

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held June 11, 2024

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:05 p.m. by Chairman Mark Weber.

ROLL CALL

Committee members present were Cory Kuhlman, Tim McCarthy, and Mark Weber. Also present were Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, Joe Fawcett, City Administrator, Tim Effler, Law Director, and Fire Chief Bill McCullough.

APPROVAL OF 5/14/24 MEETING MINUTES

There being no objections, the minutes of the May 14, 2024 meeting were unanimously approved.

PROPERTY/LIABILITY INSURANCE RENEWAL

Ms. Rathburn reported that the renewal for the City's property and liability insurance is up 19% or \$37,000 from last year. She said that the value of the property covered has increased by \$12 million dollars, including \$5 million for the new building. She said that 5% of the increase is due to inflation, and the rates are also based on the City's expenditures, which are also up. She said that we have been with the same company since 2004, and our payback ratio over the last four years is 50%. Mr. Weber asked if the company is easy to work with, and Ms. Rathburn said that they are. The Committee agreed 3-0 to move the renewal of the City's property and liability insurance from Ohio Plan Risk Management in the amount of \$231,546 on to City Council.

REQUEST OF 2024 BUDGET ADJUSTMENTS

Ms. Rathburn reviewed the proposed budget amendments. She said that the \$163,120 for the multi-use path is to appropriate the grant money from that special fund. She said that the \$7,000 for fire is being added to the fire truck that was purchased in 2022. She said the additions to the truck actually cost \$24,500, but they have had some other items that were under budget. Chief McCullough explained that the bulk of the items they are adding were cut when the truck was ordered, and they were going to add them later, but it is better to have the manufacturer add those items. Ms. Rathburn said that the other budget adjustments are moving funds from the general fund to the capital fund for downtown streetscape, moving funds because we pulled a bond on a contractor to pay for driveway repairs, and to increase refunds in the water fund. Mr. Weber said that he is on the Service Committee, and Mr. Fawcett spoke to them about the need for the change order for the downtown streetscape project. He asked if the Committee would like to hear from Mr. Fawcett, and Mr. Kuhlman said sure. Mr. Fawcett said in the May Service Committee meeting, we finally got all the information

with regards to the 300 block consideration, and as a summary, for the record, in January they held an open house and one of the comments received from both residents and members of City Council was that we should look at the 300 block while looking at the 100 and 200 blocks, at least to understand what it would cost to improve that block to make it one continuous look as well as address ADA considerations in that block. He said that we have done that, and we have gotten the rendering from the Edge Group and have done some analysis as far as what is the impact, and what are the second and third order effects of that from a budget perspective. Mr. Fawcett said that one of the things that delayed them from bringing that to the Service Committee and then to the Finance Committee was Columbia Gas informing the City that they are going to have an infrastructure project also in the 100 and 200 blocks of Louisiana, also in 2025. So while we figured out the timing of that, and the impact to the City's project, they wanted to wait until they brought the 300 block. He said that Columbia Gas told us they are going to making certain improvements along the western part of Louisiana in the 100 and 200 block and they hope to be done by March, but it could get delayed to as late as May. Mr. Fawcett said as the Committee will recall, the plans for the 100 and 200 block for the City's project will take a complete construction season to do, and if there is a delay within the work zone of the City's project of that magnitude, it could significantly impact the City's project if Columbia Gas is late. He said he asked Brian Thomas to give an assessment of the risk, but Mr. Thomas does not know enough detail right now to say whether we should plan for the worst or if he thinks we're okay. However, they had enough information that they wanted to bring it because it's getting a little late, and we need to start moving if we want to add the 300 block. Mr. Fawcett stated that they have looked at that block in a little bit of detail and there are some certain good elements to doing an improvement project there, one of which we were planning for in the near future anyway, which is the signal improvements at Indiana, and that's a couple of hundred thousand we are already planning on expending. He said the second is we know there are some ADA issues in that block, and that would help with accessibility/mobility issues in the 100 and 200 blocks, as well as making one cohesive look in the downtown. Mr. Fawcett said that secondarily, an added benefit to doing the 300 block is it could add additional parking which has been a point of contention or concern for a long amount of time. He said at this point, the high level design increases the parking from 13 to 41 which would be a good improvement. He said right now the plan is to allow for the trees on the east side to stay so his hope is that that follows through. He said the project would improve the sidewalk issues on the west side that they know of, it would improve the pedestrian crossing over the railroad tracks which they already know is an issue, as well as addressing deteriorating issues with the street lights in the 300 block as well. Mr. Fawcett said that at this point in time, the engineers estimate, all in, for that block is \$1.7 million. He said they have already talked with the Edge Group to see if there are ways we can reduce the project scope to bring that dollar amount down. He said that they are going to look at that in greater detail, but they did point out that the contingency is 20% which is \$250,000, a significant amount of money, as well as possible change orders at 5% which is \$63,000. Mr. Fawcett said this is a very conservative and safe estimate and there are certainly ways we might be able to save on costs, but the construction estimate is \$1.2 million, which is a lot less. He said that something to consider, while we haven't

