

Administrative Services Committee
Meeting Minutes
January 31, 2023

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

Present: *Kristopher Parrish*, Kim Chamberland, Lisa Evans

Staff: City Manager, Michael Doss, Finance Director Pat Wirthlin, Executive Assistant Jackie Bain, Waste Water Supervisor Dave Walker

Visitors: Michael Dean/Attorney with Dinsmore & Shohl LLP and Waste Water Supervisor Dave Walker

Proceedings: *Approve the proceedings from the January 11, 2023 Administrative Services Committee Minutes. Ms. Evans made a motion to approve. Seconded by Mr. Parrish.*

DISCUSSION: PROPOSED TIF FOR RIVERS EDGE

Mr. Doss introduced Mike Dean/ Dinsmore & Shohl LLP, who has been working with the city on the Tax Increment Financing (TIF) on the proposed development located between Target and the movie theatre at Rivers Edge. The committee reviewed proposed legislation which would establish the TIF for that parcel proposed by Vision Development. Mr. Doss explained that this is a TIF for ten years at 75% of real property tax exemption. This parcel, if developed, would have a period of ten years, 75% of its assessed value in taxes would be exempt. The remaining 25% would be collected based off of the value which would then be dispersed amongst Clermont County, Milford Schools, and also the City of Milford. Typically, with a TIF there are Service Payments. As part of this incentive, we are foregoing this. Mr. Doss also noted that this has a 30-million-dollar threshold with a mark. They are proposing a 50-million-dollar development and wanted to mention that there was some analysis done by Dinsmore which referenced how many estimated students would impact the Milford schools.

Mr. Dean reviewed TIF leverage and conditions to be met by the developer to maintain this exemption. He explained the development agreement and model numbers used to come up with occupancy rates and income tax information.

Mr. Doss explained that even though we are discussing property tax, exemptions, tenure of 75%, he did want to make a point from the City's standpoint that in the analysis that Dinsmore conducted, there was a projection of an annual income tax of approximately \$201,000 annually from the people that would be living out at this complex. And also, as construction is going on, projected year and a half, to two years, we are looking at about \$30,000 annually in just construction tax from those working at the site. It is an incentive and an investment. For ten years we will make up some of the monies directly through our municipal income tax as well.

Ms. Evans asked if the developers would be required to put in sidewalks to connect to the main road and traffic. Mr. Doss explained that this would be information that would come out of Planning Commission and the development negotiations.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE DECLARING IMPROVEMENTS TO PARCELS OF REAL PROPERTY TO BE A PUBLIC PURPOSE, EXEMPTING SUCH IMPROVEMENTS FROM REAL PROPERTY TAXATION

DISCUSSION: AMENDING APPROPRIATION ORDINANCE 2022-181

Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's 2023 budgeted appropriations. The total increases amount to \$5,263,923. The majority of amendments represent reappropriations (carry-overs) from 2022 of unfinished projects.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING APPROPRIATION ORDINANCE 2022-181 BY INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING \$5,263,923.

DISCUSSION: ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MILFORD, OHIO AND DECLARING AN EMERGENCY

Clerk of Council, Jackie Bain, presented information that once a year the City is required to pass an Ordinance adopting the replacement pages to the Codified Ordinances approved during the prior twelve months and amendments to the Traffic and General Offense Codes that were adopted by the Ohio General Assembly. Each year, the ordinances that are of a general and permanent nature of the city are codified. That is, they are collected, organized, and published to provide a directory of current, enforceable laws in an easy-to-use format. Distribution included updates to the city website, along with paper copies distributed to the Police, Fire and Administrative Departments. Paper copies were also mailed to Law Library in Batavia, Hamilton County, and the Clermont County Public Library.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MILFORD, OHIO, AND DECLARING AN EMERGENCY

DISCUSSION: APPOINTING REPRESENTATIVES TO THE CLERMONT COUNTY TAX INCENTIVE REVIEW COUNCIL

Mr. Doss discussed Clermont County Department of Community + Economic Development served notice to the City that the CED is requesting each affected township, municipality, village, and

school board to submit to them a copy of a Resolution appointing 2 representatives for the 2023 Tax Incentive Review Council (TIRC) meeting. The City Manager and Finance Director, were recommended to serve as the representatives.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN RESOLUTION APPOINTING THE CITY MANAGER AND FINANCE DIRECTOR AS REPRESENTATIVES TO THE CLERMONT COUNTY TAX INCENTIVE REVIEW COUNCIL

DISCUSSION: QUOTE TO REPAIR VAC-ALL

Mr. Doss presented repair quote for Vac-All Sweeper truck. The truck is in much need of repairs. We use this truck quite a bit. The quote from JCM Maintenance, LLC was reviewed at \$11,110.39. Mr. Parrish asked if there were few companies in the area that repair these trucks. Mr. Walker mentioned that there were few local companies that do this type of repair work.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH JCM MAINTENANCE, LLC FOR THE REPAIR OF VAC-ALL SWEEPER TOTALING \$11,110.39

DISCUSSION: QUOTES-CONSTRUCTION TESTING & SPECIAL INSPECTIONS/FIVE POINTS LANDING PARK

Mr. Doss discussed quotes received that are part of the engineering costs associated with Five Points Landing. Instead of this being MSP, Inc there is a component in the project for Soil Sampling, Concrete Testing, steel reinforcement, which MSP (our engineer on the project) could not do. Alt & Witzig Engineering, Inc works with MSP on a variety of projects. We solicited a quote to them to come in and do the soil samples and inspect to assure as this project is going on with DER, that we are getting quality concrete, pavers, and various products and service into the project. It is compositional and structural that the services they provide pass inspections.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ALT & WITZIG ENGINEERING, INC. IN THE AMOUNT OF \$15,250.00 FOR TESTING AND INSPECTION FEES

There being no further business, the meeting adjourned at 5:12 pm with a motion from Ms. Evans, Seconded by Ms. Chamberland

Respectfully submitted, Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Parrish, Ms. Evans and Ms. Chamberland on February 3, 2023.”