



Agenda
Finance Committee Meeting

Date: June 8, 2022

To: Mark Weber, Chair
Tim McCarthy
Jonathan Smith

From: Amber Rathburn, Finance Director

Re: Items for **Tuesday, July 12, 2022, 5:30 P.M.** Finance Committee Meeting
Council Chambers, Municipal Building, 201 W. Indiana Avenue, Perrysburg, OH

- 1) Approval of prior month's minutes
- 2) Appointment of Michelle Sweetser to the Way Public Library Board
- 3) Request to establish a new Payroll Clearing Fund
- 4) Request to set a dollar limit for blanket purchase orders
- 5) Approval of 'then and now' purchases
- 6) Budget adjustments
- 7) Tax Commissioner's Report
- 8) Finance Director's Report
 - Expenditures > \$5,000
 - Health Insurance Fund
 - Quarterly Investment Update
- 9) Other business

Next meeting is scheduled for Tuesday, August 9, 2022 at 5:30 P.M.

CITY OF PERRYSBURG

RECEIVED

JUN 29 2022

CITY OF PERRYSBURG
Office of the Mayor

CITY OF PERRYSBURG APPLICATION FOR A PUBLIC VOLUNTEER (COMMITTEE, COMMISSION, BOARD, OR AGENCY APPOINTMENT)

201 W Indiana Avenue | Perrysburg, OH 43551 | Office 419 872 8010 | www.ci.perrysburg.oh.us

Name of Applicant: Michelle L. Sweetser

First

Middle Initial

Last

Address: 681 Streamview Dr.

City, State, Zip: Perrysburg, OH 43551

Phone: 414.721.6303

419.372.8085

Cell

Home

Work

Email Address: msweets@bgsu.edu

Appointment Applying For: Way Public Library Board

Are you a resident of the City of Perrysburg? ☒ Yes ☐ No

Are you registered to vote in the City of Perrysburg? ☒ Yes ☐ No

Are you related to any current employee of the City of Perrysburg, Ohio? ☐ Yes ☒ No

If yes, give name(s) and position(s): _____

Are you related to any other member of the committee, commission, board or agency for which you are applying?
☐ Yes ☒ No

Do you serve on any other public or not-for-profit boards? ☒ Yes ☐ No If yes, please identify:

I am currently serving in my second term on the Ohio Historical Records Advisory Board.

Have you ever been convicted of a violation of any law that may disqualify you from serving on the committee, commission, board or agency for which you are applying? If so, please provide details:

No.

EDUCATION High School: Mohawk High School (Sycamore, OH) Year of Graduation: 1995

Post High School Education

BA, Dartmouth College, 1999
MSI, University of Michigan, 2003

EMPLOYMENT HISTORYPresent or last employer: Bowling Green State University, University LibrariesYour title/duties: Head, Center for Archival Collections / Associate ProfessorDates of employment: November 2016 to present

Previous employment (list employers, position, dates of employment)

Marquette University, Raynor Library, University Archivist, 2004-2016
Dartmouth College, Alumni Relations, Assistant Director, 1999-2001

REFERENCES

(List three persons not related to you who have personal knowledge of your qualifications for this appointment)

Name	Address	Phone
Colleen Boff	Jerome Library, 1001 E. Wooster St., Bowling Green, OH 43403	419.372.7909
Amy Cooper Cary	Raynor Library, P.O. Box 3141, Milwaukee WI, 53201	414.288.5901
Nick Pavlik	Jerome Library, 1001 E. Wooster St., Bowling Green, OH 43403	419.372.7914

STATEMENT

Please provide a brief statement as to why you feel you are qualified for this appointment.

My professional experience in archival repositories within academic libraries - while different from that of public libraries - provides a grounding in and understanding of the roles, responsibilities, and challenges faced by libraries writ large. As an avid reader and parent to two young boys, I've taken great advantage of the services and activities offered by the Way Library and can bring another user perspective to the board.

Are you aware of any circumstances that exist or could exist that would create a conflict of interest or the appearance of a conflict of interest if you are appointed to this board? ☐ Yes ☒ No

If yes, please explain:

Please include any other information here that you feel would be of importance to the appointing authority in the selection process.

My family moved to Perrysburg from Wisconsin in 2016. I welcome the opportunity to become more involved in and to give back to our community. Libraries have been - and continue to be - a big part of our lives; with my professional background and experience, this seems a particularly appropriate way in which I can contribute.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements will void this application and any actions based on it.

