

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held November 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, Jonathan Smith, and Tim McCarthy. Also present were Joe Fawcett, City Administrator, Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, Gary Kleinfelter, IT Manager, and Chynna Fifer, Prosecutor.

APPROVAL OF 10/10/2023 MEETING MINUTES

There being no objections, the minutes of the October 10, 2023 meeting were approved 3-0.

CONSIDER THE APPOINTMENT OF TANA KOSKINEN TO THE WAY PUBLIC LIBRARY BOARD

Mr. Weber stated that the committee had a chance to look over Ms. Koskinen's application and is sure the Board will want to use her skills. Mr. Smith asked what made her apply for the Way Public Library Board. Ms. Koskinen responded that she had served three terms on the Way Public Library Foundation Board previously. Mr. McCarthy said that he is happy she is willing to serve. There being no objections, the Committee is recommending 3-0 the appointment of Tana Koskinen to the Way Public Library Board.

HEALTH INSURANCE FOR 2024

Matt and Josh Holzemer, of Savage & Associates, presented updates to the Finance Committee regarding Health Insurance for 2024. Matt Holzemer stated that they are finishing the City's third year with United Health Care and are pleased on the service with them. He suggests staying with UHC and added that the fund balance is in good shape. He would like to implement reinsurance for specialty drugs, noting that it is a smart thing to do. There is a zero percent increase for dental for next year. Mr. Holzemer suggested, with bargaining coming up, to put in a high deductible health plan with an HSA because it does help to control costs. Ms. Rathburn added that it would be totally optional and not required. The Committee thanked the Holzemers and saw no issues.

CRA AMENDMENT OF SEP PERRYSBURG MOB, LLC AND MCLAREN ST. LUKE'S - GLENN GRISDALE

Glenn Grisdale, Principal Owner of Reveille, explained that one of the key things they

do with an incentive agreement is include the business owner, in addition to the property owner. He stated that the property owner brought St. Luke's in, merged with McLaren, and then McLaren exited, so they are making sure that Mercy is now part of that agreement. The property owner is SEP Perrysburg MOB, LLC. Mr. Weber asked if the terms of the agreement are still the same. Mr. Grisdale responded that they are the same.

Mr. Grisdale noted that the annual Housing Council meeting will be on Tuesday, December 12, 2023 at 4:00 p.m.

There being no objections, this is being recommended 3-0 to City Council. Ms. Rathburn added that Tim Effler has some minor changes on the legislation and Council will have that in their packet on Friday.

APPROVAL OF CODE UPDATES

Ms. Rathburn requested to table this until the December meeting.

THEN AND NOW PURCHASES

Ms. Rathburn explained that there were five invoices that did not have prior purchase orders issued for them. Mr. McCarthy asked about Planning and Zoning and the Hawthorne lights. Ms. Rathburn responded that it is not a routine purchase, so it was likely an oversight. There being no objections, this is being forwarded 3-0 to City Council.

AUDIT 2023 CONTRACT

Ms. Rathburn requested to table this until the December meeting.

RESOLUTION FOR USE OF INTERNET AUCTION FOR SALE OF SURPLUS PROPERTY (ORC 721.15)

Ms. Rathburn explained that this is an annual housekeeping item that is required by ORC. They also have to advertise in the newspaper that it is the intent to sell any obsolete City items on govdeals.com. There being no objections, this is being forwarded 3-0 to City Council.

REQUEST OF 2023 BUDGET ADJUSTMENTS

Ms. Rathburn explained that they are not requesting any additional General Fund appropriations and are merely moving funds between accounts. There being no objections, this is being forwarded 3-0 to City Council.

DISCUSSION OF THE 2024 BUDGET

Ms. Fifer presented the Prosecutor's budget to committee. She noted that they budgeted for travel in case they decide to go out of town for CLEs (Continuing Legal Education). Ms. Fifer stated that they made some adjustments to postage because they send a lot of notices. Mr. Smith asked, outside of staffing, if there was anything they could not include in their budget. Ms. Fifer responded that they eventually want to move

to online storage of records, but they do not have the staff for that right now.

Mr. Kleinfelter presented the IT budget. He stated that they have added a fourth individual in IT, which has increased salaries. They have one vehicle that the four of them share. Mr. McCarthy asked about KnowBe4. Mr. Kleinfelter responded that it helps with cyber security awareness and education. Mr. Weber asked about the network hardware replacement and the backup replacement server. Mr. Kleinfelter responded that they replace them every seven to eight years and it is an ongoing type of replacement. Mr. Weber asked if there was anything that they wanted in the budget but did not put it in. Mr. Kleinfelter responded that there was something in the budget that they did not get to do this year, which was to get a new phone system.

Ms. Rathburn explained that there are not many changes in the Finance Department's budget. Salaries and fringe benefits are increasing, as they are hoping to fill the fourth position in Finance. There is a small increase in travel and training. Mr. Smith asked if there is anything they are looking for in the budget that they did not include. Ms. Rathburn and Ms. Trego both responded no.

Mr. Fawcett shared the minor changes in the Administrator's budget. Funds were added in each department's training budgets. Mr. Weber asked for clarification of who is in his department. Mr. Fawcett responded that it is himself, Elaine Pantorno, and Marie Dunn. He noted that he sees value in having an Assistant City Administrator and wanted to leave that position in the budget as well.

Mr. McCarthy asked about city-wide committed projects. Ms. Rathburn responded that some economic development comes out of there. Ms. Trego added that it includes city-wide software that is not attributable to one department. Ms. Rathburn made note of the \$20,000.00 that will go to the Heights Community Center. Mr. Smith encouraged City Council to ask The Heights Community Center to come out to talk about that budget item and that it would be nice to hear from that organization.

Mr. Weber asked about the Mayor's travel budget increasing. Ms. Trego responded that Mayor Mackin was invited to a Mayoral Conference in Washington D.C. Mr. Smith asked about employee recognition for each individual department. Mr. Fawcett responded that this is an ongoing conversation and they need to do more creative thinking on how to recognize employees.

FINANCE DIRECTOR'S REPORT

Expenditures >\$5,000

Mr. Weber asked about the payment to Fort Meigs Union Cemetery. Ms. Rathburn responded that it is just a flowthrough of real estate tax that they receive from the County and forward onto the Cemetery. Mr. McCarthy asked about the stair chair and accessories. Mr. Weber noted that he remembered Council approving the purchase.

Health Insurance Fund

Ms. Rathburn stated that the Health Insurance Fund is holding steady at the end of October.

Income Tax Update

Ms. Rathburn stated that, not including the \$1.2 million anomaly from last year, income tax is up just over four percent year to date.

OTHER BUSINESS

None.

There being no further business, the meeting adjourned at 6:44 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

Next meeting: Tuesday, December 12, 2023 at 5:30 p.m.