

**Administrative Services Committee
Meeting Minutes
May 15, 2023**

Mr. Parrish called the meeting to order at 3:30 p.m.

Present: Lisa Evans Kim Chamberland and Kristopher Parrish

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

Visitors: None

Proceedings: The committee members approved the proceedings from the April 26, 2023 Administrative Services Committee Minutes.

DISCUSSION: COOPERATION AGREEMENT FOR THE CLERMONT COUNTY ENTITLEMENT PROGRAM

Mr. Doss discussed agreement information with the committee regarding participating in the Clermont County Entitlement program. Every few years we enter into an agreement with Clermont County that essentially recognizes the Community Development block, the Home Grant through HUD. We have been successful with several CDBG grant block funds. With this agreement we will adhere to all of the rules and regulations and procedures under the federal guidelines. We will seek reimbursements through Clermont County. This is a renewal of past practices and agreements that we have had with Clermont County. It is good for three years, starting in 2024 and ending in 2026.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT ORDINANCE TO ENTER INTO A COOPERATIVE AGREEMENT WITH CLERMONT COUNTY BOARD OF COMMISSIONERS FOR THE CLERMONT COUNTY ENTITLEMENT PROGRAM

DISCUSSION: ORDINANCE AMENDING APPROPRIATION ORDINANCE 2022-181 AND 2023-192

Ms. Wirthlin reviewed a list of proposed amendments to the City's 2023 budgeted appropriations, transfers, and advances. The attached chart was reviewed and discussed. Roughly half of the monetary changes have to do with increased costs associated with the City's three major projects: ~\$3.3 Million Water Tower Grant Project (Including Design) ~\$1.3 Million Water Line Grant Projects (Including Design) ~3.0 Million Park Levy Project (Including Design and Geothermal. Ms. Evans asked if we had received any money back from the Aerie Garfield road collapse. Mr. Doss said that we have invoiced them, and we are giving

them 45 more days before we pursue anything. We are to receive ~\$79,000.

Ms. Chamberland asked if the Pickle Ball Grant request received approval for funding. Mr. Doss stated that it did not pass.

Five Points Park Levy Fund was also discussed. Ms. Wirthlin was informed that there was mention of transferring \$350,000 to Five Points, the thought being that we are to receive money from the sale of 25 Main. Ms. Wirthlin pointed out items to the committee and how the money would transfer into the budget. Her thoughts on that, as the Finance Director, Ms. Wirthlin stated that when you are recouping your return on an investment, you just return it to where it came from. And let the reserve build up to where it would be if you had gotten your return on your investment. She reminded the committee that we should have at least 6 to 8 months as a reserve in General Fund. With the \$350,000 coming in as General Fund revenue, we are below an ideal reserve at 5.4 months because the \$350,000 did not recoup the total approximate \$590,000 investment in the property, including parking lots. Transferring the \$350,000 to the Park Levy Fund would then put the General Fund reserve closer to 5 months, which is not ideal. Ms. Wirthlin stated that the timing of this isn't great and asked if Committee would consider either putting off the expenditure until the "budget time" or doing only the additional parking lot for \$100,000. Ms. Wirthlin mentioned that the City has three major projects, (water tower, water lines, and Five-Points park), all involving cost increases. Additionally, the \$3 million Water Tower Improvement grant, as it stands, requires the City to prepay all expenses on the project. This could potentially put the General Fund reserve in a critical position. Hopes are high for all municipalities who have been granted the OhioBuilds grant that the grant rules will change and that the City will receive the \$3 million in grant funds prior to spending, similar to COVID grants. The rule as it stands could be difficult for many grant recipients, not just Milford. Ms. Wirthlin discussed at length a Five Points Landing Cash Flow chart to the committee. Ms. Evans said that we have to do this Five Points Park Project. Bank or no bank, the trend has been that things in Milford never get finished. And if we don't do this now, while the park is under construction, and bring back some of these things that are going to be Phase II, the trend has been over the last 20 years is that things don't ever happen. While it is under construction, it is cheaper now to do the things than try to add them later. And the project will never get done. This is the prime center of the City, and we have to make it right the first time and the best we can. Ms. Chamberland asked about our own General Fund and the reserve being down to 5 months vs. 5.4 months. In her opinion, she would like us to get as close as we can to the original plans for the park and finish the project. Mr. Doss wanted to indicate that we, as a staff, when MSP and DER met, the bid was about a million dollars over. There was a two-hour meeting to review the park project. We have all the main things except for the Concession Stand and parking on Lila. Mr. Parrish stated that if this is to be our Crown Jewel, then we must keep in or put back in items to the park. It is much cheaper to do this now, rather than wait. Mr. Doss said that if this advances from committee, the change orders that Community Development will consider will actually be \$311,574.71. The committee totally appreciated Ms. Wirthlin's work that she put into this information but felt that this project has to be done right and squeeze the budget to do it. The committee agreed that it would be nice to have this connector between our downtown and

