

**Administrative Services Committee
Meeting Minutes
January 11, 2023**

Mr. Parrish called the meeting to order at 5:00 p.m.

Present: Lisa Evans and Kristopher Parrish

Staff: City Manager, Michael Doss, Finance Director Pat Wirthlin, and Sanitary Sewer Supervisor Dave Walker.

Visitors: None

Mrs. Evans made a motion to elect Kristopher Parrish as Committee Chairperson. Mr. Parrish second. Motion carried.

Proceedings: Approve the proceedings from the December 19, 2022 Administrative Services Committee Minutes. Mrs. Evans made a motion to approve. Seconded by Mr. Parrish.

Discussion: Purchase of Trucks for the Sanitary Sewer and Water Departments.

Mr. Walker presented three quotes for the purchase of two 2022 Ford F-350 trucks for the sanitary sewer and water departments. Mr. Walker requested that the committee advance the purchases to Council in the amount of \$124,000 (to be divided in half for each department respectively). According to Mr. Walker, dealerships are having a difficult time keeping inventory and he would like to have some flexibility in purchasing by using the maximum quote provide. Mr. Walker assured the committee that he would find the best purchase price not to exceed the requested amount.

Without further Committee discussion...

The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to enter into an agreement to purchase two trucks in the amount of \$124,000 for the Sanitary Sewer and Water Department.

Discussion: Consideration of a Resolution Authorizing the Request for Advancement of Taxes from the Clermont County Auditor.

Mrs. Wirthlin requested that the committee advance a resolution providing the City with the ability to request real estate taxes, plus any other monies received, be advanced to the City from the Clermont County Auditor as these funds become available. Mrs. Wirthlin advised the committee that the request would expedite the real estate tax proceeds collected from the Clermont County Auditor to the City on a monthly basis rather than twice a year (July and November).

Without further Committee discussion...

The Committee agreed to recommend that the Law Director draft a resolution requesting that the Clermont County Auditor make advance payment of taxes, and any other monies received during the year 2023 pursuant to Ohio Revised Code Section 321.34.

Discussion: Agreement with Fraunfelter Accounting Services for the Preparation of the 2022 and 2023 Basic Financial Statements for the City of Milford, The Joint Economic Districts (JEDDs), and the Milford Community Improvement Corporation (CIC).

Mrs. Wirthlin advised the committee that Fraunfelter Accounting Services assist the Finance Department with the preparation of the City's financial statements including the JEDD and CIC financials. Fraunfelter Accounting Services converts cash basis to Generally Accepted Accounting Principles (GAAP), a process that includes accruals, fixed assets, tax incentives, footnotes, and supplemental disclosures for pension. Mrs. Wirthlin stated that the annual contract amounts for 2022 and 2023 would be as follows: \$11,000 for the CIC, \$2,200 for the JEDDs, and \$550 for the CIC.

Without further Committee discussion...

The Committee agreed to recommend that the Law Director prepare an ordinance authorizing the City Manager to enter into a contract with Fraunfelter Accounting Services to prepare the 2022 and 2023 basic financial statements for the City of Milford, Join Economic Development Districts (JEDD), and Community Improvement Corporation (CIC) at an annual cost of \$11,000 each year for the City, \$2,200 each year for the JEDDs, and \$550 each year for the CIC.

Discussion: 2023 Salt Purchase for the Service Department.

Mr. Doss presented the State of Ohio 2023 salt tabulation regarding the cost per ton for the City of Milford. Mr. Doss stated that the lowest cost per ton of salt is \$100.97 from Compass Minerals. According to Mr. Doss, the Service Department requests to purchase 700 tons of salt for a total cost of \$70,679.

Without further Committee discussion...

The Committee agreed to recommend that the Law Director prepare an ordinance authorizing the City Manager to purchase salt from Compass Minerals in the amount of \$70,679.

There being no further business, the meeting adjourned at 5:16 pm with a motion from Mrs. Evans, Seconded by Mr. Parrish.

Respectfully submitted,

Michael Doss, City Manager