

**Administrative Services Committee
Meeting Minutes
August 31, 2022**

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

Present: Lisa Evans, and Kim Chamberland

Staff: City Manager Michael Doss, Finance Director Pat Wirthlin, Planning & Community Development Coordinator Christine Celsor, and Executive Assistant Jackie Bain

Visitors: Tammy Will

Proceedings: Minutes from the August 11, 2022, Administrative Services Committee Meeting were approved by

DISCUSSION: TAX LEVY 2023 AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION

Ms. Wirthlin discussed the annual *Resolution Accepting Amounts and Rates* for year 2023. The County requires this approval each year to "accept" the property tax rates for the coming year. The established property tax rates of 3.0 mils for the General Fund and 17 mils for the FIRE/EMS levy are still in place. New for 2023 is the Park Improvement levy at a rate of 3 mils. Clermont County estimates that the millage will collect \$565,981 for the General Fund and \$2,813,821 for the Fire / EMS levy. Both estimates are slightly higher than last year. The new Park levy millage estimate is \$562,663, which is on par with budget.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR FOR YEAR 2023 AS INDICATED ON ATTACHED SCHEDULES A & B SHOWING RATES OF 3 MILS FOR GENERAL FUND, 17 MILS FOR FIRE / EMS LEVY FUND, AND 3 MILS FOR THE PARKS & RECREATION LEVY FUND AND AMOUNTS OF \$565,981, \$2,813,821, AND \$562,663 RESPECTIVELY

DISCUSSION: AMENDING APPROPRIATION ORDINANCES 2021-113, 2022-129, AND 2022-158

Ms. Wirthlin reviewed and discussed a list of proposed amendments to the City's 2022 budgeted appropriations and transfers. The total increases amount to \$423,548. The lion's share consists of a General Fund transfer to cover the cost of paying off the City's debt on 25 Main.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING APPROPRIATION ORDINANCES 2021-113, 2022-129, AND 2022-158 BY INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED CHART TOTALING \$423,548.

DISCUSSION: ZONING CODE UPDATE – REVISED LEGAL SERVICES

Ms. Celsor stated that the City issued a request for proposals for a comprehensive update to its zoning and subdivision ordinances in January 2020. On March 9, 2020, the Administrative Services Committee

heard presentations from three teams that submitted proposals. The Committee liked the expertise of the Manley Burke/McBride Dale Clarion team of Elizabeth Fields and Kathleen F. Ryan. The committee made the recommendation to sign a future contract with Manley Burke/McBride Dale Clarion upon the review and approval of the Law Director. The project was put on hold due to COVID. The team of Elizabeth Fields and Kathleen F. Ryan (now with Wood + Lamping) is still interested in the project. The proposed budget has increased from \$50,000 to \$58,000. The scope of work remains the same and includes: 1. Project initiation and scoping. 2. Zoning code/subdivision regulations diagnosis and outline. 3. Draft zoning code and subdivision regulations. 4. Public hearing and adoption. The proposed work includes procedural/general code revisions such as designing a user-friendly format, establishing efficient development review procedures, eliminating inconsistencies; substantive amendments such as use regulations, signage regulations, and natural resource protection standards; and legal issues to ensure the new zoning code and subdivision regulations conform to both state and federal law. The project is earmarked as a capital funds expenditure in the 2023 budget. Staff would like to begin work on this project in January 2023. The project is expected to be complete in 12-16 months.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING A CONTRACT AGREEMENT WITH WOOD + LAMPING/MCBRIDE DALE CLARION (UPON THE REVIEW AND APPROVAL BY THE LAW DIRECTOR) FOR ZONING CODE UPDATE – REVISED LEGAL SERVICES TOTALING \$ 58,000

And all additional matters that may properly come before the Committee...

Discussion regarding speed limit sign to possibly be placed on High Street

Five Points Landing Fountain Donation

Overgrown vegetation at the Trailhead/behind the digital sign and get quote for light to be placed near the parking lot area.

Extend D.O.R.A to Covalt Station 222 Wooster Pike, Milford, OH 45150

There being no further business, the meeting adjourned at 5:29 pm with a motion from Ms. Evans
Seconded by Ms. Chamberland All yes

Respectfully submitted,

Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Ms. Russell, Ms. Evans and Ms. Chamberland on August 31, 2022."