

# **PUBLIC NOTICE**

## **AGENDA**

### **ADMINISTRATIVE SERVICES COMMITTEE MEETING**

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

**Thursday, February 25, 2021 at 5:00 p.m.**

**Council Chambers, 745 Center Street, Milford, Ohio 45150**

Call to Order

Proceedings: Approval of the January 13, 2021 Administrative Services Committee Minutes

Agenda Items:

- Discussion: Account Resolutions Certificate for Treasury Management Services with Fifth Third Bank Regarding JEDD 7
- And all additional matters that may properly come before the Committee

Adjourn

**Administrative Services Committee  
January 13, 2021  
Minutes**

**Lisa Evans called the meeting to order at 5:00 pm**

**Committee Members Present:** Chairperson Lisa Evans, Sandy Russell and Kim Chamberland (via telephone)

**Staff:** Michael Doss, City Manager; Pat Wirthlin, Finance Director and Administrative Assistant, Jackie Bain

**Proceedings:** Approve the proceedings from the December 8, 2020 meeting. Ms. Evans made a motion to approve. Ms. Russell seconded the motion. All yes

**2020/2021 SALT TABULATION**

Mr. Hackmeister presented the State bid information for road salt. The City typically orders around 700 tons per year. Since we had a mild winter, we requested 400 tons this year. The bid amount is \$54.29 per ton from Compass Minerals America Inc. and we are required to purchase 90% of the bid amount. The total amount is for \$21,716.00.

***The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing an Agreement with Compass Minerals America Inc To Purchase Road Salt***

**CLERMONT COUNTY AUDITOR ADVANCE PAYMENTS OF TAXES DURING THE YEAR 2021**

Ms. Wirthlin noted that the City annually requests advances in real estate tax receipts and other County sources as funds become available. This would allow the City to receive these taxes more in line with "as earned". Without such a request, the City would receive taxes twice a year usually July and November.

***The Committee Agreed to Make A Recommendation Authorizing the Law Director to Draft a Resolution Authorizing Request for Advancement of Taxes from The Clermont County Auditor***

**AMENDING APPROPRIATION ORDINANCE 2020-63**

Ms. Wirthlin presented a list of re-appropriations and a few items that came to light after the Council 2020 budget Work Session. Council previously approved most of the big-ticket items by way of Ordinance. Essentially, most of these are commitments from the prior year or unpaid bills. The committee reviewed the list.

***The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Amending Appropriations Ordinance 2020-63 By Increasing the Individual Items as Listed on The Included Chart Totaling \$809,050***

There was no additional business

Ms. Evans made a motion to adjourn that was seconded by Ms. Russell. All yes

The meeting was adjourned at 5:10pm

Respectfully Submitted,

Jackie Bain

*"These minutes have been approved and adopted by Ms. Evans, Ms. Russell and Ms. Chamberland via email on January, 14, 2021."*



# CITY OF MILFORD

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**To:** Honorable Chair Lisa Evans and Members Kim Chamberland & Sandy Russell  
Administrative Services Committee

**From:** Pat Wirthlin, Finance Director *P.W.*

**Date:** February 23, 2021

**Subject:** Fifth Third Bank Account Authorization for JEDD 7

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## New JEDD 7 Bank Accounts

Staff recommends a new Fifth Third Bank Public Funds Savings Accounts for JEDD VII.

Currently, The City carries the following accounts with Fifth Third:

- General City
- Payroll
- Mayor's Court
- JEDDs #1, 2, 3, 4, 5 & 6

Bank Fees will be minimal.

## Fifth Third Requires Council Approval

The bank requires that Council adopt specified account resolutions to designate the bank as an authorized depository and to name authorized persons on all accounts.

