

PUBLIC NOTICE

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

Committee Members: *Sandy Russell*, Lisa Evans, and Kim Chamberland

Wednesday, August 31, 2022, at 5:00 p.m.

Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the August 11, 2022, Administrative Services Committee Minutes

Agenda Items:

- Discussion: Tax Levy 2023 Amounts and Rates as Determined by the Budget Commission
- Discussion: Amending Appropriation Ordinances 2021-113, 2022-129, and 2022-158
- Discussion: Zoning Code Update – Revised Legal Services
- And all additional matters that may properly come before the Committee

Adjourn

**Administrative Services Committee
Meeting Minutes
August 11, 2022**

Ms. Russell called the meeting to order at 9:00 a.m.

Present: *Sandy Russell*, Lisa Evans, and Kim Chamberland

Staff: Finance Director – Pat Wirthlin, Asst. Finance Director – Jewelie Casteel, Administrative Associate – Taryn Egner, and Executive Assistant – Jackie Bain

Visitors: Tammy Will

Proceedings: Minutes from the updated July 14, 2022, Administrative Services Committee Meeting were approved by Ms. Russell and Ms. Chamberland. Ms. Evans abstained.

DISCUSSION: DEBT PAYOFF FOR REAL PROPERTY 25 MAIN STREET

Finance Director Pat Wirthlin discussed with the committee the \$540K BAN Due — 25 Main. In 2020 and 2021, the City issued one-year Bond Anticipation Notes (BANs) to finance the \$540,000 purchase of the 25 Main building and parking lots. The notes are approaching renewal for a third consecutive year. For now, the City has decided to retain the former Park National Bank property as a parking lot to gage parking needs associated with the growing social life in the City, particularly considering that Cincinnati Distilling will be opening very soon and expects daily attendance of 300+ patrons. Staff suggests that the City satisfy the \$540,000 debt obligation in full rather than refinance another year. Rising interest rates, legal fees, and bond fees all eat into the property's return on investment. Another year of debt would translate to a City investment of ~\$670,000 for a property that is not currently producing income. The City's finances continue to be strong and healthy due to belt-tightening during COVID. From a cash standpoint, the City's timing is fortuitous.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing City Of Milford To Pay In Full Satisfaction \$540,000 Special Obligation Nontax Revenue Note, Series 2021 For Real Property Located Near The Intersection Of Garfield Avenue And U.S. Route 50.

**DISCUSSION: REBATE OF PROPERTY TAX TO P3K2P LLC (DBA TRU HOTEL)
DISCUSSION: REBATE OF PROPERTY TAX TO BEAUTY RIDGE LLC (DBA LITTLE MIAMI BREWING COMPANY)**

Finance Director Pat Wirthlin discussed with the committee how the City provides certain incentives to help businesses grow and thrive. The Property Tax Rebate Incentive is one such initiative to encourage successful businesses to locate within the City limits. Approximately

\$38K Due - Tru by Hilton and LMBC are due their second half 2021 property tax rebates (payable second half 2022) in the amounts of \$29,075.21 and \$9,009.31, respectively.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing The Rebate Of Property Tax To P3k2p (DBA Tru By Hilton) In The Amount Of \$29,075.21 For 2nd Half 2021 Taxes

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing The Rebate Of Property Tax To Beauty Ridge LLC (DBA Little Miami Brewing Company) In The Amount Of \$9,009.31 For 2nd Half 2021 Taxes

DISCUSSION: ORDINANCE ACCEPTING DONATION FROM KONA ICE TO CITY OF MILFORD FOR SPARKS IN THE PARK

Ms. Wirthlin discussed a Donation from Kona Ice for Sparks in the Park. Kona Ice donated \$308.10 to the City for the privilege of operating a shaved ice "food truck" on the grounds during Sparks in the Park. The donation amounted to 10% of its sales that evening. The Auditor of State recommends that Cities legally accept donations by way of legislation. This is to prevent untoward donations landing on our doorstep.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing City Of Milford To Receive A Donation From Kona Ice For Sparks In The Park In The Amount Of \$308.10

GARFIELD PARK PLAYGROUND EQUIPMENT SHADE SAILS

Administrative Associate Taryn Egner reviewed with the committee three quotes for the Garfield Park Playground shade sails. Quote #1 from MD Materials Co at \$9,903.00. Quote #2 from Recreations Outlet Commercial at \$9,321.00 (quoted \$12,321.00 with installation) and #3 GT Shades \$9561.12. A question whether the \$12,321 Garfield playground canopy was in the 2022 budget. It falls under the \$25K "Park Improvements" category. This information was previously discussed at budget session when Ted Haskins made the original request. There was also discussion regarding if the equipment can be taken down and stored while not in use to save wear and tear on the equipment. What type of guarantee comes with the equipment purchase was also questioned. The committee asked Ms. Egner to check into this with Recreations Outlet Commercial and follow up with the committee members prior to the next City Council meeting in order for the additional information found to be discussed amongst the committee/council members at the August 16th City Council meeting.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing the City Manager To Purchase Playground Shade Sails From Recreations Outlet Commercial At \$12,321.00 With Further Discussion To Be Held At The August 16th City Council Meeting With Additional Information To Be Found Regarding Equipment Guarantee And Capability Of Storing The Equipment Has Been Provided To The Administrative Services Committee Members/Council.

