

**Administrative Services Committee  
Meeting Minutes  
November 6, 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, Water Department Supervisor, Joe Casteel and Executive Assistant Jackie Bain

**Visitors:** None

**Proceedings:** Approve the proceedings from the September 28, 2023, Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Ms. Chamberland All yes.

**DISCUSSION: EMERGENCY GENERATOR GRANT QUOTES**

Mr. Doss discussed how we were successful in receiving a grant for the emergency generator project. This should be covered under this 100% grant. Mr. Casteel received four quotes for the materials that will be used for the Generator, the booster and the automatic transfer switch that will be installed. Ohio CAT, Buckeye Power Sales, Generator Systems and Cummins. After reviewing the quote information with the committee Mr. Casteel stated that he recommends that we work with Buckeye Power Sales since they are the company that has serviced and supplied all of the back-up generators and transfer switch for the city. Mr. Doss mentioned that we do need to have a portion of their bid taken out of the agreement regarding the indemnification component.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BUCKEYE POWER SALES FOR THE PURCHASE OF AN EMERGENCY GENERATOR IN THE AMOUNT OF \$35,328.00 CONTINGENT UPON THE INDEMNIFICATION COMPONENT INFORMATION BEING REMOVED FROM THE AGREEMENT*

**DISCUSSION: DINSMORE BILLINGS FOR LAWSUIT**

Mr. Doss discussed information received from our insurance provider, Sheila Osei at Zurich, advising us of the Menkhaus lawsuit/Airbnb lawsuit. Zurich was going to provide through our insurance, our defense fund, in the amount of \$25,000, which they have. They have met that threshold. Any other expenses that are incurred by the city regarding this lawsuit will have to be paid by the city. We have received bills for Dinsmore and Shohl services regarding this lawsuit that exceeds \$25,000. It is currently at \$14,000. We are asking for the committee to authorize the city to make payment to Dinsmore and Shohl \$14,000 to cover any additional expenses related to Menkhaus lawsuit.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE PAYMENT TO DINSMORE AND SHOHL IN THE AMOUNT OF \$14,000 TO COVER CURRENT OUTSTANDING EXPENSES DUE TO THE MENKHAUS LAWSUIT*

**DISCUSSION: CLERMONT COUNTY ENGINEER PAVING PROGRAM INVOICE**

Mr. Doss discussed with the committee how the city participated in the Clermont County Road Resurfacing Program/Ordinance 23-205 at a cost of \$ 211,664.69. We received the final invoice from Clermont County and the final cost is actually \$237,021.14 which is an additional amount due of \$25,356.65. There was additional cost that incurred due to full depth pavement repair in some locations, that had to adhere to ODOT standards. Also, sanitary man hole adjustments, along with additional work on Cleveland Avenue with the speed humps.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO ISSUE A CHECK IN THE AMOUNT OF \$25,356.65 TO THE CLERMONT COUNTY TREASURER FOR THE BALANCE DUE FOR THE 2023 RESURFACING PROGRAM*

**DISCUSSION: TERRACON BUSTR CHANGE ORDER**

Mr. Doss reviewed contract information with Terracon for a two-tier evaluation analysis on our City Parking lot previously the Sauer's Marathon parking lot/which used to be a gas station. The evaluation was done by Terracon and provided to Bureau of Underground Storage Tank Regulations (BUSTR). BUSTR has requested that we revise our action levels to correct 2012 action levels to be evaluated. The proposed service agreement outlines the additional services that will be provided by Terracon to address the follow-up in the tier two evaluation by BUSTR.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO MAKE PAYMENT OF \$14,750 TO TERRACON FOR THE CHANGE ORDER OF LISTED SCOPE OF SERVICES AND FEES PER THE SUPPLEMENT TO AGREEMENT FOR SERVICES*

**DISCUSSION: FIVE POINTS LANDING FINAL CHANGE ORDER CLOSE OUT**

Mr. Doss discussed payments made for the Five Points Landing Project. A spreadsheet was reviewed by the committee. Some of the authorized change orders that occurred were under \$7,500. Ultimately, when added up to the amount of \$17,788.68 which is included in the final amount on the DER change order summary.

*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE FINAL CHANGE ORDER WITH DER FOR FIVE POINTS LANDING IN THE AMOUNT OF \$17,788.68*

There being no further business, the meeting adjourned at 5:26 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans

Respectfully submitted, Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Ms. Evans on November 8, 2023.”