Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held July 9, 2024

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:04 p.m. by Chairperson 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, Khayla Trego, Deputy Finance Director, Steve Bronder, Income Tax Commissioner, Tim Effler, Law Director, and Brody Walters, Planning and Zoning Administator,

APPROVAL OF 6/11/24 MEETING MINUTES

There being no objections, the minutes of the June 11, 2024 meeting were approved 3-0.

EXECUTIVE SESSION FOR ECONOMIC DEVELOPMENT

Mr. Kuhlman moved to go into Executive Session to consider an application for economic development incentives. The motion was seconded by Mr. Weber. The Committee went into Executive Session at 4:09 p.m. They returned from Executive Session at 4:31 p.m.

INCOME TAX COLLECTIONS REVIEW - TAX COMMISSIONER

Mr. Bronder reported that income tax collections for the month of June were $2.4 million dollars, which is up 5% from June of 2023. He said that year to date collections are $15.8 million, which is up 2% over 2023. He said that the increase is primarily from withholding taxes, and they continue to receive applications to set up new withholding accounts on a daily basis. He said that employees working from home has been good for the City. Mr. Weber said it is nice that we're tracking positively.

RLF ADMINISTRATION AGREEMENT WITH THE STATE OF OHIO

Glenn Grisdale of Reveille, stated that the City has had an agreement with the Ohio Department of Development since the mid-1990's. He said that it is their standard agreement for a three-year time frame. He said that it is a zero dollar agreement, so previously it was handled administratively. Mr. Weber asked if there are any changes to the agreement, and Mr. Grisdale said there is not. Ms. Rathburn added that the RLF Fund has a balance of $758,000 and there are no outstanding loans. Mr. Grisdale said that it could be people are taking on less debt or banks are cutting financing. The Committee agreed 3-0 to move this along to City Council.

Mr. Kuhlman left the meeting at 4:36 p.m.

CODE SECTION 252.07

Ms. Rathburn said that they would like to add a new Code Section 252.07. She said that they have been working through policies and procedures, and this would create a city-wide cash handling policy, so all divisions and departments are consistent and on the same page. She said that Ohio Revised Code Section 9.38 requires money in excess of $1,000 to be deposited on the next business day. Funds less than $1,000 need to be deposited the next business day unless City Council passes legislation permitting a different time period, not to exceed three days. Mr. McCarthy asked Mr. Effler if public official is defined somewhere, and Mr. Effler said it covers all bases. Mr. McCarthy confirmed that it means all public employees, and Mr. Effler said it does. The Committee agreed 2-0 to move this along to City Council.

REQUEST OF 2024 BUDGET ADJUSTMENTS

Ms. Rathburn reviewed the budget adjustments requested. She said that most of the items are moving funds around from one account to another and no addition appropriations are requested, including moving ARPA funds to police and fire salaries. She said the three items that are not moving funds are $80,000 for a fire utility vehicle, and this request went to the Safety Committee; $15,068.93 for Third Street Sanitary Sewer improvements which went to the Public Utilities Committee; and an increase of $20,000 for sewer refunds.

FINANCE DIRECTOR'S REPORT

Expenditures > $5,000

The Committee reviewed expenditures greater than $5,000 for the month of June. Mr. McCarthy asked if the temporary labor is summer help, and Ms. Rathburn said it is. Mr. McCarthy asked what loggers means, and Ms. Trego said that loggers means leak detection equipment for Public Utilities. Mr. Weber clarified that the payment to Edge Group is for final design of downtown improvements, not the final payment. Mr. Fawcett said that he needs to follow up with the Service Director about the Courthouse Roof repair, because a leak was found.

Quarterly - Health Insurance Fund

Ms. Rathburn reported that the balance in the Health Insurance Fund at June 30, 2024 was $1,831,159, and it is holding steady.

Quarterly - Investment Update

Ms. Rathburn called attention to the quarterly investment report. She said that last quarter we had interest income of $918,744 with a total over $1.7 million dollars year-to-date.

Quarterly - Public Purpose Expenses

Ms. Rathburn called attention to the public purpose expenses for the second quarter for public meetings and public employee recognition.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:47 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

The next meeting is scheduled for Tuesday, August 13, 2024 at 4:00 p.m.