Signature of Applicant: Michelle Sweetser

Date: 6/27/2022

Submission Information for Application for a Public Volunteer Appointment:

Email: administrator@ci.perrysburg.oh.us

Fax: (419) 872-8019

Mail or drop off: City of Perrysburg, Office of the Mayor, 201 W Indiana Avenue, Perrysburg, OH 43551

Then and Now Requests For Council Meeting:				
7/19/2022				
Invoice Date	Vendor	Item	Total Cost	Department
6/30/2022	AccuMed	ambulance billing	\$4,272.04	Fire
6/12/2021	Aramark	t-shirts	\$3,634.34	Public Service
5/27/2022	DRS Printing	t-shirts	\$7,417.89	Recreation
7/6/2022	MTM Transit	paratransit service	\$39,484.96	-
6/14/2022	Speck Sales	tires	\$4,430.40	Refuse
6/8/2022	Woods Tree & Lawn Service	tree removal	\$3,000.00	Public Service
	TOTAL		\$62,239.63	

Budget Adjustment Requests

Budget Account	Description	Adjustment	Notes
		Amount	
110.1652.51296	Fireworks Contract	1,875.00	Cost Increased
110.1047.51636	General Public Buildings & Lands Repair and Maint.	175,000.00	Adjustment
403.1919.53308	EDP Purchases	-175,000.00	Adjustment
238.1820.53308	Court Computer Equipment	150,000.00	No original appropriation
239.1920.51292	Court Treatment Programs	50,000.00	No original appropriation

