

## **Minutes of Perrysburg Service Committee**

**Meeting Held January 28, 2026**

### **CALL TO ORDER - 5:30 PM**

The meeting was called to order by Chairman Pro Tem, Rick Rettig at 5:31 p.m.

### **ROLL CALL**

Committee members present were Rick Rettig and Justin Edgell. Kerry Wellstein was absent. Staff members present were Brian Thomas, City Engineer, Joe Fawcett, City Administrator, Rob Ross, Director of Public Service, Lauren Rush, Natural Resources Manager, and Ron Isaacson, Deputy Director of Public Service.

Mr. Rettig and Mr. Edgell discussed the second chair of this committee, and agreed to have Mr. Rettig as second chair.

### **CITIZEN'S CONCERNS**

None.

### **APPROVAL OF DECEMBER 17, 2025 MEETING MINUTES**

There being no objections, the minutes of the December 17, 2025 meeting were approved 2-0.

### **ORDINANCE UPDATES FOR THE LITTER BOARD**

Ms. Rush spoke about restructuring on the City's Litter Board. She said that they would like to update the code as it hasn't been updated in 25 years. The main update that they would like to make is to increase their membership from 9 to 12 people. She said that this would make it easier to meet quorum. Ms. Rush also said that they would like to allow staff members to join the board. She said that they would include staff members from a few different departments to add variety to the discussion. There being no objections, this is being forwarded 2-0 to City Council.

### **FT MEIGS DITCH REPAIR AND MULTI-USE PATH**

Mr. Thomas spoke about the Ft. Meigs Ditch Repair and MUP. He said since he spoke about the Sewer Funds contribution to this project at the Public Utilities meeting that he would instead speak about the General Funds. He said that three bids were received, with the lowest bid coming in at just over \$2.6 million, and the general fund's portion is \$754,493. He said that the contingency was also split between the two funds. Mr. Thomas said that this project was originally budgeted for 2025, but the bid didn't open until January 2026, so he said that they will need to go to Finance Committee for approval of a budget adjustment at their February 10th meeting. There being no objections, this is being forwarded 2-0 to City Council held on February 17, 2026, after appropriation changes are taken to Finance Committee.

### **FT MEIGS ROAD AND COE COURT TRAFFIC SIGNAL**

Mr. Thomas stated that the City received 3 bids, 2 of which were responsive, and the bid received from US Utility Contractors Co., provided the lowest and best responsive bid for the proposed work. The cost of the project is \$322,452.04, Mr. Thomas said that he will be requesting a 10% contingency, leaving the total cost of the project at an amount not to exceed \$354,697.24. Mr. Thomas mentioned that the City has an agreement with the developer of the Hawthorn Subdivision to reimburse the City up to 50% of the project cost, as Coe Court is being used as an entrance to the subdivision and has added a lot more traffic to the intersection. Mr. Thomas said that this project was also originally budgeted for 2025, but the bid didn't open until this month, so it will also need to go to Finance Committee for approval of a budget adjustment on February 10th. There being no objections, this is being forwarded 2-0 to City Council held on February 17, 2026, after appropriation changes are taken to Finance Committee.

### **CHANGE ORDER FOR ROAD SALT PURCHASE**

Mr. Ross stated that he originally planned to purchase 1,000 tons more of Road Salt to get the City through the rest of Winter. He said that because this winter has been historically bad, there is a salt shortage. Mr. Ross said that they have 3,200 tons of salt remaining, and he believes that it will be enough to get us through the rest of winter.

### **SUBDIVISION ACCEPTANCES**

Mr. Thomas explained that part of the subdivision process includes the City making sure that we're happy with how the infrastructure work has been done. He said that until we accept the subdivisions, the infrastructure is still the responsibility of the developer. Mr. Thomas said that subdivision acceptance has been handled differently in the past, and it used to go straight to City Council, but it will now be going through the Service and Utilities Committees for review prior to going to the full Council. Mr. Thomas said they are ready to accept Coventry Pointe Plat 5 and Falls at Rivers Edge Plat 4. The Committee agreed 2-0 to move these ordinances on to City Council.

### **ENGINEERING 2025 ANNUAL REPORT**

Mr. Thomas went over the Engineering Divisions Annual Report for 2025. He highlighted the grants that the City has been awarded throughout the years. He said that for 2025 the City was awarded 4 grants for a total of \$819,872. He provided graphs on other general information within the Engineering division such as road paving, future projects and grant proposals.

### **OTHER BUSINESS**

None.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:07 pm

Respectfully submitted,

Rick Rettig, Pro Tem Chairperson  
Service Committee

The next meeting is scheduled for February 9, 2026 at 4:00pm.