uptown being a spectacular point in the city for not only the residents but also the visitors that come to the city.

The Committee Agreed To Recommend That The Law Director Draft An Ordinance Amending Ordinances 2022-181 And 2023-192 By Increasing The Individual Appropriations, Transfers, And Advances As Listed On The Attached Chart Totaling \$3,825,950.

Fund	Category Increase (Decrease)	Category			Purpose
		Personnel	Other	Total	
<i>Appropriations</i>					
101	<u>General Fund</u>				
1003	Police Contracts	\$ 67,000	2,000	67,000	City will be Reimbursed
1300	Street Lighting		2,700	2,000	Increase In Utility Costs
6100	Service		29,000	2,700	Router & Firewall
7000	Manager		2,050	29,000	Property Tax Incentives / Main Parking Tank Pump
7100	Finance		1,400	2,050	Trallhead Property Tau/SSI Contract
7300	Legislative	500		1,900	Insurance/ IT / SS & OPERS Reallocations
<u>Special Revenue Funds</u>					
204	Parks & Recreation		55,500	55,500	Pickleball Courts / Leglon Parking Paving Summer Saturdays / Mower Repair
207	Cemetery		12,000	12,000	Landscaping / Damaged Headstone
210	Street Construction M&R		14,000	14,000	Resurfacing Contract / Mower Repair / Salt
215	<u>Fire / EMS Levy Fund</u>		66,000	66,000	Property Tax Incentives
<u>Capital Funds</u>					
417	Real Property Improvement (25 Main)		2,300	2,300	Asbestos Cleanup
418	Park Levy Improvement		1,000,000	1,000,000	System Input Correction
			370,000	370,000	Tier II Study /Change Orders \$350K
<u>Enterprise Funds</u>					
501	Storm Water Utility		17,000	17,000	Vac Truck Unexpected Repairs
502	Water Operating		8,000	8,000	Utilities / Aerie Garfield Road Collapse
503	Wastewater Operating		21,000	21,000	Utilities/Sludge Removal
515	Water Tower Improvement		278,500	278,500	Engineering No Longer In Water Tower Grant Package
516	Water Capital		12,000	12,000	Wallace Supply Line for Water Tower
517	Wastewater Improvement		37,000	37,000	Reallocate Half of Radio Read Meters from Water Capital
<i>Transfers & Advances</i>					
101	<u>General Fund</u>				
	Transfer Out to Street Maintenance Fund		15,000	15,000	Resurfacing Contract / Mower Repair / Salt
	Transfer Out to Cemetery Fund		3,000	3,000	Continuing Support
	Transfer Out to Park Levy Improvement Fund		160,000	160,000	Engineering Paid Prior Year - No Longer In 5-Points Levy Package
	Transfer Out to Water Tower Fund		200,000	200,000	Engineering No Longer In Water Tower Grant Package

	Transfer Out to Park Levy Fund	350,000	350,000	
	Advance Out to Water Tower Fund	500,000	500,000	Might Need to Prepay \$3M Water Tower Project Costs
502	Water Operating			
	Transfer Out to Water Tower Fund	100,000	100,000	Engineering No Longer In Water Tower Grant Package
515	Water Tower Improvement			
	Advance Return to General Fund	500,000	500,000	Might Need to Prepay \$3M Water Tower Project Costs
	TOTALS	67,600	3,758,450	3,825,950 I

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There being no further business, the meeting adjourned at 4:14 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 May 16, 2023.”