

**Administrative Services Committee
Meeting Minutes
April 26, 2023**

Ms. Evans called the meeting to order at 5:00 p.m.

Present: Lisa Evans and Kim Chamberland Mr. Parrish was absent

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

Visitors:

Proceedings: Approved the April 3, 2023, Administrative Services Committee Minutes

DISCUSSION: AGREEMENT BETWEEN THE CITY OF MILFORD AND CLERMONT COUNTY FOR EMERGENCY SUPPLY OF WATER

Mr. Doss reviewed with the committee the agreement executed by the Board of County Commissioners of Clermont County, Ohio and the City of Milford on April 30, 2012, for the purpose of securing an emergency back-up water supply during periods of an emergency or disaster and bulk water delivery to the City. The County and City wish to renew the Agreement for an additional ten (10) year period in accordance with the terms.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE FOR AN AGREEMENT BETWEEN THE CITY OF MILFORD AND CLERMONT COUNTY FOR EMERGENCY SUPPLY OF WATER

DISCUSSION: SALE OF PROPERTY - 25 MAIN STREET BUILDING

Mr. Doss reviewed and discussed in detail the Real Estate Purchase Agreement between the City of Milford, and Joseph Kirk. Buyer agrees to purchase from Seller the real estate known as 25 Main Street, Milford, Ohio 45150.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT FOR REAL ESTATE PURCHASE AND SALE AGREEMENT

DISCUSSION: AGREEMENT WITH MCGOWAN GOVERNMENTAL UNDERWRITERS FOR PROPERTY AND CASUALTY INSURANCE FOR THE CITY OF MILFORD

Pat Wirthlin informed the committee that Staff recommends that the City continue its engagement with McGowan Governmental Underwriters for property and casualty insurance for the 2023/2024 coverage period. Coverage includes buildings, vehicles, equipment, contents, cyber and accidents that cause injury or damage. The current renewal of \$87,020 increased \$15K from the 2022 renewal amount due a 14% increase in property limits, 65% increase in Cyber, a 50% five-year loss ratio, and high inflationary increases.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH MCGOWAN GOVERNMENTAL UNDERWRITERS FOR PROPERTY AND CASUALTY INSURANCE IN THE AMOUNT OF \$87,145 FOR THE PERIOD MAY 13, 2023 TO MAY 13, 2024

DISCUSSION: PURCHASE OF A SOFTWARE SOLUTIONS INC. UPGRADE FOR THE NEPTUNE 360 WATER METER PROJECT CONFIGURATION

Pat Wirthlin discussed that the Water's exciting "Neptune 360" project is underway. The project involves remote meter readers which are much quicker and more accurate than manual reads. The Water team will have 24/7 monitoring and access to data and will avoid much of the risk of injuries when reading meters deep in the ground. Homeowners will have more privacy and comfort in knowing their meter reads are up-to-the-minute accurate reads. You may recall that at Budget Session, Council approved the Remote Meter Reading Project upgrade with current meter vendor Neptune Equipment Company in the amount of \$75,000. The project will incur an additional \$5,000 in expense to configure the City's utility software via Software Solutions, Inc.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AND TO EXECUTE AN AGREEMENT WITH SOFTWARE SOLUTIONS, INC. TO UPGRADE THE CITY'S ACCOUNTING SOFTWARE PLATFORM TO NEPTUNE V.4 FOR VIP UTILITY BILLING IN THE AMOUNT OF \$5,000 FOR REMOTE METER READ SYSTEM CONFIGURATION

AUTHORIZATION OF THE REBATE OF PROPERTY TAX TO:

- BEAUTY RIDGE LLC DBA LITTLE MIAMI BREWING COMPANY
- TERRA FIRMA DEVELOPMENT LLC DBA LMBC EVENT CENTER
- P3K2P DBA TRU BY HILTON
- SAS HOSPITALITY LLC DBA STAYBRIDGE SUITES

Pat Wirthlin discussed how the City provides certain incentives to spur economic development and attract and retain good jobs. The City's Property Tax Rebate Incentive is one such initiative to encourage successful businesses to locate within the City. The 1st half 2022 property tax rebates (payable 1st half 2023) amount to approximately \$84K. Please note that in August, expect the City to distribute the 2nd half obligation in the same amount (~\$84K) Property Tax Incentive Rebates pay LMBC \$10,467.17, pay LMBC Event Center \$ 9,249.27 pay Tru by Hilton \$ 39,661.66 pay Staybridge \$ 24,850.54. 2023 Renewal of \$84,228.64

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO BEAUTY RIDGE LLC (DBA LITTLE MIAMI BREWING COMPANY) IN THE AMOUNT OF \$10,467.17 FOR 1ST HALF 2022 TAXES

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO TERRA FIRMA DEVELOPMENT LLC (DBA LITTLE MIAMI EVENT CENTER) IN THE AMOUNT OF \$9,249.27 FOR 1ST HALF 2022 TAXES

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO P3K2P LLC (DBA TRU BY HILTON) IN THE AMOUNT OF \$39,661.66 FOR 1ST HALF 2022 TAXES

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO SAS HOSPITALITY LLC (DBA STAYBRIDGE SUITES) IN THE AMOUNT OF \$24,850.54 FOR 1ST HALF 2022 TAXES

GREEN UMBRELLA MEMBERSHIP

Mr. Doss discussed with the committee a Green Umbrella membership. Savannah Sullivan Climate Action Director/Green Umbrella, recently presented at our City Council meeting. The committee reviewed the outline of Regional Climate Collaborative as well as a list of dues and benefits. If Milford were to join before June 30 as a founding member, they would receive a 10% discount. With the discount, the dues for Milford would be \$900 for benefits starting as soon as an application is submitted and would last through June 30, 2024. The committee agreed for the City of Milford to become members of the Green Umbrella Regional Sustainability Alliance.

There being no further business, the meeting adjourned at 5:34 p.m. with a motion from Mr. Chamberland Seconded by Ms. Evans

Respectfully submitted,
Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Ms. Chamberland and Ms. Evans on April 27, 2023."