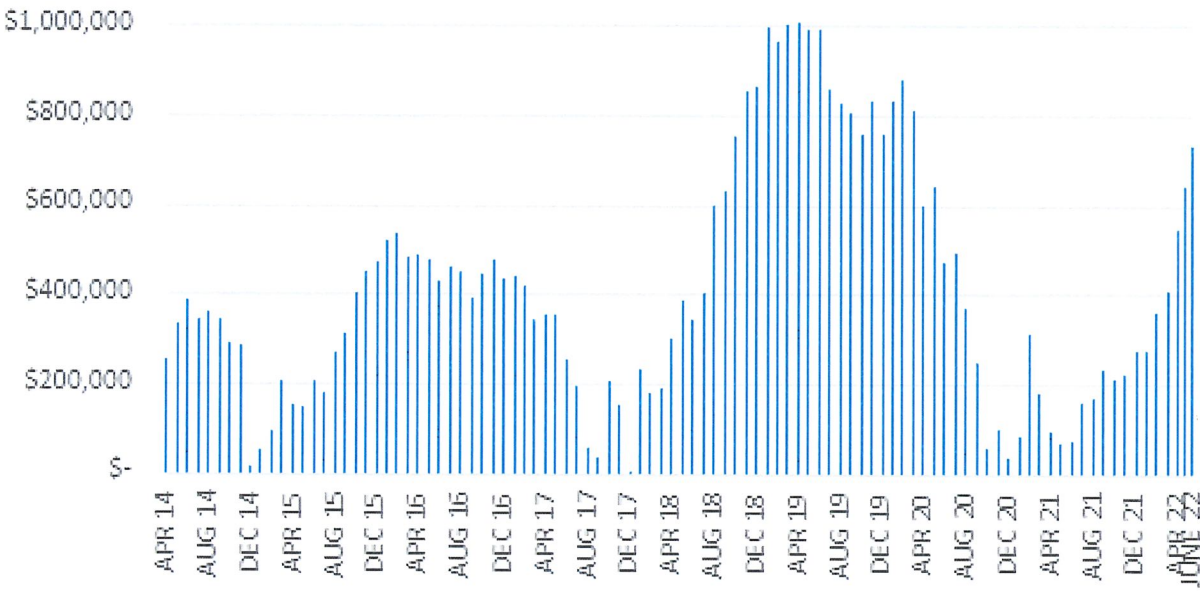
Check#	Date	Amount	Vendor Name	Purchase Description
2211.4	6/28/2022	132,178.91	OHIO PUBLIC EMPLOYEES	PAYROLL Accrue for PERS
172753	6/3/2022	553,935.66	PAYROLL ACCOUNT	PAYROLL
172754	6/3/2022	7,977.99	HUNTINGTON BANK	PAYROLL Accrue for MEDICARE
172779	6/3/2022	5,600.00	CLEAN WOOD RECYCLING	TOPSOIL DELIVERED TO RIVERCREST BASEBALL
172781	6/3/2022	6,875.00	CONSTRUCTION VIDEO MEDIA INC	PRE-CONSTRUCTION VIDEO FOR 2022 RESURFA
172791	6/3/2022	14,350.00	iPROJECTSOLUTIONS LLC	iPLANTABLE MODEL FM-ELT554K
172809	6/3/2022	131,261.31	PERRAM ELECTRIC INC	TRAFFIC SIGNALS
172810	6/3/2022	33,401.33	PBURG CONVENTION & VISITORS	HOTEL TAX - MAY 2022
172821	6/3/2022	16,512.00	SHI INTERNATIONAL CORP	ANNUAL PC REPLACEMENT
172907	6/9/2022	8,791.00	CLARK, SCHAEFER, HACKETT & CO	PROJECT #06C53WOOD-FA121
172914	6/9/2022	80,000.00	FT MEIGS YMCA CENTER FOR	MUNICIPAL POOL 2022 SEASON
172915	6/9/2022	11,280.00	GEM, INC.	REPLACE ISOLATIONS VALVES AT 795PS
172930	6/9/2022	27,918.00	MOTOROLA	MAINTENANCE SUPPORT AND SUAI SERVICES
172931	6/9/2022	38,673.33	MTM TRANSIT LLC	PARATRANSIT SERVICE HOURS
172935	6/9/2022	124,394.05	NORTHWESTERN WTR & SWR DIS	MAY 2022 BILLING
172936	6/9/2022	186,703.94	NORTHWESTERN WTR & SWR DIS	0 SIMMONS RD WATER
172947	6/9/2022	6,321.25	REPLACEMENT CHECK	TO REPLACE CK#13331 ISSUED 7/23/20
172986	6/17/2022	586,445.18	PAYROLL ACCOUNT	PAYROLL
172987	6/17/2022	8,431.95	HUNTINGTON BANK	PAYROLL Accrue for MEDICARE
173010	6/16/2022	6,628.16	COLUMBIA GAS	1 W BOUNDARY ST
173023	6/16/2022	24,696.68	GPD GROUP	SURVEY & ENG SVCS FOR FT MEIGS RD MUP
173052	6/16/2022	5,949.06	PHOENIX SERVICES, INC	TEMPORARY LABOR
173053	6/16/2022	6,790.00	THE PREDICTIVE INDEX	PREDICTIVE INDEX HIRE" SUBSCRIPTION"
173060	6/16/2022	47,095.20	THE SHELLEY COMPANY	SR25/W SOUTH BOUNDARY INTERSECTION IMP
173060	6/16/2022	12,397.28	THE SHELLEY COMPANY	SR25 & W S BOUNDARY IMPROVEMENTS
173148	6/24/2022	10,350.91	DELTA DENTAL PLAN OF OHIO INC	DENTAL INSURANCE CLIENT NO. 0005581001
173160	6/24/2022	6,162.50	HR ON DEMAND LLC, RENHILL	SAFETY TOWN TEACHER
173164	6/24/2022	7,706.63	REFUND	WATER & SEWER OVERPAYMENT
173179	6/24/2022	9,070.00	M & M FOAMWORKS	2022 SIDEWALK PROGRAM
173185	6/24/2022	125,433.90	NORTHWESTERN WTR & SWR DIS	JUNE 2022 BILLING
173190	6/24/2022	43,721.50	PERRYSBURG AUTOMALL	2022 GMC SIERRA 2500HD PICKUP TRUCK
173193	6/24/2022	16,801.30	PERRYSBURG PIPE & SUPPLY CO	VALVE REPLACEMENTS
173193	6/24/2022	13,266.31	PERRYSBURG PIPE & SUPPLY CO	HYDRANTS
173199	6/24/2022	24,900.00	RUDOLPH - LIBBE INC	BUILDING C EXTERIOR PREP & PAINTING
173211	6/24/2022	15,995.92	TOLEDO EDISON COMPANY	WILLIAMS RD STREETLIGHT
173213	6/24/2022	57,989.84	TOLEDO EDISON COMPANY	MASTER ACCT 210 001 083 018
173215	6/24/2022	9,640.80	TOWLIFT, INC	FORKLIFT REPAIRS
173225	6/24/2022	6,402.41	VOYA INSTITUTIONAL TRUST CO	GROUP VK4851
173228	6/24/2022	7,053.44	VOYA INSTITUTIONAL TRUST CO	GROUP VB2099
173229	6/24/2022	17,172.10	WASTE MANAGEMENT CORP SVC	CUSTOMER ID 19-33520-13000
173229	6/24/2022	13,747.73	WASTE MANAGEMENT CORP SVC	CUSTOMER ID 19-33520-13000
173230	6/24/2022	11,550.00	WECARE TLC, LLC	HEALTH CENTER FEE
173252	6/30/2022	5,893.75	HR ON DEMAND LLC, RENHILL	SAFETY TOWN TEACHERS
173258	6/30/2022	6,400.00	LAKE ERIE ELECTRIC TOLEDO INC	NEMA 4 SWITCH REPLACEMENT - WHITE RD PS
106-22	6/29/2022	70,224.98	OH POLICE & FI PENSION FUND	MAY POLICE PENSION
107-22	6/29/2022	77,844.05	OH POL & FIRE PENSION FUND	MAY FIRE PENSION
108-22	6/23/2022	449,735.01	OHIO WATER DEV AUTHORITY	ACCT 6630/CS390748-006
112-22	6/15/2022	133,768.00	DEPT OF PUBLIC UTILITIES	SIMMONS RD WATER ACCT 7700-0145-9658
113-22	6/7/2022	181,848.87	DEPT OF PUBLIC UTILITIES	ANTHONY WYN TR WATER ACCT 7700-0045-96