## Designated Persons

The following are listed as Authorized Persons for purposes of bank account activity:

- Michael Doss, City Manager
- Pat Wirthlin, Finance Director
- Tina Kern, Assistant Finance Director

## Staff Suggestion for Committee Motion

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AUTHORIZING THE CITY OF MILFORD TO ENTER INTO ACCOUNT RESOLUTIONS CERTIFICATE FOR TREASURY MANAGEMENT SERVICES WITH FIFTH THIRD BANK IN ACCORDANCE WITH THE ATTACHED FIFTH THIRD DOCUMENT ENTITLED "ACCOUNT RESOLUTIONS CERTIFICATE FOR TREASURY MANAGEMENT SERVICES," FOR JOINT ECONOMIC DEVELOPMENT DISTRICT VII NAMING AUTHORIZED PERSONAS AS MICHAEL DOSS (CITY MANAGER), PAT WIRTHLIN (FINANCE DIRECTOR) AND TINA KERN (ASSISTANT FINANCE DIRECTOR).

*Please see attached required Bank Resolutions*



**FIFTH THIRD BANK**

## **Account Resolutions Certificate for Treasury Management Services (Government Entity)**

To Fifth Third Bank, National Association:

### **I HEREBY CERTIFY THAT:**

I am the duly elected or appointed and currently serving official, manager or trustee (the "Official") of the governing body or governmental entity identified below (the "Governmental Entity");

I am duly authorized to make the following certifications to you; and

The following resolutions ("Account Resolutions") were duly adopted by the governing body of the Governmental Entity in accordance with applicable law, are the binding resolutions and statements of the Governmental Entity, are in full force and effect, and have not been rescinded or modified:

RESOLVED, Fifth Third Bank, National Association ("Fifth Third Bank"), is hereby designated as an authorized depository of this Governmental Entity and that one or more checking, savings or other deposit accounts ("Accounts") be opened and maintained with Fifth Third Bank in the name of the Governmental Entity;

RESOLVED FURTHER, that the opening and maintaining of the Accounts, all transactions in connection with the Accounts and all related services will be governed by written agreements provided by Fifth Third Bank, and by such rules, regulations and policies as Fifth Third Bank shall from time to time establish;

RESOLVED FURTHER, this Governmental Entity is authorized to obtain banking services from Fifth Third Bank including treasury management and corporate card services, and to enter into such agreement or agreements and documentation for such services as are required by Fifth Third Bank, from time to time, including a Master Treasury Management Agreement, Terms and Conditions for various banking services, Signature Card, Commercial Card Agreement and Commercial Account Rules ("Banking Agreements") each of which, when accepted or signed by an Authorized Person described below is approved and authorized in all respects;

RESOLVED FURTHER, that the Governmental Entity is authorized to incur and repay indebtedness, grant or give security, and incur and perform related liabilities and obligations to Fifth Third Bank, in connection with the banking services obtained by the Governmental Entity under the relevant Banking Agreements, including, without limiting the foregoing, with respect to: (a) transactions executed for the Governmental Entity by Fifth Third Bank, (b) credit card services under the Commercial Card Agreement, and (c) import and export services for letters of credit as provided in the Terms and Conditions for such import and export services and related reimbursement, financing and security or collateral arrangements;

RESOLVED FURTHER, that the Governmental Entity is authorized to enter into, execute and deliver to Fifth Third Bank applications, documents, notes and agreements reflecting or evidencing such indebtedness, security, liabilities and obligations including those related to letters of credit, confirmation and payment services, reimbursement arrangements and related loans, lines of credit or similar financing arrangements, and security and collateralization arrangements, and a note or



## FIFTH THIRD BANK

notes, security, pledge or similar agreement evidencing or securing such arrangements ("*Banking Services Financing Agreements*") each of which, when submitted, accepted or signed by an Authorized Person is authorized and approved in all respects;

RESOLVED FURTHER: that (a) each of the individuals identified in the table entitled "*Authorized Persons*" appearing below and (b) any other person designated by any such individual whose identity is provided to Fifth Third Bank, (each, an "*Authorized Person*" and for purposes of certain Banking Agreements, an "*Authorized Agent*") is authorized on behalf of the Governmental Entity and in its name to do any of the following:

