

**Administrative Services Committee
Meeting Minutes
June 14, 2023**

Mr. Parrish called the meeting to order at 5:00 p.m.

Present: *Kristopher Parrish*, Lisa Evans and Kim Chamberland

Staff: City Manager, Michael Doss, Law Director, Bryan E. Pacheco and Executive Assistant Jackie Bain

Visitors: none

Mr. Parrish made a motion to enter into Executive Session: Milford Charter Section 3.05 (3) Pending Litigation Ms. Chamberland seconded the motion Roll call: Mr. Parrish yes Ms. Chamberland yes Ms. Evans yes

Mr. Parrish made a motion to return to Regular Session. Seconded by Ms. Chamberland Roll call: Mr. Parrish yes Ms. Chamberland yes Ms. Evans yes

Proceedings: The committee members approved the proceedings from the May 15, 2023, Administrative Services Committee Minutes.

DISCUSSION: AGREEMENT AUTHORIZING LEGAL SERVICES

Agreement between the City of Milford, Ohio and the law firms of Baron & Budd, P.C., Cossich, Sumich, Parsiola & Taylor, LLC, Markovits, Stock & DeMarco, LLC, McNamee & McNamee, LLP, and Oths, Heiser, Miller, Waigand & Clagg, LLC (collectively referred to as "Attorneys").

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF MILFORD, OHIO AND THE LAW FIRMS OF BARON & BUDD, P.C., COSSICH, SUMICH, PARSIOLA & TAYLOR, LLC, MARKOVITS, STOCK & DEMARCO, LLC, MCNAMEE & MCNAMEE, LLP, AND OTHS, HEISER, MILLER, WAIGAND & CLAGG, LLC (COLLECTIVELY REFERRED TO AS "ATTORNEYS") FOR LEGAL SERVICES

DISCUSSION: PROPOSED COMPENSATION FOR NON-UNION EMPLOYEES

Mr. Doss discussed with the committee that we have four unions. We negotiate with them, and we are entering the final year of all of their contract agreements. Next year we will be getting together and bargaining. Their increases/compensation are on July 1 of each year. The Non-Union employees used to get their increases at the beginning of each year. But we

strategically moved them to coincide with the union compensations. These proposed compensations for Non-Union employees includes the full-time employees and a part time employee/Sacha Schell – Assistant to the Finance Director. Excluded from this compensation are the City Manager and the Law Director. Mr. Doss proposed a 2.5% increase across the board. With the exception of a few employees, and after talking with Finance Director, Pat Wirthlin, The Assistant Finance Director, she felt, was underpaid. Mr. Doss agreed with Ms. Wirthlin about the level of work that the Assistant Finance Director performs and the responsibilities that she has and being Pat’s right-hand person. Sacha Schell/Part Time Employee – giving her an increase because she is doing payroll along with taxes. Also, our Water Operator Supervisor/ Joe Casteel, when you compare Joe to Dave Walker/Waste Water and Ed Hackmeister/Service Department, who are both Supervisor’s in Public Works. Joe is underpaid as well. The pay should be mirrored to Dave Walker’s compensation. They both have equal responsibilities, and both have criminal responsibilities that they can be charged with if there are any violations. There is a lot that goes along with the Supervisory position. With 2.5% across the board and the three positions that are mentioned, the total compensation is \$38,467. Effective June 26, 2023.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING FOR THE NON-UNION EMPLOYEES COMPENSATION IN THE AMOUNT OF \$38,467 EFFECTIVE JUNE 26, 2023

DISCUSSION: DUKE GAS MONITORING STATION

Mr. Doss discussed that Duke has been constructing a gas line. They are needing to put in a monitoring station. They have identified three sites. Ultimately, we settled near Riverside Park, off of Race Street and Victor Stier Drive. Duke would like to have an easement with the city on the property. It has provisions in the agreement that if the city would like to take that back over for public purposes, it would be the responsibility of Duke to relocate the monitoring station at their cost. Mr. Doss mentioned that they propose removing the fork in the road and having it replaced at Duke’s expense with green space. A Total Compensation Agreement for Permanent Easement was reviewed. Duke Energy will buy the easement from the city. It was negotiated that Duke Energy will pay \$25,000. Which offsets the cost of the paving done at Riverside Park – American Legion parking area.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE FOR THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT AND COMPENSATION AGREEMENT WITH DUKE ENERGY FOR THE CONSTRUCTION OF A DUKE ENERGY GAS MONITORING STATION

DISCUSSION: LOCAL GOVERNMENT FUND ALTERNATIVE FORMULA

Mr. Doss reviewed information and some history regarding the State of Ohio Local Government funds with the committee. An Alternative Formula for Distribution of Local Government Funds

chart was reviewed. Mr. Doss recommended that the committee adopt this Local Government Fund Formula.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT A RESOLUTION AUTHORIZING ADOPTION OF ALTERNATIVE METHOD OF APPORTIONMENT OF THE UNDIVIDED LOCAL GOVERNMENT FUND (LGF) FOR CALENDAR YEARS 2024 THROUGH 2029.

DISCUSSION: SHORT LILA AVENUE SANITARY SEWER AND STORMWATER REMEDIATION PROJECT

Mr. Doss provided information regarding Five Points Landing Park and the fountain water that will drain into the storm water system. The Water Department Supervisor/Joe Casteel brought to Mr. Doss's attention that the water would be treated water and would run into the Little Miami River and could have an impact on marine life. To change the water coming off the fountain to now become waste water and would go into the sanitary sewer system. This would alleviate the issues. We are treating this as a Storm Remediation Sanitary Sewer Project. DER/the contractor that is working on the project at Five Points Landing Park, quoted for the storm water conversion and the remediation and put that into the Sanitary Sewer system in the amount of \$37,500. This is a separate cost from the overall project cost of Five Points Landing Park. This is a Storm Water Sanitary Sewer Project. The \$37,500 would be split, half Sanitary Sewer, half Storm Water.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DER CONSTRUCTION FOR THE STORM DRAIN CONVERSION TO SANITARY SEWER PROJECT IN THE AMOUNT OF \$37,500 TO BE DIVIDED BETWEEN SANITARY SEWER AND STORM

DISCUSSION: VACALL ORDINANCE REVISION

Mr. Doss discussed financing information regarding the Vac-All truck. The truck will not be in until mid-September. Huntington Bank felt comfortable if we would just revise our Ordinance 23-203 and some of the language in the ordinance and the amount to reflect the change in the payment after escrow starting in late September once we have received the piece of equipment. The interest rate is lower. It was at 4.86% and is now 4.81%. The total amount of \$375,496.01 and changes as noted on the original ordinance 23-203 were discussed.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE PURCHASE AGREEMENT TO PROCURE A VACUUM TRUCK WITH BEST EQUIPMENT FOR USE BY THE SERVICE DEPARTMENT TO BE FINANCED IN SIX YEARLY TERMS IN THE AMOUNT OF \$375,496.01

ADDITIONAL DISCUSSION:

Ms. Evans discussed correspondence from SuperGreen Solutions located at CoHatch Milford. They are prepared to work on a custom design and financial analysis of what a solar project would look like for City Hall. They would also research whether any grants or special funding is available. The committee was interested in an assessment of this project. And to discuss during Budget Session.

There being no further business, the meeting adjourned at 5:41 pm with a motion from Ms. Evans, Seconded by Ms. Chamberland

Respectfully submitted,
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Ms. Evans on May 15, 2023.”