Check#	Date	Amount	Vendor Name	Purchase Description
114-22	6/27/2022	75,592.21	UNITED HEALTHCARE	CLAIMS
115-22	6/21/2022	34,419.66	UNITED HEALTHCARE	CLAIMS
116-22	6/13/2022	59,162.40	UNITED HEALTHCARE	CLAIMS
117-22	6/6/2022	9,680.56	UNITED HEALTHCARE	CLAIMS
118-22	6/23/2022	51,414.59	UNITED HEALTHCARE INS COMPA	ADMIN FEES
120-22	6/27/2022	10,529.68	WOOD COUNTY TREASURER	REAL ESTATE PROPERTY TAXES - 2021 2ND HAL
121-22	6/23/2022	36,216.78	WEX BANK	ACCT 0496-00-162905-4

Employee Health and Welfare Fund

Description	Date	Deposits	Expenditures		Balance
WeCare	13-Jan-22		1,443.68	JANUARY	274,361.94
WeCare	21-Jan-22		11,154.00		263,207.94
Claims	31-Jan-22		268,009.23		-4,801.29
Admin Fees	31-Jan-22		50,236.36		-55,037.65
Interest	31-Jan-22	137.35			-54,900.30
City Contribution	31-Jan-22	294,708.95			239,808.65
Employee Contrib/Refunds	31-Jan-22	34,496.86			274,305.51
WeCare	10-Feb-22		811.40	FEBRUARY	273,494.11
WeCare	24-Feb-22		11,154.00		262,340.11
Claims	28-Feb-22		211,186.72		51,153.39
Admin Fees	28-Feb-22		52,538.70		-1,385.31
Interest	28-Feb-22	23.20			-1,362.11
City Contribution	28-Feb-22	302,463.05			301,100.94
Employee Contrib/Refunds	28-Feb-22	57,899.23			359,000.17
WeCare	7-Mar-22		11,814.00	MARCH	347,186.17
WeCare	31-Mar-22		1,733.05		345,453.12
Cimplix	31-Mar-22		298.89		345,154.23
Admin Fees	31-Mar-22		50,400.30		294,753.93
Claims	31-Mar-22		218,576.35		76,177.58
Interest	31-Mar-22	110.69			76,288.27
City Contribution	31-Mar-22	298,021.62			374,309.89
Employee Contrib/Refunds	31-Mar-22	34,827.35			409,137.24
WeCare	7-Apr-22		1,149.55	APRIL	407,987.69
WeCare	7-Apr-22		11,814.00		396,173.69
Cimplix	7-Apr-22		298.89		395,874.80
Refund	30-Apr-22	25.33			395,900.13
Admin Fees	30-Apr-22		51,748.60		344,151.53
Claims	30-Apr-22		162,459.21		181,692.32
Interest	30-Apr-22	186.67			181,878.99
City Contribution	30-Apr-22	301,250.44			483,129.43
Employee Contrib/Refunds	30-Apr-22	60,128.28			543,257.71
WeCare	5-May-22		2,203.08	MAY	541,054.63
WeCare	26-May-22		11,814.00		529,240.63
Admin Fees	31-May-22		49,694.80		479,545.83
Claims	31-May-22		159,494.72		320,051.11
Interest	31-May-22	381.48			320,432.59
City Contribution	31-May-22	287,533.68			607,966.27
Employee Contrib/Refunds	31-May-22	34,545.65			642,511.92
WeCare	9-Jun-22		1,837.53	JUNE	640,674.39
WeCare	24-Jun-22		11,550.00		629,124.39
Admin Fees	30-Jun-22		52,598.48		576,525.91
Claims	30-Jun-22		178,854.83		397,671.08
Interest	30-Jun-22	175.06			397,846.14
City Contribution	30-Jun-22	299,232.38			697,078.52
Employee Contrib/Refunds	30-Jun-22	33,825.28			730,903.80