- **Accounts and Agreements.** Open or close any deposit or other Account and execute on behalf of the Governmental Entity signature cards (and designate persons with check signing authority), application forms, authorization, set-up and other documentation and agreements with Fifth Third Bank, with respect to the Accounts and any services related to the Accounts including each of the Banking Agreements and Banking Services Financing Agreements;
- **Payment Instructions.** Issue, and designate persons with the authority to issue written, telephonic, electronic, internet-based or oral instructions and payment orders for the transfer or payment of funds of the Governmental Entity on deposit with Fifth Third Bank (or at any other financial institution) including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;
- **Implementation and Setup.** Select the services the Governmental Entity will obtain from Fifth Third Bank, and instruct Fifth Third Bank on service options and features desired by the Governmental Entity, and the set-up, implementation and security procedures relating to the services selected; and,
- **Authorization.** Designate, and advise Fifth Third Bank of the identity of persons (including officers and employees of this Governmental Entity or its service providers) who have some or all of the authority of an Authorized Person with respect to one or more Accounts of the Governmental Entity or services utilized by the Governmental Entity, and limitations on the scope of such authority, if any, including a person or persons who will serve as administrator or service administrator with respect to a service or services obtained by the Governmental Entity and have authority to: manage the service on behalf of the Governmental Entity; select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

RESOLVED FURTHER, that all actions of the Authorized Persons, and all agreements, applications, documents and authorizations executed and delivered by the Authorized Persons prior to the date of these resolutions and in connection with the transactions contemplated by these resolutions are ratified, confirmed and approved in all respects;



## FIFTH THIRD BANK

RESOLVED FURTHER: Fifth Third Bank is authorized to rely on the full and unrestricted authority as provided in these resolutions of any one Authorized Person unless otherwise certified to Fifth Third Bank by the Official; and,

RESOLVED FURTHER, that the Official is authorized to deliver a certified copy of these Resolutions to Fifth Third Bank, and certify to Fifth Third Bank the name and title of each Authorized Person.

I further certify that:

- these resolutions do not conflict with or contravene the laws, rules, regulations or ordinances creating, authorizing or empowering the Governmental Entity or governing the organization or management of the Governmental Entity or similar governing documents of, or any agreement, law or regulation applicable to the Governmental Entity; and
- each of the following persons has been designated by the Governing Entity as an Authorized Person with the authority specified in the foregoing resolutions:

AUTHORIZED PERSONS	
Name of Authorized Person:	Title of Authorized Person:
1. Michael Doss	CITY MANAGER
2. Pat Wirtlin	Finance Director
3. Tina Kern	Asst Finance Director
4.	
5.	
6.	
7.	
8.	
9.	
10.	

\*\*\*\*EXECUTION PAGE FOLLOWS\*\*\*\*



IN WITNESS WHEREOF, I have subscribed my name to this Certificate on behalf of the following Governmental Entity:

Exact Name of Governmental Entity:

City of Milford

Acting under the laws of:

City of Milford

Signature:

Pat Wirthlin

Print Name:

PAT WIRTHLIN

Title:

Finance Director

Date:

2/19/2021

**Note: a "Governmental Entity" includes any federal, state, county or municipal governing body or entity, or any of their respective branches, departments, agencies, or divisions.**

# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3339 FORM NO. 30643

19-1453

May 9, 2019

Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_

AN ORDINANCE AUTHORIZING THE CITY OF MILFORD TO ENTER INTO THE ACCOUNT RESOLUTIONS CERTIFICATE FOR TREASURY MANAGEMENT SERVICES WITH THE FIFTH THIRD BANK.

Now, Therefore, Be It Ordained By The Council Of The Municipality Of Milford, Ohio:

## Section 1.

The Council of the City of Milford hereby authorizes the City Manager to enter into and execute the attached hereto and fully incorporated herein pursuant to Section 12.03 of the Milford City Charter Account Resolutions Certificate for Treasury Management Services with the Fifth Third Bank. Michael Doss, Milford City Manager, Pat Wirthlin, Milford Finance Director, and Tina kern, Assistant to the Finance Director, are hereby expressly named as "Authorized Persons."


