

PUBLIC NOTICE

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

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

Wednesday, October 13, 2021 at 4:00 p.m.

Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the July 14, 2021 Administrative Services Committee Minutes

Agenda Items:

- Discussion: Amending Appropriation Ordinances 2020-63 and 2021-70
- And all additional matters that may properly come before the Committee

Adjourn

**Administrative Services Committee
Meeting Minutes
July 14, 2021**

Ms. Evans called the meeting to order at 9:30 a.m.

Present: Sandy Russell Kim Chamberland

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

Visitors: Merrell Wood/Sales Director Responsible Products

Proceedings: *Approve the proceedings from the June 14, 2021 Administrative Services Committee Meeting Minutes. Ms. Evans abstained. Ms. Chamberland made a motion to approve. Seconded by Ms. Russell.*

Discussion: DORA Cup Vender Quotes

Mr. Doss presented information regarding DORA cup quotes. Responsible Products – 30 case minimum @ 1,000 cups per case = 30,000 cups \$249 per case @ 30 cases = \$7,470= \$0.249 per cup Compost marketing campaign and placement of recycling units throughout downtown Main Street. Pro Forma Albrecht – 30,000 cups @ \$0.335 per cup = \$10,050. Mr. Wood presented to the committee information regarding not only providing a compostable cup but also a composting program which provides collection of the cups as well to make sure the cups are actually composted as they should be. Responsible-Products is a local company. Mr. Wood is working on a cost proposal for the City for this program using a cardboard receptacle. He would like to take a walk through the DORA zone to gather more information regarding the types of receptacles and the quantities that would be needed. Ms. Chamberland asked if it was possible for other compostable items to be dropped off in these bins? Mr. Wood stated that Responsible Compost is an option. Their company is already working with several local restaurants in Milford that use their compostable packaging. The Committee approved the City Manager to purchase DORA cups from Responsible Products in the amount of \$7,470 and recognizes that this amount is less than the \$7,500 provided for authorization by the City Manager.

Personnel Policy Change to Section 4 Covering Travel Per Diem

Chief Mills discussed credit card problems while a member of the department was on business travel or training. The department compared other agencies and found that this is a pretty common policy. This policy would not eliminate credit cards but lessen the use of a card. The Finance department could issue a check and they are then responsible for their meal per diem. In the event that the employee finds out that once they get to their meeting or training that a meal was provided, it must be reported that they will not get per diem for that meal.

The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to include meal per diem in the City's Personnel Policy Section 4.07 Expense Reimbursement/Allowances

CONTROL BIONICS LEASE AGREEMENT

Control Bionics would like to lease the entire third floor of the building. Presently, they occupy approximately 2,529 Sq. ft. The addition would include the former Literacy Council and remaining Milford Miami Township Chamber of Commerce (Chamber expected to vacate the building for COhatch in late August 2021) space which is approximately 721 Sq. ft. Total approximately 3,250 Sq. ft. The market rate for Class C office space has reduced because of supply vs demand related to COVID 19 and remote work. The rate used at the time of the lease approvals in 2020 was \$12.00 per Sq. ft, the new rate used for consideration in the proposed lease agreement with Control Bionics is \$10.34 Sq. ft down \$1.66 which is acceptable fair market lease value.

Current lease agreement terms:

36 months (three tiers) 1-12 = \$1,000 13-24 = \$1,750 25-36 = \$2,500

Proposed lease agreement terms: 48 months (no tiers) 48 = \$2,800 Total = \$134,400

Sub Total = \$63,000

+ \$19,800 (Chamber over three years @ \$6,600 per year) Total = \$82,800

Proposed lease agreement terms: 48 months (no tiers) 48 = \$2,800 Total = \$134,400

Note: An additional 12 months for Control Bionics and the MMT Chamber would provide \$36,600 in lease proceeds and equal a total 48-month term lease of \$119,400. Difference current vs proposed is \$15,000. And since this is a for-profit company, this will be reported to the county for property tax purposes.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing the Revised Renewal of a Lease Agreement with Control Bionics

SALARY INCREASE FOR NON-UNION EMPLOYEES

The City is recommending a 3% pay increase for all non-union, full-time employees for this year. The 3% increase will commence on the 14th pay period of this year 2021 and continue until June 30, 2022. In addition, the City is recommending that non-union, full-time employees that were employed as of January 1, 2021 receive the 3% pay increase difference in a retroactive lump sum for the first 13 pay periods of this year 2021. The 3% is appropriated in the current 2021 budget. Note: The change in the date of non-union, full-time employees pay will now coincide with the pay rate schedule and contract terms for all of the four collective bargaining units moving forward.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing Merit Pay Increases for Non-Union Employees

ODOT CONSENT LEGISLATION FOR PAVEMENT PREVENTATIVE MAINTENANCE
FY 2022

ODOT requests the City of Milford's consent to make pavement preventative maintenance within the corporate boundaries. ODOT will be placing a Fine Graded Polymer Asphalt Concrete Overlay (aka Smoothseal) on a portion of CLE-50 starting at the Milford Corp to almost Wolfpen Pleasant Rd. There is no expenditure for the City. The City of Milford area included in the project encompasses approximately 950 ft on US 50 to the end of the corporate boundary limits. This project is a FY 2022 ODOT project and requires authorization from the City to proceed in the aforementioned area.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing the City Manager to Enter into A Consent Agreement with ODOT To Provide Pavement Preventative Maintenance Within the Corporate Limits of The City of Milford

