

**Administrative Services Committee  
Meeting Minutes  
July 17, 2023**

Kristopher Parrish called the meeting to order at 4:30 p.m.

Other Committee Members Present: Kim Chamberland

Staff: Finance Director -Pat Wirthlin, Planning & Community Development Coordinator-Christine Celsor, Law Director -Bryan E. Pacheco and Executive Assistant-Jackie Bain

Visitors: none at this time

Proceedings: The committee members approved the proceedings from the June 14, 2023, Administrative Services Committee Minutes.

**DISCUSSION: UPDATES TO THE CODIFIED ORDINANCES**

Clerk of Council Jackie Bain discussed that to ensure the City of Milford ordinances are always consistent, well-organized, and easily accessible to our community a municipal code is regularly updated by codification experts. By updating the information yearly, the city is guaranteeing that constituents, officials, business owners, developers, law enforcement and others will have a resource they can depend on to properly follow and enforce our laws. An up-to-date Code can: Ensure that obsolete or outdated references are cleaned up in our code. Keep new laws from conflicting with existing code regulations or State Statutes. Ensure that information on the collection of fees and penalties is up to date and accurate. Protect your municipality from law enforcement disputes and even lawsuits. This addition of the zoning codes provides time and resource savings from having to verify the availability of the most current legislation. City of Milford, Ohio Zoning Code Information Table of Contents were added by American Legal to the City of Milford website and was made searchable-and user friendly, similar to our Charter information that is listed. We have also added to the City website both an Index of Ordinances and an Index of Resolutions that are also searchable.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO AMEND ORDINANCE 23-190 TO NOW INCLUDE ZONING ORDINANCE TABLE OF CONTENTS*

**DISCUSSION: ACCESSORY DWELLING UNIT TEXT AMENDMENT**

Law Director Bryan Pacheco - discussed with the committee that the Planning Commission in June had a recommendation to amend the Zoning Code, to add and provide accessory dwelling units. After a Public Hearing process, it was a unanimous recommendation of the Planning Commission, per the Code of Ordinances that the recommendation must now go before Council to now hold a Public Hearing first (September 5<sup>th</sup>) and requires a nay or yay vote by Council. According to our Charter, we need the committee to reference this recommendation and move it forward to City Council.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE TO ADOPT THE CHANGES TO THE MILFORD ZONING ORDINANCE TO ALLOW ACCESSORY DWELLING UNITS AS A CONDITIONAL USE*

**DISCUSSION: ORDINANCE AMENDING APPROPRIATION ORDINANCES 2022-181,2023-192, AND 2023-219**

Finance Director - Pat Wirthlin discussed and reviewed with the committee a list of proposed amendments to the City's 2023 budgeted appropriations. Total increases amount to \$106,767.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AMENDING ORDINANCES 2022-181, 2023-192, AND 2023-219 BY INCREASING OR DECREASING THE INDIVIDUAL APPROPRIATIONS AS LISTED ON THE ATTACHED CHART TOTALING \$106,767*

Appropriation	Item	Category			Total	Notes
		Proposed	2022	2023		
10	10-0000	1000	1000	1000	1000	Police Department - Personnel
	10-0001	1000	1000	1000	1000	Police Department - Personnel
	10-0002	1000	1000	1000	1000	Police Department - Personnel
	10-0003	1000	1000	1000	1000	Police Department - Personnel
20	20-0000	1000	1000	1000	1000	Police Department - Personnel
	20-0001	1000	1000	1000	1000	Police Department - Personnel
	20-0002	1000	1000	1000	1000	Police Department - Personnel
	20-0003	1000	1000	1000	1000	Police Department - Personnel
30	30-0000	1000	1000	1000	1000	Police Department - Personnel
	30-0001	1000	1000	1000	1000	Police Department - Personnel
	30-0002	1000	1000	1000	1000	Police Department - Personnel
	30-0003	1000	1000	1000	1000	Police Department - Personnel
40	40-0000	1000	1000	1000	1000	Police Department - Personnel
	40-0001	1000	1000	1000	1000	Police Department - Personnel
	40-0002	1000	1000	1000	1000	Police Department - Personnel
	40-0003	1000	1000	1000	1000	Police Department - Personnel
<p style="text-align: right;">J. G. O'NEILL, Mayor</p>						

**DISCUSSION: ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO:**

- Beauty Ridge LLC doing business as Little Miami Brewing Company
- Terra Firma Development LLC doing business as LMBC Event Center
- P3k2p doing business as Tru By Hilton
- SAS Hospitality LLC doing business as Staybridge Suites

Finance Director Pat Wirthlin reviewed with the committee information regarding how the City provides certain incentives to spur economic development and attract and retain good jobs. The City's Property Tax Rebate Incentive is one such initiative to encourage successful businesses to locate within the City. The 2<sup>nd</sup> half 2022 property tax rebates (payable 2<sup>nd</sup> half 2023) amount to approximately \$84K. Please note that in April of this year, the City distributed the 1<sup>st</sup> half obligation in the same amount (~\$84K).

*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 \$10,467.17 FOR 2nd HALF 2022 TAXES*

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO TERRA FIRMA DEVELOPMENT LLC (DBA LITTLE MIAMI EVENT CENTER) IN THE AMOUNT OF \$9,249.27 FOR 2nd HALF 2022 TAXES*

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO P3K2P LLC (DBA TRU BY HILTON) IN THE AMOUNT OF \$39,661.66 FOR 2nd HALF 2022 TAXES*

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO SAS HOSPITALITY LLC (DBA STAYBRIDGE SUITES) IN THE AMOUNT OF \$24,850.54 FOR 2nd HALF 2022 TAXES*

**DISCUSSION: RECOMMENDATION TO AUTHORIZE THE CITY MANAGER TO SOLICIT BIDS TO FINANCE A LEASE PURCHASE AGREEMENT TO PROCURE A VACUUM TRUCK WITH BEST EQUIPMENT FOR USE BY THE SERVICE DEPARTMENT IN THE AMOUNT OF \$375,496.01**

Finance Director, Pat Wirthlin discussed the lease agreement terms that were in the original lease

agreement information presented to the committee. Ms. Wirthlin along with Law Director/Bryan Pacheco and the City Manager/Michael Doss agreed that they could not abide by some of the unreasonable terms and provisions required. Ms. Wirthlin made note that we do not take possession of the vehicle until mid-September. The price will stay the same, but we will look for better financing for a lease purchase agreement.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO SOLICIT BIDS TO FINANCE A LEASE PURCHASE AGREEMENT TO PROCURE A VACUUM TRUCK WITH BEST EQUIPMENT FOR USE BY THE SERVICE DEPARTMENT IN THE AMOUNT OF \$375,496.01*

There being no further business, the meeting adjourned at 4:54 pm with a motion from Mr. Parrish, 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 July 18, 2023.”