## Section 2.

Pursuant to and in accordance with Section 12.05 of the Milford City Charter, this Ordinance shall become effective immediately upon its passage by City Council.

ADOPTED: May 9, 2019

ATTESTED:

  
Jackie Bain, Clerk

  
Fred Albrecht, Mayor

## LAW DIRECTOR'S CERTIFICATION

I hereby certify that I have prepared the foregoing Ordinance in accordance with Sec. 12.02 of the Milford City Charter.



Michael Minniear, Law Director  
Reg. No. 0022446

## CLERK'S CERTIFICATION

I Jackie Bain, Clerk of Council of the City of Milford, Ohio, do hereby certify that the foregoing Resolution was published by posting the complete text of said Ordinance at five (5) of the most public places in said Municipality as determined by Council as follows: at Peoples Bank, 735 Lila Avenue, Milford, Ohio; at Park National Bank, 25 Main Street, Milford, Ohio; at Milford Community Fire Department, 687 B US 50, Milford, Ohio; at the Milford Post Office, 100 Castleberry Court, Milford, Ohio; and at the site of the Municipal Building, 745 Center St., Milford, Ohio each for a period of fourteen (14) days commencing on the 11<sup>th</sup> day of May, 2019.

  
Jackie Bain, Clerk of Council

Account Resolutions Certificate for Treasury Management Services (Government Entity)

To Fifth Third Bank:

I HEREBY CERTIFY THAT:

I am the duly elected or appointed and currently serving official, manager or trustee (the "Official") of the governing body or governmental entity identified below (the "Governmental Entity");

I am duly authorized to make the following certifications to you; and

The following resolutions ("Account Resolutions") were duly adopted by the governing body of the Governmental Entity in accordance with applicable law, are the binding resolutions and statements of the Governmental Entity, are in full force and effect, and have not been rescinded or modified:

RESOLVED, Fifth Third Bank is hereby designated as an authorized depository of this Governmental Entity and that one or more checking, savings or other deposit accounts ("Accounts") be opened and maintained with Fifth Third Bank in the name of the Governmental Entity;

RESOLVED FURTHER, that the opening and maintaining of the Accounts, all transactions in connection with the Accounts and all related services will be governed by written agreements provided by Fifth Third Bank, and by such rules, regulations and policies as Fifth Third Bank shall from time to time establish;

RESOLVED FURTHER, this Governmental Entity is authorized to obtain banking services from Fifth Third Bank including treasury management and corporate card services, and to enter into such agreement or agreements and documentation for such services as are required by Fifth Third Bank from time to time, including a Master Treasury Management Agreement, Terms and Conditions for various banking services, Signature Card, Commercial Card Agreement and Commercial Account Rules ("Banking Agreements") each of which, when accepted or signed by an Authorized Person described below is approved and authorized in all respects;

RESOLVED FURTHER, that the Governmental Entity is authorized to incur and repay indebtedness, grant or give security, and incur and perform related liabilities and obligations to Fifth Third Bank in connection with the banking services obtained by the Governmental Entity under the relevant Banking Agreements, including, without limiting the foregoing, with respect to: (a) transactions executed for the Governmental Entity by Fifth Third Bank, (b) credit card services under the Commercial Card Agreement, and (c) import and export services for letters of credit as provided in the Terms and Conditions for such import and export services and related reimbursement, financing and security or collateral arrangements;

RESOLVED FURTHER, that the Governmental Entity is authorized to enter into, execute and deliver to Fifth Third Bank applications, documents, notes and agreements

reflecting or evidencing such indebtedness, security, liabilities and obligations including those related to letters of credit, confirmation and payment services, reimbursement arrangements and related loans, lines of credit or similar financing arrangements, and security and collateralization arrangements, and a note or notes, security, pledge or similar agreement evidencing or securing such arrangements ("Banking Services Financing Agreements") each of which, when submitted, accepted or signed by an Authorized Person is authorized and approved in all respects;