Health Insurance Fund Balance



Quarterly Investment Report

June 30, 2022

<u>Institution</u>	<u>Balance</u>
Huntington	\$27,799,902.42
Raymond James	\$9,672,567.07
STAR Ohio	\$0.00
UBS	\$35,042,069.87

Interest Income January - June 2022: \$147,967.85

City of Perrysburg

Investment Summary

2022

Raymond James	Maturity Date	Balance as of 04/30/22	Balance as of 05/31/22	Balance as of 06/30/22
Client Interest Program	N/A	-	-	-
Federated US Treasury Cash Reserves (UTIXX)	N/A	33,077.70	33,077.70	-
Bank Deposit Program (V261)	N/A	14,055.99	280,256.57	17,567.07
US Treasury Notes (9128286C9)	2/15/2022	-	-	-
US Treasury Notes (912828YM6)	10/31/2024	250,000.00	250,000.00	250,000.00
US Treasury Notes (912828YV6)	11/30/2024	300,000.00	300,000.00	300,000.00
US Treasury Notes (912828YY0)	12/31/2024	250,000.00	250,000.00	250,000.00
US Treasury Notes (912828ZU7)	6/15/2023	350,000.00	350,000.00	350,000.00
US Treasury Notes (91282CBM2)	2/15/2024	250,000.00	250,000.00	250,000.00
US Treasury Notes (9128CCG4)	6/15/2024	350,000.00	350,000.00	350,000.00
US Treasury Notes (91282CDN8)	12/15/2024	200,000.00	200,000.00	200,000.00
US Treasury Notes (91282CDZ1)	2/15/2025	500,000.00	500,000.00	500,000.00
GSE (3130A6P9)	6/9/2026	-	-	250,000.00
GSE (3133ENYE4)	12/8/2025	-	-	95,000.00
CD (02007GKC6)	6/6/2022	40,000.00	40,000.00	-
CD (02587CHK9)	12/12/2022	250,000.00	250,000.00	250,000.00
CD (06251A2D1)	8/26/2022	250,000.00	250,000.00	250,000.00
CD (06426KAZ1)	8/15/2023	105,000.00	105,000.00	105,000.00
CD (06740KPT8)	4/28/2025	50,000.00	50,000.00	50,000.00
CD (07371ATJ2)	12/20/2023	250,000.00	250,000.00	250,000.00
CD (14042RLW9)	5/30/2024	250,000.00	250,000.00	250,000.00
CD (14042TDQ7)	4/24/2023	250,000.00	250,000.00	250,000.00
CD (17312QQ85)	8/3/2023	200,000.00	200,000.00	200,000.00
CD (20415QHG7)	7/28/2023	250,000.00	250,000.00	250,000.00
CD (254673B70)	4/28/2025	250,000.00	250,000.00	250,000.00
CD (320337DB1)	7/31/2023	250,000.00	250,000.00	250,000.00
CD (32110YVC6)	6/30/2023	250,000.00	250,000.00	250,000.00
CD (33640VCP1)	4/12/2024	225,000.00	225,000.00	225,000.00
CD (33847E3E5)	5/1/2023	250,000.00	250,000.00	250,000.00
CD (38149MNS8)	1/24/2022	-	-	-
CD (38149MX99)	11/9/2022	250,000.00	250,000.00	250,000.00
CD (45383UUL7)	3/7/2022	-	-	-
CD (45581ECH2)	4/5/2023	250,000.00	250,000.00	250,000.00
CD (538036JY1)	9/6/2022	250,000.00	250,000.00	250,000.00
CD (549104QT7)	7/10/2023	100,000.00	100,000.00	100,000.00
CD (59740JYQ6)	9/2/2022	250,000.00	250,000.00	250,000.00
CD (6169UEL0)	2/21/2024	250,000.00	250,000.00	250,000.00
CD (61768EBG7)	3/6/2023	250,000.00	250,000.00	250,000.00
CD (62400PJP6)	12/19/2022	250,000.00	250,000.00	250,000.00
CD (635573AL2)	12/21/2023	230,000.00	230,000.00	230,000.00
CD (666613JW5)	3/17/2022	-	-	-
CD (72345SKT7)	11/7/2022	200,000.00	200,000.00	200,000.00
CD (78658RGS4)	1/31/2024	250,000.00	250,000.00	250,000.00
CD (87164DQZ6)	3/4/2022	-	-	-
CD (87165HRT9)	5/26/2022	250,000.00	-	-
CD (88224PLY3)	2/7/2023	250,000.00	250,000.00	250,000.00
CD (88241TKB5)	2/5/2024	250,000.00	250,000.00	250,000.00
CD (90348JFF2)	10/27/2023	250,000.00	250,000.00	250,000.00
CD (949495BC8)	2/21/2023	250,000.00	250,000.00	250,000.00
CD (949763QQ2)	5/9/2023	250,000.00	250,000.00	250,000.00
Total Raymond James Amount		9,647,133.69	9,663,334.27	9,672,567.07
Monthly Change to Book		4,157.12	16,200.58	9,232.80

