

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held May 14, 2024

CALL TO ORDER - 4:00 PM

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

ROLL CALL

Committee members present were Cory Kuhlman, Tim McCarthy, and Mark Weber. Also present were Joe Fawcett, City Administrator, Amber Rathburn, Finance Director, Tim Effler, Law Director, Matt Choma, Public Utilities Director, Andy Snyder, IT Manager, Marie Dunn, Public Information Officer, and Glenn Grisdale, Economic Development Consultant.

APPROVAL OF 4/9/24 MEETING MINUTES

There being no objections, the minutes of the April 29, 2024 meeting were approved 3-0.

UPDATE REGARDING CITY WEBSITE

Ms. Dunn stated that the last time the City's website was updated was in 2019. She said our current website is clunky and out of date, and the goal is to make it more user-friendly and easier for residents. She met with the current company that handles our website and two additional companies. She said the company we currently use has poor customer service and is slow to respond. She said that she likes CivicPlus because the functions on the backend are great, and she likes the accessibility. Ms. Dunn stated that CivicPlus will redesign the website and make it mobile friendly, which it is not now. She also said that they will make the forms on the website fillable. Mr. Kuhlman thanked Ms. Dunn for the information and noted that the amount is under the amount that needs City Council approval. Mr. Weber asked how soon the work would be completed, and Ms. Dunn said at least six months so probably in December or January.

OI LEVIS PARK STS INC. CRA

Mr. Grisdale stated that O-I was approved for a CRA that started in 2015 for their R & D project. It expires the end of the year, and O-I has requested that it be extended another five years. Mr. Grisdale said that the schools are being made whole, and O-I is meeting their targets. The cost to the City is approximately \$2,300 a year based on the valuation by the Wood County Auditor. Mr. McCarthy asked what those targets are, and Mr. Grisdale said property improvements and creating jobs. Mr. Kuhlman asked that Mr. Grisdale verify with O-I that the R & D project is meeting the job creation portion, not just O-I as a whole. The Committee agreed 3-0 to move this on to City Council.

Mr. Grisdale informed the Committee about a business that previously received a jobs

grant. The business met the payroll requirement all five years they received the jobs grant, but they have to be monitored for five years after that, and they have fallen below the required threshold. Mr. Grisdale reviewed some options that City Council could consider. Mr. Kuhlman asked if they could amend the agreement to average the payroll requirement over the ten year period. He asked the Law Director to get back to them on this option because he would like to stay true to the intent of the grant.

STREET TREE ASSESSMENT

Ms. Rathburn stated that the street tree assessment is done annually and there are two pieces of legislation needed, an ordinance to proceed and the ordinance actually levying the assessment. The Committee agreed 3-0 to forward this on to City Council.

REQUEST OF 2024 BUDGET ADJUSTMENTS

Ms. Rathburn presented several Budget Amendments. The first is an increase in sewer for \$200,000, and the second is an increase in water for \$37,374. Mr. Choma said the \$200,000 is for the SSES Flow study which is the next step in the Director's Final Findings and Orders (DFFO) to find where storm water is entering the sanitary sewer system. He said they put a placeholder in the budget for the study, but they now have a better idea of the time it's going to take to get the work done. Mr. Choma said the additional funds for water are due to the SR25 water main break. Mr. Weber asked if there is usually money in the budget for breaks. Mr. Choma said they do budget for breaks, but not at this level. The other amendment to the budget is moving dollars from one account to another in the same fund. The Committee agreed 3-0 to forward this to City Council.

THEN AND NOW PURCHASES

Ms. Rathburn reported that there are two Then and Now Requests this month; RecDesk software and monitoring safety equipment for the wastewater treatment plant for a total of \$10,004. The Committee agreed 3-0 to forward the requests on to City Council.

AMENDMENT OF CODIFIED ORDINANCE 896

The Committee discussed amending Chapter 896 with regards to the distribution of hotel taxes collected. Mr. Weber said the overall financial health of the CVB is improving, so the increase really isn't needed. Mr. Kuhlman asked if the CVB Board is on board with this, and Mr. Weber said that they have been notified. The Committee agreed 3-0 to introduce this legislation at the first Council meeting in June.

FINANCE DIRECTOR'S REPORT

Expenditures > \$5,000

Ms. Rathburn called attention to the list of expenditures over \$5,000 for the month of April. The Committee had no questions.

OTHER BUSINESS

Mr. Effler reported that NOAC, the Northwest Ohio Aggregation Coalition for gas and electricity, has been using Palmer Energy as a consultant for years and as a member of NOAC, the City will be signing with Palmer for another ten years. He said that Palmer works very hard to find the best prices, including looking for hidden costs. There was some discussion regarding notices sent to residents recently regarding their gas supplier. Mr. Effler said that the previous supplier made an error in their calculations, so everyone is being switched back to Columbia Gas as the supplier, but there will be a new service provider in October. Mr. Effler said no action is needed, this was an informational item.

The Committee asked about income tax revenue which was down 9% for the month of April. Ms. Rathburn said that the Tax Division is one employee short, and they had another employee gone on Bereavement Leave. They're hoping to see it even out in May.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

The next meeting is scheduled for Tuesday, June 11, 2024 at 4:00 p.m.