

**Administrative Services Committee
Meeting Minutes
December 5, 2022**

Ms. Russell called the meeting to order at 4:30 p.m.

Present: *Sandy Russell*, Lisa Evans, and Kim Chamberland

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

Visitors: Tim Casto/Kleingers

Proceedings: October 17, 2022, Administrative Services Committee meeting Minutes
were approved by Ms. Chamberland, Ms. Evans & Ms. Russell

DISCUSSION: AN ORDINANCE AMENDING APPROPRIATION ORDINANCES 2021-113, 22-129, 22-158 AND 22-170

Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's 2022 budgeted appropriations and transfers. The total increases amount to \$213,266.69. The changes have minimal effect on the budget due to the nature of reimbursements, grant funding and placeholders.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING APPROPRIATION ORDINANCES 2021-113, 22-129, 22-158 AND 22-170 BY INCREASING THE INDIVIDUAL ITEMS AS LISTED ON ATTACHED CHART TOTALING \$213,266.69

DISCUSSION: AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023

Finance Director Pat Wirthlin reviewed an attached 2023 final budgeted appropriations totaling \$26,861,816. This budget will be up for Council approval at the December 6th City Council meeting. The budget is the final product of the Council Work Session. Also reviewed was attached chart outlining changes to the original 2023 Budget Book appropriations in the net amount of \$64,000. We incorporated these changes in the final appropriations Ordinance up for approval.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023, IN THE AMOUNT OF \$26,861,816 AS PER THE ATTACHED CHART

DISCUSSION: PAYMENT OF JEDD VI REFUNDED TAXES TO OHIO DEPARTMENT OF TAXATION

Pat Wirthlin discussed an alternative to paying taxes through RITA (Regional Income Tax Agency), business taxpayers who file net profits returns in more than one municipality can opt to file one central return through the Ohio Business Gateway. Unfortunately, when a taxpayer is due a refund, the State will not deduct from future earnings as RITA does. Rather, the State requests that the City quickly issue a check to make up for the shortfall. This is an unusual occurrence. This is a JEDD issue.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING PAYMENT OF JEDD VI REFUNDED TAXES TO OHIO DEPARTMENT OF TAXATION IN THE AMOUNT OF \$11,623.28

DISCUSSION: A PROPOSED ORDINANCE TO ENTER INTO AN AGREEMENT WITH FORD DEVELOPMENT CORPORATION IN AN AMOUNT NOT TO EXCEED \$84,786.05 FOR EMERGENCY REPAIRS TO GARFIELD AVENUE CAUSED BY WORK PERFORMED BY A PRIVATE PARTY

Mr. Doss discussed the situation on Garfield Avenue. He discussed how the contractor thru the developer had run into some issues and created quite a problem for the city as it relates to our infrastructure. The City instructed them to cease work. Mr. Tim Casto/Kleingers also discussed and gave an overview of where we were and where we are right now and where we are going. He went to the site on Tuesday and Wednesday to get a contractor in to secure and stabilize our water lines. And repair our sewer lines. Tim Casto was quick to get Ford Development Corporation in the next day to perform work for stabilizing and repairing. They will spend this week and next week getting things finished and in a couple of weeks they will finish up what they need to get done. It was decided to close down Garfield Avenue until the end of December. The contractor has been contacted regarding getting back our expenses for this work. Council was notified. Public Announcements were made to City Website and City Facebook page. Chief Mills placed the information on Nixle. Police and Fire were notified for safety and the schools were also notified so that they could make arrangements from a logistical standpoint. The signs for closure and detours were assessed and some of the signs throughout this process were moved and we added some detour signs which has hopefully made traversing around better. Mr. Tim Casto reviewed and explained information with the committee regarding the conditions of the site.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING AN AGREEMENT WITH FORD DEVELOPMENT CORPORATION IN AN AMOUNT NOT TO EXCEED \$84,786.05 FOR EMERGENCY REPAIRS TO GARFIELD AVENUE CAUSED BY WORK PERFORMED BY A PRIVATE PARTY

DISCUSSION: E-TECH \$78,160 ESTIMATE FOR FY2023

City Manager Michael Doss discussed and reviewed a quote for estimated IT Services for 2023 submitted by E-Technologies. The total for all services was \$78,160 (this does come in under budget). Mr. Doss and Ms. Wirthlin wanted the committee to be aware and understand how much we are paying for all services. The committee agreed to keep this IT expense for 2023 and that for the future we should bid this out.

DISCUSSION: FIVE POINTS CONSTRUCTION BIDS

City Manager Michael Doss discussed the Bid Opening that was held last Thursday at 2pm in the Harry Hodges Conference room at City Hall. Bids received and tabulated from PRUS Construction, Alpha, DER and Graybach. DER was the lowest bid of the four at \$3,728,890. The lowest bid was more than the previously budgeted and projected amount for the park project. Taking into account each detailed cost of the project from the bidder. The City has determined that DER would still remain the lowest most qualified bid in comparison to the other three bidders for the project. The City does recommend entering into an agreement with DER Construction and then proceeding to negotiate the scope of changes for the project for budgetary purposes. The committee would like to have a Council Work Session on December 20th to discuss potential changes for Phase I to bring the project amount closer to the project's original and projected budget amount.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DER CONSTRUCTION FOR THE CONSTRUCTION OF FIVE POINTS LANDING PARK

There being no further business, the meeting adjourned at 5:42 pm with a motion from Ms. Evans Seconded by Ms. Chamberland All yes

Respectfully submitted,
Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Ms. Russell, Ms. Evans and Ms. Chamberland on December 6, 2022."