

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held December 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 Mark Weber, Tim McCarthy, and Jonathan Smith. Also present were Joe Fawcett, City Administrator, Amber Rathburn, Finance Director, and Khayla Trego, Deputy Finance Director.

APPROVAL OF 11/14/2023 MEETING MINUTES

There being no objections, the minutes of the November 14, 2023 meeting were approved 3-0.

CYBER INSURANCE RENEWAL

Ms. Rathburn explained that this is the annual renewal for the cyber coverage through Hylant and recommended CFC. The Committee members agreed that it is well worth it. There being no objections, this is being forwarded 3-0.

ENGAGEMENT LETTER FOR 2023 AUDIT

Ms. Rathburn explained that this is for the annual audit and with the same firm as last year, Clark Schaefer Hackett. Finance is not expecting a full single audit, which is why the cost is slightly lower this year. Mr. McCarthy asked if we chose the firm. Ms. Rathburn responded that the state went out to bid and it is a five year process. There being no objections, this is being forwarded 3-0 to City Council.

APPROVAL OF CODE UPDATES

Ms. Rathburn explained that this includes updates through July 2023 and will also be updated online. She added that going forward, they changed the contract, with no additional cost, so that the code will be updated monthly. There being no objections, this is being forwarded 3-0 to City Council.

INCOME TAX ORDINANCE UPDATES

Ms. Rathburn stated that these code updates are per the state and they need to follow their lead on this. She highlighted the major changes. There being no objections, this is being forwarded 3-0 to City Council.

THEN AND NOW PURCHASES

Ms. Rathburn stated that there are five for this month. There being no objections, this is being forwarded 3-0 to City Council.

FINANCE DIRECTOR'S REPORT

Expenditures >\$5,000

Mr. Weber asked about the Station 38 remodel. Ms. Rathburn responded that it was a partial payment for design only. Mr. Smith asked about the payment to Peterman Associates. Ms. Trego responded that it is for design of additional parking on East Second Street. Mr. Smith asked how the virtual card process is working instead of having physical cards. Ms. Rathburn responded that it is going well.

Health Insurance Fund

Ms. Rathburn stated that the costs went up some for 2024.

Income Tax Update

Ms. Rathburn noted that through November income tax revenue is up one percent.

OTHER BUSINESS

Mr. Weber noted that right before the City Council meeting on December 19, 2023 Finance Committee will review year end pieces of legislation. The meeting will be scheduled for 6:15 p.m. Mr. Weber thanked Mr. Smith for his service on Finance Committee.

There being no further business, the meeting adjourned at 5:53 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

Next meeting: Tuesday, January 9, 2024 at 5:30 p.m.