

**Administrative Services Committee
Meeting Minutes
April 3, 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 and Executive Assistant, Jackie Bain

Visitors: none

Proceedings: Approval of the March 16, 2023, Administrative Services Committee Minutes All approved

DISCUSSION: CODE ENFORCEMENT CONSOLIDATION AND COMPENSATION

Mr. Doss discussed how we have been trying to hire a Part Time Code Enforcement person. Mr. Doss has asked Christine Celsor/Planning, Zoning and Community Development Coordinator to take on the responsibility with additional compensation. She informed Mr. Doss that she was interested in taking on this added responsibility. Mr. Doss asked the committee to consider the Planning & Community Development Coordinator absorb the Code Enforcement position, and all of the responsibilities. And also, consideration of an increase in compensation of \$ 12,000 for the absorption of the Code Enforcement responsibilities.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE FOR THE PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR POSITION TO ABSORB THE RESPONSIBILITIES OF THE ZONING CODE ENFORCEMENT POSITION AND INCREASE COMPENSATION \$12,000

DISCUSSION: DORA EXPANSION

Mr. Doss followed up with the committee on information to expand the DORA boundaries to include Covalt Station. We have also noticed that we need to update the list of businesses to be included on the new DORA legislation. This will establish the process for an ordinance to increase the boundaries of the DORA and to include new businesses that are not included in the current DORA. The committee agreed to forward the information to establish the DORA Expansion.

DISCUSSION: CLERMONT COUNTY HEALTH DISTRICT 2024 CONTRACT

Mr. Doss discussed that as a municipality in the state of Ohio we participate in the county's health department to provide services for us. In particular, they do many restaurant inspections as well as other general services for the Milford Community. This annual contract last year was \$ 29,342.29. This year's contract is \$29,774.08.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT FOR GENERAL HEALTH SERVICES WITH THE CLERMONT COUNTY HEALTH DISTRICT IN THE AMOUNT OF \$29,774.08

There being no further business, the meeting adjourned at 4:59 p.m. with a motion from Ms. Chamberland Seconded by Ms. Evans All yes.

Respectfully submitted,
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Ms. Evans on April 4, 2023.”