received official notification, he saw that the State Senate is working through the one-time State funding in the State Capital budget, and Perrysburg is currently noted to receive \$200,000 towards this project. He said this amount is not what we were hoping for, but it's better than zero and it certainly helps the bottom line. Mr. Fawcett said if Council chooses to add the 300 block, it would be their recommendation to start with that phase in 2025 giving Columbia Gas as much flexibility and freedom they need to finish their project without any influence or pressure from the City to get out of there. He said that he has been through at least one downtown project, and he said that anytime you open up an historic district like that, you never really know what you're going to find until you open it up, and he's a little bit nervous about their work. Mr. Fawcett stated that if Council chooses to proceed, he would recommend starting with the 300 block in 2025, advertising, bidding and contracting for all three blocks at the same time, with the same contractor which will help with timing, sequencing, their approach to the project, and a lot of other benefits. Then we would pivot from the 300 block in 2025 to the first two blocks in 2026 as soon as they could get in there. There was some discussion about whether the City and Columbia Gas could coordinate their projects. Mr. Kuhlman said that citizens are probably going to be asking that type of question. Mr. Fawcett said that Mr. Thomas is in discussions with Columbia Gas about their project scope and timing, so if there is a way we can work in concert with them we will look into it, but he asked that question and was told it was unlikely. The Committee agreed 3-0 to move the budget amendments on to City Council.

DISCUSSION ON PERRYSBURG CODE SECTION 252.05

Ms. Rathburn said that the Administration has been trying to streamline processes, and as part of that, they wanted to start a conversation about increasing the amount of contracts that need Council approval from \$25,000 to \$50,000. The amount was last changed in 2012 from \$5,000 to \$25,000. Ms. Rathburn provided comparisons based on inflation, survey responses from other GFOA members, and budgetary levels. She said that in 2023, there were 28 resolutions that fell between \$25,000 and \$50,000, and many of these were for software or maintenance contracts like the police radio system. Ms. Rathburn said that the Committee would still see the report of expenditures over \$5,000. It was also discussed that capital purchases have already been reviewed by senior staff and forwarded as part of the Mayor's budget to Council Committees, then approved by Council as a whole. The Committee agreed 3-0 that they did not want to unnecessarily slow things down, and agreed to move this along to City Council.

ESTIMATES OF REVENUE - 2025

Ms. Rathburn said that each year we have to submit estimated revenues for the next year to Wood County. She said that there were no significant changes, but valuations went up so property tax collections were up this year and they have carried that forward to next year. The Committee agreed 3-0 to move this along to City Council.

THEN AND NOW PURCHASES

Ms. Rathburn reported that there were three Then and Nows totalling \$25,522. The first was for a transmitter for the Department of Public Utilities, and the other two were for

software. The Committee agreed 3-0 to forward this on to City Council.

FINANCE DIRECTOR'S REPORT

Expenditures >\$5,000

The Committee reviewed expenditures over \$5,000 for the month of May. Mr. McCarthy asked what RecDesk is. Mr. Kuhlman said RecDesk has received rave reviews by users and by the Recreation Department.

OTHER BUSINESS

EXECUTIVE SESSION TO CONSIDER THE PURCHASE OF REAL ESTATE.

Mr. Weber moved that the Committee go into Executive Session to discuss the purchase of real estate. It was seconded by Mr. Kuhlman and was unanimously approved. The Committee went into Executive Session at 4:35 p.m.

The Committee returned from Executive Session at 4:53 p.m.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:53 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

The next meeting is scheduled for Tuesday, July 9, 2024 at 4:00 p.m.