RESOLVED FURTHER: that (a) each of the individuals identified in the table entitled "Authorized Persons" appearing below and (b) any other person designated by any such individual whose identity and signature are provided to Fifth Third Bank (each, an "Authorized Person" and for purposes of certain Banking Agreements, an "Authorized Agent") is authorized on behalf of the Governmental Entity and in its name to do any of the following:

- Accounts and Agreements. Open or close any deposit or other Account and execute on behalf of the Governmental Entity signature cards (and designate persons with check signing authority), application forms, authorization, set-up and other documentation and agreements with Fifth Third Bank with respect to the Accounts and any services related to the Accounts including each of the Banking Agreements and Banking Services Financing Agreements;
- Payment Instructions. Issue, and designate persons with the authority to issue written, telephonic, electronic, internet-based or oral instructions and payment orders for the transfer or payment of funds of the Governmental Entity on deposit with Fifth Third Bank (or at any other financial institution) including by wire transfer, automated clearing house debit, book transfer and other physical and electronic means;
- Implementation and Setup. Select the services the Governmental Entity will obtain from Fifth Third Bank, and instruct Fifth Third Bank on service options and features desired by the Governmental Entity, and the set up, implementation and security procedures relating to the services selected; and,
- Authorization. Designate, and advise Fifth Third Bank of the identity of persons (including officers and employees of this Governmental Entity or its service providers) who have some or all of the authority of an Authorized Person with respect to one or more Accounts of the Governmental Entity or services utilized by the Governmental Entity, and limitations on the scope of such authority, if any, including a person or persons who will serve as administrator or service administrator with respect to a service or services obtained by the Governmental Entity and will have authority to: manage the service on behalf of the Governmental Entity; select and administer security and operating procedures; designate persons as authorized users of a service; and, enable and administer user identification codes, passwords and other identification data.

RESOLVED FURTHER, that all actions of the Authorized Persons, and all agreements, applications, documents and authorizations executed and delivered by the Authorized Persons prior to the date of these resolutions and in connection with the transactions contemplated by these resolutions are ratified, confirmed and approved in all respects;

RESOLVED FURTHER: Fifth Third Bank is authorized to rely on the full and unrestricted authority as provided in these resolutions of any one Authorized Person unless otherwise certified to Fifth Third Bank by the Official;

RESOLVED FURTHER, that the Official is authorized to deliver a certified copy of these Resolutions to Fifth Third Bank and certify to Fifth Third Bank the name, title and specimen signature of each Authorized Person.

I further certify that:

- these resolutions do not conflict with or contravene the laws, rules, regulations or ordinances creating, authorizing or empowering the Governmental Entity or governing the organization or management of the Governmental Entity or similar governing documents of, or any agreement, law or regulation applicable to the Governmental Entity; and
- each of the following persons has been designated by the Governing Entity as an Authorized Person with the authority specified in the foregoing resolutions, and the signatures indicated below are genuine signatures of the indicated persons:

**AUTHORIZED PERSONS**

	<u>Name of Authorized Person</u>	<u>Title of Authorized Person</u>	<u>Specimen Signature of Authorized Person</u>
1.	Michael Doss	City Manager	<i>M. Doss</i>
2.	Pat Wrehlin	Finance Director	<i>Pat Wrehlin</i>
3.	Tina Kern	Asst. to Finance Director	<i>Tina E. Kern</i>
4.			
5.			
6.			

\*\*\*EXECUTION PAGE FOLLOWS\*\*\*

IN WITNESS WHEREOF, I have subscribed my name to this Certificate on behalf of the following Governmental Entity:

Exact Name of Governmental Entity: \_\_\_\_\_

Acting under the laws of \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Note: a "Governmental Entity" includes any federal, state, county or municipal governing body or entity, or any of their respective branches, departments, agencies, or divisions.