There being no further business, the meeting adjourned at 9:36 am with a motion from Ms. Russell. Seconded by Ms. Chamberland All yes

Respectfully submitted,
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Ms. Russell, Ms. Evans and Ms. Chamberland on August 11, 2022.”



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org



To: Chair Sandy Russell / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: August 24, 2022

Subject: Amounts and Rates – Tax Levies 2023

Annual Approval

Please find attached the annual *Resolution Accepting Amounts and Rates* for year 2023. The County requires this approval each year to “accept” the property tax rates for the coming year.

New Park Levy Rate Change

The established property tax rates of 3.0 mils for the General Fund and 17 mils for the FIRE/EMS levy are still in place. New for 2023 is the Park Improvement levy at a rate of 3 mils.

Clermont County estimates that the millage will collect \$565,981 for the General Fund and \$2,813,821 for the Fire / EMS levy. Both estimates are slightly higher than last year. The new Park levy millage estimate is \$562,663, which is on par with budget.

Staff Suggestion for Committee Recommendation

RECOMMENDATION TO AUTHORIZE THE LAW DIRECTOR OR FINANCE DIRECTOR TO PREPARE A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR FOR YEAR 2023 AS INDICATED ON ATTACHED SCHEDULES A & B SHOWING RATES OF 3 MILS FOR GENERAL FUND, 17 MILS FOR FIRE / EMS LEVY FUND, AND 3 MILS FOR THE PARKS & RECREATION LEVY FUND AND AMOUNTS OF \$565,981, \$2,813,821, AND \$562,663 RESPECTIVELY

RESOLUTION 22-_____

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR

Rev. Code, Secs. 5705.34, 5705.35

The Council of the **City of Milford**, Clermont County, Ohio, met in regular session on the **6th day of September 2022** at Council Chambers with the following members present:

M. _____ moved the adoption of the following Resolution:

RESOLVED, By the Council of the **City of Milford**, Clermont County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, **2023**; and

WHEREAS, The Budget Commission of Clermont County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the **City of Milford**, Clermont County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

and be it further

RESOLVED, That the Clerk of this Council be, and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

M. _____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

M. _____, _____
M. _____, _____
M. _____, _____
M. _____, _____
M. _____, _____
M. _____, _____

Adopted the 6th day of September 2022.

Mayor

Attest:

Clerk of Council

CERTIFICATE TO COPY

ORIGINAL ON FILE

The State of Ohio, Clermont County, ss.

I, **Jackie Bain**, Clerk of the Council of the City of Milford, in said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that he forgoing is taken and copied from the original now on file with said Council, that the forgoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 6th day of September 2022.

Clerk of Council
City of Milford
Clermont County

1. A copy of this Resolution must be certified to the County Auditor within the prescribed by Sec. 5705.34 R.C., or at such later date as may be approved by the Board of Tax Appeals.

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S
ESTIMATED TAX RATES

Fund	Amount Approved by	Amount to be	County Auditor's Estimate	
	Budget Commission	Derived from	of Tax Rate to be Levied	
	Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I	Column II	Column III	Column IV
General Fund	565,981		3.00	
Fire/EMS Levy Fund		2,813,821		17.00
Parks & Recreation		562,663		
Total	565,981	3,376,484	3.00	17.00

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

Fund		Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Fire & EMS Levy authorized by voters on 11/5/2019 not to exceed 3 years	Fire/EMS Levy Fund	10.50	1,687,698
Fire & EMS Levy authorized by voters on 11/5/2019 not to exceed 3 years	Fire/EMS Levy Fund	2.00	321,466
Fire & EMS Levy authorized by voters on 11/5/2019 not to exceed 3 years	Fire/EMS Levy Fund	4.50	804,657
Parks and Recreation Levy authorized by voters on 11/2/2021 not to exceed 5 years	Parks & Recreational	3.00	562,663

LAST YEAR
SAMPLE

RESOLUTION 21- 630

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR

Rev. Code, Secs. 5705.34, 5705.35

The Council of the City of Milford, Clermont County, Ohio, met in regular session on the 7th day of September 2021 at Council Chambers with the following members present:

MAYOR Amy VILARDO
Council Member SANDY RUSSELL
Council Member KYLE MITCHELL
Council Member BEN REEDMAN
Council Member KIM CHAMBERLAND
Council Member TED HASKINS

M. SANDY RUSSELL moved the adoption of the following Resolution:

RESOLVED, By the Council of the City of Milford, Clermont County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2021; and

WHEREAS, The Budget Commission of Clermont County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of Milford, Clermont County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Last Year
SAMPLE

and be it further

RESOLVED, That the Clerk of this Council be, and he is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

M.S. KIM CHAMBERLAND seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

M.R. <u>KYLE MITCHELL</u>	_____	YES
M.R. <u>Ben Fiedman</u>	_____	YES
M.S. <u>AMY VILARDO</u>	_____	YES
M.S. <u>SANDY RUSSELL</u>	_____	YES
M.S. <u>Kim Chamberland</u>	_____	YES
M.R. <u>TEO HASKINS</u>	_____	YES

Adopted the 7th day of September 2021.