DISCUSSION: ISSUANCE AND SALE OF NOTES IN THE AMOUNT OF \$540,000 IN
ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF REFINANCING
PROPERTY LOCATED AT 25 MAIN STREET

Finance Director, Pat Wirthlin discussed with the committee information regarding the issuance and Sale of Notes in the amount of \$540,000 in Anticipation of the Issuance of Bonds for the Purpose of Refinancing Property Located at 25 Main Street. Last year, the City issued a one-year Bond Anticipation Note (BAN) to finance the \$540,000 purchase of the former Park National Bank Building and parking lots. The notes are approaching renewal. The plan is to roll over the BAN another year while the City explores different uses for the property. Please note that the BAN interest due in October amounts to \$17,501.25. The City does not plan to roll that over. Rather, the City will pay that in cash in October. Next week's Council meeting will involve a first reading only. The proposed Ordinance will be up for vote at the next Council meeting on August 20, 2021. The committee reviewed an attached Schedule of Events. The entire process should be complete by October 7. Mr. Doss wanted to make note that we do not anticipate the sale of that property before we have to go through this process. Interested parties are to submit their RFP that are due in by Friday, July 16, 2021, for anyone that is interested in the property.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Providing For The Issuance And Sale Of Notes In The Maximum Principal Amount Of \$540,000, In Anticipation Of The Issuance Of Bonds, For The Purpose Of Paying The Cost Of Acquiring Certain Real Property Located Near The Intersection Of Garfield Avenue And U.S. Route 50, All in Support Of Economic Development And Job Creation Within The City And Declaring An Emergency

There being no further business, the meeting adjourned at 10:44 a.m. with a motion from Ms. Russell, Seconded by Ms. Chamberland.

Respectfully submitted,
Jackie Bain, Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans, Ms. Russell and Ms. Chamberland on July 16, 2021."



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150
Phone: 513-831-4192
Fax: 513-248-5096
www.milfordohio.org



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

From: Pat Wirthlin, Finance Director

Date: October 12, 2021

Subject: FY2021 2nd Amended Appropriations

~932K Changes

Please find attached a list of proposed amendments to the City's appropriations. The total increases exceed \$900,000. The good news is that I am in the process of filing and Amended Certificate of Estimated Revenue with the County which will increase budgeted revenues by a similar amount. This means that the effect on the budget is minimal.

~19.5 Million Total Budget

These changes put the City's total budget at just under \$20 Million, the largest budget yet. This City is popping and the budget shows it!

Of Note

Please note a couple of new items:

- \$718,069 for American Rescue Act Program (ARPA) funds. The City plans to use these funds for water lines and SCADA
- \$74,500 Advance from General Fund to Parks Fund while the City awaits the Ohio Department of Transportation refund for the Walking Path

Staff Suggestion for Committee Recommendation

RECOMMENDATION AUTHORIZING THE LAW DIRECTOR TO PREPARE AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCES 2020-63 and 2021-70 BY INCREASING OR DECREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING \$932,604

**City of Milford
2nd Amended Appropriations, Transfers and Advances
Fiscal Year 2021**

Fund	Appropriation Increase (Decrease)	Category	Purpose	
Appropriations				
101	General Fund			
1003	Police Contracts	\$14,030	Personnel	Increase in Shifts (Fully Reimbursed)
1200	Civil Defense	\$3,000	Other	Siren Repairs
4200	Building Inspection	\$63,500	Other	Building Permits Increase (~90% Reimbursed)
7000	Manager	\$19,500	Other	Small Business Incentives, Best of Burbs
7200	Finance	\$6,000	Other	Professional Services - Software, Bank, Legal
7200	Law Director	\$2,000	Personnel	Health Insurance
7200	Law Director	\$1,800	Other	Codified Ordinances / Matthew Bender
7300	Legislative	\$2,000	Other	LEAD Program for Councilmember
7510	Municipal Building	\$2,600	Other	Remove Trees / Hydro & Sprinkler Test
211	State Highway Improvement Fund	\$4,000	Other	Traffic Light Repairs
235	Local Coronavirus Relief Fund	\$453	Other	Taser Subscription
236	American Rescue Plan Act Fund	\$718,069	Other	SCADA / Water Lines
329	General Bond Retirement	\$1	Other	Rounding
331	Economic Devpt Bond Retirement F	\$1	Other	Rounding
415	Capital Improvement Fund			
7000	Manager	\$13,400	Other	Pavement Management Study Increase
7100	Finance	\$9,750	Other	VIP Analytics
7510	Municipal Building	(\$24,000)	Other	Exterior Improvements
417	Real Property Improvement Fund	\$17,000	Other	Park National Bank Refinance Costs
Transfers				
101	General Fund			
	Transfer Out to Cemetery Fund	\$5,000	Transfer	Increases in Labor / Landscaping
Advances				
101	General Fund			
	Advance Out to Parks Fund	\$74,500	Advance	Awaiting ODNR Walking Path Reimbursement
Grand Total		<u>\$932,604</u>		