

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held February 13, 2024

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:00 p.m. by Chairperson Mark Weber.

ROLL CALL

Committee members present were Mark Weber and Cory Kuhlman. Committee member Tim McCarthy arrived at 4:11 p.m. Also present were Joe Fawcett, City Administrator, Tim Effler, Law Director, Amber Rathburn, Finance Director, and Khayla Trego, Deputy Finance Director.

APPROVAL OF 1/9/24 MEETING MINUTES

There being no objections, the minutes of the January 9, 2024 meeting were approved 2-0.

THEN AND NOW PURCHASES

Ms. Rathburn explained that these are for items that are over \$3,000.00 and that did not have a purchase order setup before the purchase was made. She stated that CT Consultants went to City Council at the last meeting. ESO is for Fire software and Legal Lingo is for Prosecutor services. There being no objections, this is being forwarded 2-0 to City Council.

REVEILLE AGREEMENT

Ms. Rathburn explained that this is an updated agreement with Reveille Ltd. for Glenn Grisdale's economic development assistance. The new rate is \$145.00 per hour and this is a two-year agreement. There being no objections, this is being forwarded 2-0 to City Council.

FIREWORKS AGREEMENT

Mr. Weber noted that this is for an agreement in cooperation with the City of Maumee for the July fireworks. Ms. Rathburn stated that the total amount is \$48,750.00, of which the City of Perrysburg is responsible for \$24,375.00. Mr. Weber added that Visit Perrysburg will give \$15,000.00 towards the City of Perrysburg's half. Mr. Kuhlman suggested that they circle back with the Safety Department and Committee on some of the issues brought up regarding the fireworks last year. There being no objections, this is being forwarded 2-0 to City Council

WECARE TLC AGREEMENT

Ms. Rathburn explained that this is for a Joinder Agreement with WeCare tlc for three years, with an option to renew for two additional one-year terms. She stated that the City pays per employee per month, plus prescriptions that they dispense. Mr. Kuhlman noted that he has had the privilege of using the program and thinks it is fantastic. Ms.

Rathburn added that the utilization by our employees keeps increasing. There being no objections, this is being forwarded 2-0 to City Council.

AMENDMENT TO AUDIT AGREEMENT

Ms. Rathburn explained that the agreement with Clark Schaefer Hackett needs to be amended. The cost is going up because we spent over \$750,000.00 in 2023 in federal funding. The Single Audit Act requires a more intense audit and this is due to spending the ARPA funds. There being no objections, this is being forwarded 2-0 to City Council.

DECLARATION OF NECESSITY - STREET TREE ASSESSMENT

Committee member Tim McCarthy arrived at 4:11 p.m.

Mr. Weber asked if this is every year and Ms. Rathburn confirmed that it is. Ms. Rathburn explained that there are no changes, and it is for calendar year 2024 with collection in 2025. There being no objections, this is being forwarded 3-0 to City Council.

REQUEST OF 2024 BUDGET ADJUSTMENTS AND DISCUSSION

Ms. Rathburn explained that Administration has talked internally about changing the process for the budget amendment. They are going to take the approach of bringing items to Committee as they become necessary for budget adjustments. Mr. Fawcett added that this is a more disciplined approach to budgeting. Mr. Kuhlman stated that it sounds more efficient. Mr. Weber noted that it makes great sense and will make it easier for everyone to deal with adjustments as they come along.

Mr. Weber asked about the Reveille contract increase for \$12,500.00. This accounts for the amended contract forwarded to City Council in an earlier agenda item. Mr. Weber asked about the decrease of \$150,000.00 for Chapel Creek Drive. Ms. Rathburn stated that this project was budgeted for a contractor to do and will now be done in house. Mr. Weber asked if the amount for Eckel Junction Road was the dollar amount above the grant. Ms. Rathburn clarified that it is the amount above the original budgeted amount. Mr. Fawcett explained that one of the bigger items is the MUP from Orleans to Riverside and is projected to be constructed this year. There being no objections, this is being forwarded 3-0 to City Council.

GRANT PROCESS DISCUSSION

Currently any grant applied for over \$5,000 requires Council pre-approval and sometimes there are timing issues or even missing some funding opportunities. They are proposing that grants be tracked in the Administrator's office and would be approved ahead of time there. Any grant that is awarded would go to the appropriate Committee and City Council. Mr. Effler added that this would allow for application for the grant and it will be reported to the Committee that the grant was applied for. Any funds received would still need to be accepted and approved by City Council if they are over \$5,000.00.

Mr. McCarthy asked if the Mayor and City Administrator could apply for a TMACOG

grant without prior approval. Mr. Effler responded no because TMACOG and many large scale grants require a Resolution for the application process. Mr. Kuhlman likes this because it can also help with passing less legislation as emergency measures. Mr. Fawcett noted that this is an existing policy that is in place right now. There is no legislation for this process, but Mr. Effler wanted transparency for City Council, so they know what is happening in the City.

REAL ESTATE PURCHASE

Mr. Fawcett stated that this is a big opportunity for the organization and the community. The City of Perrysburg was approached by Mercy Health North LLC about acquiring the facility, at 28442 East River Road, which is just north of the Department of Public Utilities. The legislation before Committee would authorize the purchase of the facility in an amount of \$3,900,000.00 and the issuance of notes to finance. Mr. Fawcett stated, if approved, they would release an RFQ for a design firm to do a space utilization and design plan that would identify ways they could modify the facility and use the existing spaces.

Mr. Weber noted that there is a lot of land behind this building that they will utilize for the Department of Public Utilities. Ms. Rathburn explained that the actual purchase of the facility will be general fund money, and they will issue one-year notes for the purchase of the building and land. Once they have an idea of what departments will be there, they can allocate the expense to DPU and the general fund. Mr. Fawcett noted that the feasibility study and space utilization plan is in the 2024 budget already. Mr. Weber added that it will not affect the neighborhood at all. Mr. Fawcett noted that the 577 Foundation has communicated significant parking needs. This could allow for future partnerships with the 577, where they could use the City's parking lot across the street from them for overflow parking areas and improving pedestrian treatments to get across the street.

Mr. McCarthy asked about the leases that will remain after the purchase. Mr. Effler responded that there are three current leases. One will end in March of this year. The second started a one year lease in February, but may move off the property sooner. The third is through September 2025 and they will work with them to see if there is anything they can do. Mr. Weber asked about this being an emergency. Mr. Effler responded it is so they can move forward with the process and with the bonds and such. There being no objections, this is being forwarded 3-0 to City Council.

FINANCE DIRECTOR'S REPORT

Expenditures > \$5,000

There are no questions regarding the expenditures over \$5,000.00.

Health Insurance Fund

Ms. Rathburn stated the balance is up to just over \$2 million. She asked if the Committee wanted to continue to see this monthly or if they could add it to the quarterly

reports. Mr. Kuhlman stated that, unless there is a big claim, quarterly is fine. Mr. McCarthy and Mr. Weber agreed.

Annual Credit Card Rebates

Ms. Rathburn explained that they started paying several vendors with a virtual credit card. It is more secure and the City received \$5,571.40 in rebates for 2023.

FINANCIAL PROJECTION

Mr. Weber stated that this will be tabled until next month, as they are having some internal meetings on this before it comes to the Committee.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

Next meeting: Tuesday, March 12, 2024 at 4:00 p.m.