

**Administrative Services Committee
Meeting Minutes
September 28, 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, and Executive Assistant Jackie Bain

Visitors: None

Proceedings: Approve the proceedings from the July 17, 2023, Administrative Services Committee Minutes. Ms. Chamberland made a motion to approve. Seconded by Mr. Parrish. Ms. Evans abstain.

**DISCUSSION: REBATE OF PROPERTY TAX TO JLC REAL ESTATE LLC
DBA MILFORD FAMILY DENTISTRY**

Mr. Doss reviewed and discussed with the committee property tax rebate information for JLC Real Estate LLC dba Milford Family Dentistry. There was a discussion regarding the reimbursement amount of the rebate. The five years for the Property Tax Rebate Incentive Program would start when they acquired their current property (former PNC Bank location). The committee agreed to reimburse JLC Real Estate LLC dba Milford Family Dentistry a five-year period reimbursement starting with tax years 2020 to 2022 (payable 2021 to 2023) in a lump sum of \$8,678.59. The subsequent tax years for the rebate will be made payable for each remaining tax year under the program.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO MILFORD FAMILY DENTISTRY FOR FIVE YEARS WITH THE FIRST REBATE LUM SUM AMOUNT OF \$8,678.59 FOR TAX YEARS 2020 TO 2022 (PAYABLE 2021 TO 2023)

DISCUSSION: REPEAL OF MILFORD PROPERTY TAX REBATE INCENTIVE PROGRAM

Mr. Doss Discussed Repealing Ordinance 17-1260 -Milford Property Tax Rebate Incentive Program. There was further discussion to possibly bring this program back in the future. Mr. Doss said that there are currently some available programs through the Community Reinvestment Act (CRA).

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE REPEALING MILFORD PROPERTY TAX REBATE INCENTIVE PROGRAM (ORDINANCE 17-1260)

DISCUSSION: FIVE POINTS LANDING CHANGE ORDER – PARKING LOT ENTRANCE

Mr. Doss wanted to bring before the committee information regarding a change order in the amount of \$6,802.95 which is all part of the collective expense that has been put into the Five Points Landing Park. The Change Order was required when they started to dig out and mill down to put in the base, there were divots that were starting to sink since it was not steady within the soil. They had to place some sub grade to stabilize the entrance and exit surface of the parking lot.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE APPROVING THE CHANGE ORDER ASSOCIATED WITH UNDERCUT MAIN PARKING LOT ENTRY AT THE FIVE POINTS LANDING PARK PROJECT IN THE AMOUNT OF \$6,802.95

There being no further business, the meeting adjourned at 5:23 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans

Respectfully submitted, Jackie Bain, Executive Assistant