City of Perrysburg

Investment Summary

2022

UBS	Maturity Date	Balance as of 04/30/22	Balance as of 05/31/22	Balance as of 06/30/22
Cash	N/A	2,421.07	4,876.61	-
UBS Select Treasury Fund	N/A	16,000,000.00	8,077,603.56	-
UBS Bank MMKT Fund SETXX	N/A	-	-	3,038,709.25
Money Market - 912796U64	9/29/2022	2,000,000.00	1,991,410.25	1,991,410.25
US Treasury Notes (912828M80)	11/30/2022	-	-	2,151,518.77
US Treasury Notes (912828Z29)	1/15/2023	2,000,000.00	2,009,218.81	2,009,218.81
US Treasury Notes (912828R28)	4/30/2023	2,000,000.00	2,013,654.34	2,013,654.34
US Treasury Notes (912828ZU7)	6/15/2023	-	-	978,274.27
US Treasury Notes (912828D1)	8/31/2023	-	1,984,757.29	1,984,757.29
US Treasury Notes (912828T91)	10/31/2023	2,000,000.00	2,000,329.66	2,000,329.66
FHLB Govt Agency (3130A0F70)	12/8/2023	-	-	2,013,892.75
US Treasury Notes (91282CEG2)	3/31/2024	2,000,000.00	1,997,924.92	1,997,924.92
Barclays Bank CD (06740KQH3)	5/20/2024	-	250,000.00	250,000.00
FHLB Govt Agency (3133ENYX2)	6/17/2024	-	-	2,005,765.25
US Treasury Notes (912828D56)	8/15/2024	-	-	1,003,180.93
US Treasury Notes (9128283V0)	1/31/2025	2,000,000.00	2,009,908.70	2,009,908.70
FHLB Govt Agency (3130AQZ89)	2/28/2025	-	1,724,226.78	1,724,226.78
US Treasury Notes (3133ENQV5)	3/10/2025	2,000,000.00	1,962,311.92	1,962,311.92
Ally Bank CD (02007GRS4)	5/27/2025	-	250,000.00	250,000.00
Capital One Bank CD (14042RRL7)	5/27/2025	-	250,000.00	250,000.00
Discover Bank CD (254673F68)	6/2/2025	-	-	217,843.62
Goldman Sachs Bank CD (38150VBH1)	6/2/2025	-	-	248,659.92
US Treasury Notes (9128284Z0)	8/31/2025	-	1,509,910.14	1,509,910.14
Federal Farm Credit Bank (3133ENU11)	10/20/2025	-	2,003,781.92	2,003,781.92
FFCB Govt Agency (3133ENYE4)	12/8/2025	-	-	502,005.25
FFCB Govt Agency (3130ALCV4)	2/24/2026	-	-	924,785.13
TOTAL UBS	-	30,002,421.07	30,039,914.90	35,042,069.87
Monthly Change to Book		2,421.07	37,493.83	2,154.97