

**Administrative Services Committee
Meeting Minutes
July 14, 2021**

Ms. Evans called the meeting to order at 9:30 a.m.

Present: Sandy Russell Kim Chamberland

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

Visitors: Merrell Wood/Sales Director Responsible Products

Proceedings: Approve the proceedings from the June 14, 2021 Administrative Services Committee Meeting Minutes. Ms. Evans abstained. Ms. Chamberland made a motion to approve. Seconded by Ms. Russell.

Discussion: DORA Cup Vender Quotes

Mr. Doss presented information regarding DORA cup quotes. Responsible Products – 30 case minimum @ 1,000 cups per case = 30,000 cups \$249 per case @ 30 cases = \$7,470= \$0.249 per cup Compost marketing campaign and placement of recycling units throughout downtown Main Street. Pro Forma Albrecht – 30,000 cups @ \$0.335 per cup = \$10,050. Mr. Wood presented to the committee information regarding not only providing a compostable cup but also a composting program which provides collection of the cups as well to make sure the cups are actually composted as they should be. Responsible Products is a local company. Mr. Wood is working on a cost proposal for the City for this program using a cardboard receptacle. He would like to take a walk through the DORA zone to gather more information regarding the types of receptacles and the quantities that would be needed. Ms. Chamberland asked if it was possible for other compostable items to be dropped off in these bins? Mr. Wood stated that Responsible Compost is an option. Their company is already working with several local restaurants in Milford that use their compostable packaging. The Committee approved the City Manager to purchase DORA cups from Responsible Products in the amount of \$7,470 and recognizes that this amount is less than the \$7,500 provided for authorization by the City Manager.

Personnel Policy Change to Section 4 Covering Travel Per Diem

Chief Mills discussed credit card problems while a member of the department was on business travel or training. The department compared other agencies and found that this is a pretty common policy. This policy would not eliminate credit cards but lessen the use of a card. The Finance department could issue a check and they are then responsible for their meal per diem. In the event that the employee finds out that once they get to their meeting or training that a meal was provided, it must be reported that they will not get per diem for that meal.

The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to include meal per diem in the City's Personnel Policy Section 4.07 Expense Reimbursement/Allowances

CONTROL BIONICS LEASE AGREEMENT

Control Bionics would like to lease the entire third floor of the building. Presently, they occupy approximately 2,529 Sq. ft. The addition would include the former Literacy Council and remaining Milford Miami Township Chamber of Commerce (Chamber expected to vacate the building for COhatch in late August 2021) space which is approximately 721 Sq. ft. Total approximately 3,250 Sq. ft. The market rate for Class C office space has reduced because of supply vs demand related to COVID 19 and remote work. The rate used at the time of the lease approvals in 2020 was \$12.00 per Sq. ft, the new rate used for consideration in the proposed lease agreement with Control Bionics is \$10.34 Sq. ft down \$1.66 which is acceptable fair market lease value.

Current lease agreement terms:

36 months (three tiers) 1-12 = \$1,000 13-24 = \$1,750 25-36 = \$2,500

Proposed lease agreement terms: 48 months (no tiers) 48 = \$2,800 Total = \$134,400

Sub Total = \$63,000

+ \$19,800 (Chamber over three years @ \$6,600 per year) Total = \$82,800

Proposed lease agreement terms: 48 months (no tiers) 48 = \$2,800 Total = \$134,400

Note: An additional 12 months for Control Bionics and the MMT Chamber would provide \$36,600 in lease proceeds and equal a total 48-month term lease of \$119,400. Difference current vs proposed is \$15,000. And since this is a for-profit company, this will be reported to the county for property tax purposes.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing the Revised Renewal of a Lease Agreement with Control Bionics

SALARY INCREASE FOR NON-UNION EMPLOYEES

The City is recommending a 3% pay increase for all non-union, full-time employees for this year. The 3% increase will commence on the 14th pay period of this year 2021 and continue until June 30, 2022. In addition, the City is recommending that non-union, full-time employees that were employed as of January 1, 2021 receive the 3% pay increase difference in a retroactive lump sum for the first 13 pay periods of this year 2021. The 3% is appropriated in the current 2021 budget. Note: The change in the date of non-union, full-time employees pay will now coincide with the pay rate schedule and contract terms for all of the four collective bargaining units moving forward.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing Merit Pay Increases for Non-Union Employees

ODOT CONSENT LEGISLATION FOR PAVEMENT PREVENTATIVE MAINTENANCE
FY 2022

ODOT requests the City of Milford's consent to make pavement preventative maintenance within the corporate boundaries. ODOT will be placing a Fine Graded Polymer Asphalt Concrete Overlay (aka Smoothseal) on a portion of CLE-50 starting at the Milford Corp to almost Wolfpen Pleasant Rd. There is no expenditure for the City. The City of Milford area included in the project encompasses approximately 950 ft on US 50 to the end of the corporate boundary limits. This project is a FY 2022 ODOT project and requires authorization from the City to proceed in the aforementioned area.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing the City Manager to Enter into A Consent Agreement with ODOT To Provide Pavement Preventative Maintenance Within the Corporate Limits of The City of Milford

DISCUSSION: ISSUANCE AND SALE OF NOTES IN THE AMOUNT OF \$540,000 IN
ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF REFINANCING
PROPERTY LOCATED AT 25 MAIN STREET

Finance Director, Pat Wirthlin discussed with the committee information regarding the issuance and Sale of Notes in the amount of \$540,000 in Anticipation of the Issuance of Bonds for the Purpose of Refinancing Property Located at 25 Main Street. Last year, the City issued a one-year Bond Anticipation Note (BAN) to finance the \$540,000 purchase of the former Park National Bank Building and parking lots. The notes are approaching renewal. The plan is to roll over the BAN another year while the City explores different uses for the property. Please note that the BAN interest due in October amounts to \$17,501.25. The City does not plan to roll that over. Rather, the City will pay that in cash in October. Next week's Council meeting will involve a first reading only. The proposed Ordinance will be up for vote at the next Council meeting on August 20, 2021. The committee reviewed an attached Schedule of Events. The entire process should be complete by October 7. Mr. Doss wanted to make note that we do not anticipate the sale of that property before we have to go through this process. Interested parties are to submit their RFP that are due in by Friday, July 16, 2021, for anyone that is interested in the property.

The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Providing For The Issuance And Sale Of Notes In The Maximum Principal Amount Of \$540,000, In Anticipation Of The Issuance Of Bonds, For The Purpose Of Paying The Cost Of Acquiring Certain Real Property Located Near The Intersection Of Garfield Avenue And U.S. Route 50, All in Support Of Economic Development And Job Creation Within The City And Declaring An Emergency

There being no further business, the meeting adjourned at 10:44 a.m. with a motion from Ms. Russell, Seconded by Ms. Chamberland.

Respectfully submitted,
Jackie Bain, Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans, Ms. Russell and Ms. Chamberland on July 16, 2021."