

## **Minutes of Perrysburg Finance and Economic Development Committee**

**Meeting Held October 14, 2025**

### **CALL TO ORDER - 4:00 PM**

The meeting was called to order at 4:06 p.m. by Chairperson Mark Weber.

### **ROLL CALL**

Committee members present were Tim McCarthy, Mark Weber and Cory Kuhlman. Also present were Amber Rathburn, Finance Director, Khayla Trego, Deputy Finance Director, Joe Fawcett, City Administrator, Tim Effler, Law Director, Andy Snyder, IT Administrator, Khaled Elwardany, Prosecutor and Torren Stanley, Tax Commissioner.

### **APPROVAL OF AUGUST 12, 2025 MEETING MINUTES**

There being no objections, the minutes of the August 12, 2025 meeting were approved 3-0.

### **ANDREW LORENZ - APPOINTMENT TO THE WAY PUBLIC LIBRARY BOARD**

There being no objections, the appointment of Andrew Lorenz to the Way Public Library Board was approved to be forwarded to Council by a vote of 3-0.

### **AUDITOR OF STATE - PRESENTATION BY SCOTT SANDS**

Mr. Sands presented an award to the Finance department for Excellence in Financial Reporting for 2024.

### **PRESENTATION FROM TIM ANSTED OF PERRYSBURG AREA CHAMBER OF COMMERCE**

Tim Ansted from the Perrysburg Area Chamber of Commerce started a discussion to form a collaborative partnership that includes the Perrysburg Area Chamber of Commerce, Visit Perrysburg and Downtown Perrysburg, Inc. He explained that similar cities have started to do this, such as the City of Tiffin and Bowling Green. He spoke about how these three entities have a similar goal of bringing tourism to the city, and if they were working together, then they could do more for the city and cut down on redundancies. Mr. Ansted discussed some of the similarities that these three groups have which are: Community and Economic Promotion, Support for Local Businesses and Tourism, Improving the Quality of Life, Community Collaboration between the City and the Township and Improving the Perrysburg Economy and Vitality. Mr. Ansted stated that this is just an initial conversation and there would be a lot of details to work through.

Mr. Weber asked what the Chamber's recommendation is moving forward. Mr. Ansted said it is to encourage the chamber board to have discussions that include the City and Township. He wants all three groups to come together to talk about the advantages and disadvantages this collaboration could have.

Mr. McCarthy asked if we have any examples that we can use to start the merging of these groups. Mr. Ansted said that they would reach out to other communities to get

more information on their process to avoid 'growing pains.' Mr. McCarthy also asked what Mr. Ansted needs from the City. He said that the Chamber should be part of the conversation, and he would like to see the City encourage partnership.

Mr. Kuhlman asked if the fact that Visit Perrysburg is funded by the Hotel Tax is one of the hurdles you are here today to talk about. Mr. Ansted said that isn't the reason he's here today, but there are ways to have the entities work under one organization while utilizing the Hotel Tax appropriately. He mentioned that Seneca County has a governing board that manages the money collected for the entities.

Brittnay Huntley spoke to the committee about Downtown Perrysburg, Inc. (DPI). She said right now everyone from DPI volunteers their time for the love of the city and collectively wants to make events in the downtown area great. She stated that there is a lot more that could be done if there was a full-time staff member and funds for events.

Chuck Niehaus, an attorney working with Visit Perrysburg, noted that Visit Perrysburg is a 501(c)(6) organization and he said that the tax dollars allocated to the organization are for them to spend, as they have a duty to ensure they are spent wisely.

### **DISCUSSION OF 2026 BUDGET**

Mr. Snyder presented the Information Technology budget, which has increased by 16.5% from the 2025 budget. He discussed the increase in travel and registration, which is for a GIS conference. He spoke about the increase in personnel since they hired two new employees this year. Mr. Snyder also spoke about an increase due to supplies and the purchase of new computers for the staff.

