the month of October were just shy of $1.5 million dollars which is an 8% increase over October, 2016. Year to date collections through October are $16.4 million dollars which is a 2.1% increase over the first ten months of 2016. Mr. Matuszak asked where Mr. Bronder sees us at year end. Mr. Bronder said that we finished 2016 at $18.7 million and we are up $335,000 this year so if you add that together it would put us at $19.1 million. He said that $18.5 million was budgeted for 2017. There was a brief discussion regarding what cities have joined the lawsuit to challenge the State collection of municipal income taxes.

There being no further business, the meeting adjourned at 6:01 p.m.

Respectfully submitted,

Jim Matuszak, Chairman
Finance and Economic Dev. Committee

Next meeting: Tuesday, December 12, 2017 at 5:00 p.m., which is a change from the regular date.