Attest:

Jackie Bain
Clerk of Council

Amy Vilardo
Mayor
Joe Gurnee
Law Director

CERTIFICATE TO COPY

ORIGINAL ON FILE

The State of Ohio, Clermont County, ss.

I, Jackie Bain, Clerk of the Council of the City of Milford, in said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that he forgoing is taken and copied from the original now on file with said Council, that the forgoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this 7th day of September 2021.

Jackie Bain
Clerk of Council
City of Milford
Clermont County

1. A copy of this Resolution must be certified to the County Auditor within the prescribed by Sec. 5705.34 R.C., or at such later date as may be approved by the Board of Tax Appeals.

Last Year
Sample

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund	Amount Approved by Budget Commission	Amount to be Derived from Levies		County Auditor's Estimate of Tax Rate to be Levied	
		Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
		Column I	Column II	Column III	Column IV
General Fund	559,839			3.00	
Fire/EMS Levy Fund			2,767,839		17.00
Total	559,839		2,767,839	3.00	17.00

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

Fund		Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Fire & EMS Levy authorized by voters on 11/5/2019 not to exceed 3 years	Fire/EMS Levy Fund	10.50	1,659,625
Fire & EMS Levy authorized by voters on 11/5/2019 not to exceed 3 years	Fire/EMS Levy Fund	2.00	316,119
Fire & EMS Levy authorized by voters on 11/5/2019 not to exceed 3 years	Fire/EMS Levy Fund	4.50	792,095



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To: Chair Sandy Russell / Members Lisa Evans & Kim Chamberland
Administrative Services Committee

From: Pat Wirthlin, Finance Director

Date: August 29, 2022

Subject: FY2022 Third Amended Appropriations

~\$423K Changes

Please find attached a list of proposed amendments to the City's 2022 budgeted appropriations and transfers. The total increases amount to \$423,548. The lion's share consists of a General Fund transfer to cover the cost of paying off the City's debt on 25 Main.

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR OR FINANCE DIRECTOR TO PREPARE AN ORDINANCE AMENDING APPROPRIATION ORDINANCES 2021-113, 2022-129, AND 2022-158 BY INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING \$423,548.

City of Milford
3rd Amended Appropriations, Transfers & Advances
Fiscal Year 2022

Fund		Category			Purpose
		Increase (Decrease)			
		Personnel	Other	Total	
Appropriations					
101	General Fund				
	1000 Police		\$ 24,000	\$ 24,000	Fuel - Cost Increases & Duke Detail
	7700 Civil Service / Personnel		1,000	1,000	New Officers Recruitment & Testing
207	Cemetery	2,000		2,000	Overtime
215	Fire / EMS Levy		4,000	4,000	Land Survey for Preliminary Construction
503	Wastewater Operating		33,000	33,000	Sludge Removal & Polymer
Transfers & Advances					
101	General Fund				
	Transfer Out to Cemetery Fund 207		3,000	3,000	Increased Support
	Transfer Out to Real Property Fund 417		356,548	356,548	25 Main Debt Pay-Off
TOTALS		\$ 2,000	\$ 421,548	\$ 423,548	

423,548



CITY OF MILFORD
745 Center Street, Suite 200, Milford, OH 45150
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To: Administrative Services Committee

From: Christine Celsor, Planning and Community Development Coordinator

Date: 8/25/2022

Subject: Zoning Code Update

BACKGROUND

The City issued a request for proposals for a comprehensive update to its zoning and subdivision ordinances in January 2020. On March 9, 2020, the Administrative Services Committee heard presentations from three teams that submitted proposals. The Committee liked the expertise of the Manley Burke/McBride Dale Clarion team of Elizabeth Fields and Kathleen F. Ryan. The committee made the recommendation to sign a future contract with Manley Burke/McBride Dale Clarion upon the review and approval of the Law Director. The project was put on hold due to COVID.

The team of Elizabeth Fields and Kathleen F. Ryan (now with Wood + Lamping) is still interested in the project. The proposed budget has increased from \$50,000 to \$58,000. The scope of work remains the same and includes:

1. Project initiation and scoping.
2. Zoning code/subdivision regulations diagnosis and outline.
3. Draft zoning code and subdivision regulations.
4. Public hearing and adoption.

The proposed work includes procedural/general code revisions such as designing a user-friendly format, establishing efficient development review procedures, eliminating inconsistencies; substantive amendments such as use regulations, signage regulations, and natural resource protection standards; and legal issues to ensure the new zoning code and subdivision regulations conform to both state and federal law.

The project is earmarked as a capital funds expenditure in the 2023 budget. Staff would like to begin work on this project in January 2023. The project is expected to be complete in 12-16 months.

STAFF RECOMMENDATION

Staff recommends that the committee make a motion to sign a future contract with Wood + Lamping/McBride Dale Clarion upon the review and approval by the Law Director.