

**Administrative Services Committee
Meeting Minutes
October 13, 2021**

Ms. Evans called the meeting to order at 4:00 p.m.

Present: Lisa Evans, Sandy Russell, Kim Chamberland

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

Visitors: none at this time

Proceedings: The minutes from the July 14, 2021 Administrative Services Committee Meeting were approved.

Discussion: Amending Appropriation Ordinances 2020-63 and 2021-70

Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's appropriations. The total increases exceed \$900,000. Ms. Wirthlin informed the committee that she is in the process of filing an 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. 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!

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

The Committee Agreed to Recommend That the Law Director 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	
<i>Appropriations</i>				
101	General Fund			
1003	Police Contracts	\$14,030	Personnel	Increase In Shifts (Fully Reimbursed)
1200	Civil Defense	\$3,000	Other	Siren Repairs
4260	Building Inspection	\$63,500	Other	Building Permits Increase (-90% Reimbursed)
7000	Manager	\$19,500	Other	Small Business Incentives, Best of Bombs
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 g, 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
<i>Transfers</i>				
101	General Fund			
	Transfer Out to Cemetery Fund	\$5,000	Transfer	Increases in Labor / Landscaping
<i>Advances</i>				
101	General Fund			
	Advance Out to Parks Fund	\$74,500	Advance	Awaiting ODNR Walking Path Reimbursement
Grand Total		\$932,604		

DISCUSSION: PORTION OF SYCAMORE STREET TO BE VACATED 0.269 ACRE

City Manager Michael Doss discussed that we had applied for and received an ODNR Grant for our walking path. As part of getting reimbursed for that, one of the things that they are asking us to do is vacate a portion of Sycamore Street. A portion of the walking path goes through an area of Sycamore Street which is in a grassy area of Riverside Park which goes to the Little Miami River. By vacating this area, the City can never construct anything on this property. If the city was to do that in the future, then we would have to pay back this portion of the grant.

The Committee Agreed to Recommend that the Law Director Prepare an Ordinance Authorizing a Portion of Sycamore Street be Vacated at the Intersection of Sycamore Street and Polk Street to the Little Miami River

There being no further business, the meeting adjourned at 4:18 pm 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 October 15, 2021.”