

Minutes of Perrysburg Finance and Economic Development Committee

Meeting Held July 8, 2025

CALL TO ORDER - 4:00 PM

The meeting was called to order at 4:04 p.m. by Chairman Mark Weber.

ROLL CALL

Committee members present were Cory Kuhlman and Mark Weber. Tim McCarthy arrived at 4:10pm. Also present were Joe Fawcett, City Administrator, Amber Rathburn, Finance Director, Patrick Jones, Deputy City Administrator, Steve Bronder, Income Tax Commissioner, Tim Effler, Law Director, Torren Stanley, Tax Specialist, Andy Snyder, IT Manger and Zack Meredith, IT Technician.

APPROVAL OF JUNE 10, 2025 MEETING MINUTES

There being no objections, the minutes of the June 10, 2025 meeting were approved 2-0.

INCOME TAX COLLECTIONS REVIEW - INCOME TAX COMMISSIONER

Mr. Bronder reported that income tax collections for the month of June were \$2.6 million dollars, which is up 10% from June of 2024. He said that year to date collections are \$16.4 million, which is up 4.1% over 2024. 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. Mr. Weber asked if he knew what percentage up the City was at the end of last year? Mr. Bronder said it was 2.9%.

2024 AUDIT

Ms. Rathburn told the committee that the recent audit came back with no issues found, and she thanked Khayla Trego for all of her hard work.

ACCEPTING DONATIONS- TABLES

Ms. Rathburn said that a local family wishes to donate a table and chair set for Riverside Park to memorialize Abigail Brouwer. There being no objections, this is being forwarded 3-0 to City Council.

NEW PHONE SYSTEM

Mr. Snyder spoke about purchasing new phones for the City. He said that there were 3 bidders and Tyten Technologies was the lowest and best bid. He said that they provide support and in-person training for the new phones, and that this will be a three-year contract. Mr. Kuhlman asked if new phones would be installed at the new River Road building. Mr. Snyder said that any employee that is relocated to the new building would just take their phone with them. Mr. Snyder also said that the phones mainly use WiFi connection. There being no objections, this is being forwarded 3-0 to City Council.

REQUEST OF 2025 BUDGET ADJUSTMENTS

Ms. Rathburn went over the budget adjustments. She explained that the adjustment is for the purchase of new phones. There being no objections, this is being forwarded 3-0 to City Council.

FINANCE DIRECTOR'S REPORT

Expenditures >\$5,000

Ms. Rathburn reported expenditures over \$5,000. The committee members did not have any questions or comments.

Quarterly - Health Insurance Fund

Ms. Rathburn reported that the balance in the Health Insurance Fund on June 30, 2025 was \$1,796,440, 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 \$883,730 with a total over \$1.6 million dollars year-to-date.

Quarterly - Public Purpose Expenses

Ms. Rathburn called attention to the public purpose expenses for the second quarter.

OTHER BUSINESS

Ms. Rathburn went over the statement of cash for revenue and expenses. It shows the beginning of the year balance and the year-to-date for revenue and expenses. Ms. Rathburn said that she would like to start discussing this statement quarterly.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:31 p.m.

Respectfully submitted,

Mark Weber, Chairperson
Finance and Economic Development Committee

The next meeting is scheduled for Tuesday, August 12, 2025 at 4:00 p.m.