

**Administrative Services Committee
Meeting Minutes
December 1, 2021**

Ms. Evans called the meeting to order at 4:00 p.m.

Present: Lisa Evans, Kim Chamberland

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

Visitors: none at this time

Proceedings: The minutes from the October 13, 2021 Administrative Services Committee Meeting were approved.

ORDINANCE ST. ANDREWS ZONE CHANGE

Assistant City Manager Pam Holbrook reviewed information for St. Andrews Zone change request. Location: 564 Main Street; 568 Main Street. This is a zone change formality and has been to a Planning Commission Public Hearing on October 13, 2021. As well as City Council Public Hearing on November 16, 2021. Per Staff Recommendation:

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Rezoning 0.422 Acres, More or Less, Of Real Property From I, Institutional District To R-3 Single Family Residential District

ORDINANCE AMENDING APPROPRIATION ORDINANCES 2020-63, 2021-70 AND 2021-107

Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's appropriations. The total increases amount to \$127,900. Of Note: Ms. Wirthlin pointed out several references to "CARES State Review." The Office of Budget and Management pointed out that the Police taser purchases might fall in the "gray" area of acceptable COVID expenditures when it comes to the City's official audit next year. The State suggested that the City "swap" the taser expenses out for Police salaries, which they would consider to be more acceptable due to the nature of Police work.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Amending Appropriations Ordinances 2020-63, 2021-70, And 2021-107 By Increasing or Decreasing the Individual Items as Listed on The Attached Chart Totaling \$127,900

ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022

Finance Director Pat Wirthlin reviewed 2022 final budgeted appropriations totaling \$22,280,728. This budget will be up for Council approval at the December 7th Council Meeting. The budget is the final product of the Council Work Session. Also discussed an attached chart outlining changes to the original 2022 Budget Book appropriations in the net amount of \$35,100. These changes were incorporated in the final appropriations Ordinance up for approval next week.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance to Make Appropriations for The Current Expenses and Other Expenditures of The City of Milford During the Fiscal Year Ending December 31, 2022 In the Amount Of \$22,280,728 As Per the Attached Chart.

RIVERSIDE PARK DEED RESTRICTIONS FOR WALKING PATH

City Manager, Michael Doss, discussed with the committee ODNR and the grant funds used for the Riverside Park Walking Path and parcels (identified on a map provided) that must be perpetually operated and maintained solely for public recreation or natural resource purposes. The identified property cannot be converted in use of title without the prior approval of the National Park Service and The Director of the Ohio Department of Natural Resources.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Designating Parcels 210712.001p, 210712.002p, 210712.017p, 210710b125a, and 210710b125b Located and Identified in Riverside Park as Perpetually Operated and Maintained Solely for Public Recreation or Natural Resource Purposes

DISCUSSION: PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR POSITION

City Manager, Michael Doss, discussed with the committee the Planning and Community Development Coordinator position. Pam Holbrook will be retiring in April 2022 and we will need to fill the planning and zoning aspects of her position as soon as possible so that this employee can train along side Ms. Holbrook before she is gone. The Committee reviewed and discussed the description of the position.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Creating the Position of Planning and Community Development Coordinator

DISCUSSION: ADMINISTRATIVE ASSOCIATE POSITION

City Manager, Michael Doss, discussed with the members of the committee the Administrative Associate position and the job duties. The committee discussed the minimum requirements as well as what type of support this position will provide the departments.

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Creating the Position of Administrative Associate

DISCUSSION: CITY MANAGER CONTRACT

City Manager, Michael Doss, asked the committee if there are any questions regarding his employment contract. The committee reviewed and there were two corrections to be made to the agreement which resulted in Section 3. to change from: Employer agrees to pay Employee a lump sum cash settlement in an amount equal to one month's salary for each year of service, to now state, *Employer agrees to pay Employee a lump sum cash settlement in an amount equal to six months' salary*. Also, noted that in Section 17. C To change the date from January 1, 2019 to January 1, 2022

The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Authorizing an Employment Contract with Michael W. Doss as City Manager for The City of Milford

There being no further business, the meeting adjourned at 4:56 pm with a motion from Ms. Evans, Seconded by Ms. Chamberland.

Respectfully submitted,
Jackie Bain, Administrative Assistant

“These minutes have been approved and adopted by Ms. Evans and Ms. Chamberland on December 2, 2021.”