Mr. Elwardany spoke about the Prosecutor's budget for 2026. He stated that their budget includes the purchase of a new copier. He also mentioned that the cost of their West Law subscription has increased.

Mr. Stanley presented the budget for Income Tax. He stated that there is little to no change in the budget from the previous year.

Ms. Rathburn explained that they are requesting three readings for the budget legislation and the first ready will be November 4. The Committee agreed 2-0 to move this on to City Council in November.

Mr. Kuhlman left at 5:11pm.

### **CAPITAL PURCHASES AND SURPLUS LEGISLATION FOR 2026**

Ms. Rathburn introduced the next agenda item, which was a resolution that would allow for capital purchases approved in the 2026 budget and to enter into contracts. Mr. Weber asked if the lights for the pickleball and basketball courts were still being purchased. Mr. Fawcett said that they are in the budget for 2025. Ms. Rathburn said that she believes there is a PO for the purchase. She also stated that she is requesting three readings for this legislation, with the first reading being on November 4. The Committee agreed 2-0 to move this on to City Council in November.

### **INCOME TAX COLLECTION REVIEW – TAX COMMISSIONER**

Mr. Stanley reviewed tax collections for the month of September 2025. He said that the City collected \$2.4 million for the month, which is down 1% from last September.

### **PERRYSBURG HEIGHTS COMMUNITY CENTER GRANT**

Ms. Rathburn spoke about a reoccurring donation that the city grants to the Perrysburg Heights Community Center.

### **APPROVAL OF CODE UPDATES**

Ms. Rathburn stated that this is a housekeeping item and that every year Council passes legislation that will allow Walter Drane to print new pages for the books and update the Code on the website. The Committee agreed 2-0 to recommend this to City Council.

### **REQUEST OF 2025 BUDGET ADJUSTMENTS**

Ms. Rathburn presented a list of budget adjustments. This included a camera purchase for the sewer division, court expenses that will not affect the general fund and a utility rate study for new water and sewer rates that would begin in 2027. The Committee agreed 2-0 to recommend this to City Council.

### **RESOLUTION FOR USE OF INTERNET AUCTION FOR SALE OF SURPLUS PROPERTY**

Ms. Rathburn explained that this is an annual housekeeping item that is required by ORC. They also have to publish a public notice in the newspaper, that it is the intent to sell any obsolete City items on govdeals.com. There being no objections, this is being forwarded 2-0 to City Council.

### **PUBLIC PURPOSE LEGISLATION**

Ms. Rathburn spoke about the public purpose legislation. She said that there are certain events where beverages, food, and supplies may be beneficial to the City and further a public purpose. This legislation memorializes those minor purchases. The Committee agreed 2-0 to recommend this to City Council.

### **CHANGE ORDER TO RESOLUTION 4-2025: HENSCHEN AND ASSOCIATES INC.**

Ms. Rathburn spoke to the committee about additional funding for the Municipal Court software update project. Ms. Rathburn said they are requesting a change order for \$4,901.88. The Committee agreed 2-0 to move this on to City Council.

### **PROPERTY APPROPRIATIONS FOR MUP**

Ms. Effler spoke to the committee about purchasing more parcels in the right-of-way on West Boundary (SR-25), between the I-475 Interchange and Indiana Ave., to prepare for the construction of the West Boundary Multi-Use Path Project. There being no objections, the committee agreed to forward the purchases 2-0 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 of just over \$2.1 million. She also stated that \$800,000 of this is due to the increase in medical claims and stop loss reimbursements received from UHC.

### **Quarterly – Investment Update**

Ms. Rathburn called attention to the quarterly investment report. She said that for quarter three we had interest income of \$861,276 with a total over \$2.4 million dollars year-to-date.

### **Quarterly - Public Purpose Expenses**

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

### **OTHER BUSINESS**

None.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:33 p.m.

Respectfully submitted,

Mark Weber, Chairperson  
Finance and Economic Development Committee

The next meeting is scheduled for Thursday, November 13, 2025 at 4:00 p.m.