

**Administrative Services Committee  
Meeting Minutes  
December 30, 2019**

Ms. Evans called the meeting to order at 4:30 p.m.

Present: Lisa Evans and Kyle Mitchell

Staff: City Manager Michael Doss; Finance Director Pat Wirthlin; Water Department Supervisor Joe Casteel and Administrative Assistant Jackie Bain

Visitors: None

PROCEEDINGS: *The committee unanimously approved the proceedings from November 26, 2019 Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Mr. Mitchell. All yes*

ADVANCEMENT OF TAXES FROM THE CLERMONT COUNTY AUDITOR DURING 2020

Mrs. Wirthlin presented to the committee 2020 County Tax Advances information. The City typically requests advances of real estate taxes and other County sources. This allows the City to receive these taxes on a monthly basis, more in line with "as earned". Without such a request, the City would receive tax payments twice a year, likely July and November. The County requires an annual ordinance or resolution to accomplish this.

*The Committee agreed to make a motion authorizing the Law Director to draft a Resolution requesting the county auditor to make advance payments of taxes during the year 2020 pursuant to Ohio Revised Code Section 321.34.*

2020 NON-UNION SALARY ORDINANCE

Mr. Doss discussed with the committee that City Council provides the City Manager, at his or her discretion, to determine any salary increases to non-union employees, also with the exception of the City Manager and the Law Director. It is the past practice for the City Manager to provide a total amount for non-union salary increase for the year. The total amount recommended by the City Manager is \$13,500 for the salary ordinance.

*The Committee agreed to make a motion authorizing the Law Director to draft an ordinance for salary increases for non-union employees in the total amount of \$13,500.*

## DISCUSSION OF A SOUND ORDINANCE FOR THE RIVER DISTRICT

Mr. Doss presented to the committee that there was a very productive meeting the Little Miami Brewing Company regarding a potential sound ordinance. For them to meet the obligations provided by the Planning Commission, they would have to adhere to a sound ordinance. Discussions included the "River District" of the City of Milford. The City Manager and Assistant City Manager felt it would be pertinent to make a Sound Ordinance just for the "River District". A proposed Sound Ordinance would state the time that the music would have to cease to be playing for businesses established in the River District. It was recommended that the following be the days/times permitted:

- Sunday through Thursday music ending by 10 pm.
- Friday and Saturday music ending by 11 pm.
- Any changes in these hours, any business within the River District would have to apply for a permit, a minimum of fifteen (15) days prior to an event and receive approval by the City Manager's office to go beyond the 10pm or 11pm deadline.

The committee recognized that the suggested dates/times may evolve as the distillery comes into town and as the downtown district becomes more of an entertainment district.

*The Committee agreed to make a motion authorizing the Law Director to draft a Sound ordinance established within the City of Milford River District that would allow for amplified music Sunday through Thursday ending by 10pm and amplified music for Friday and Saturday ending by 11pm. Any business wanting to go beyond this time would have to enter an application with the City of Milford and receive approval to go beyond the times listed.*

## DISCUSSION OF SR 28 GRAVEL PARKING LOT OWNED BY THE CITY OF MILFORD

Mr. Doss reviewed with the committee a map that showed property owned by the City. An inquiry was received by Sora's regarding the property. They are interested in either purchasing the lot or leasing the lot. The committee would like to keep the property and possibly lease the property and for the City Manager to speak with Sora's and see what their proposal for the lease of the land is at this time.

## US 50 URBAN PAVING CONCRETE AND CATCH BASIN PROJECT CONSTRUCTION BIDS AWARD

Mr. Doss presented to the committee the information regarding the project. The bidding results from the December 11th bid opening were reviewed. Robert's Engineering did assist the city with the design for this project in conjunction with ODOT. The lowest bid was Adleta Construction, Inc with a bid of \$ 216,498.50 (under the projected and budgeted construction estimate of \$300,000). Mr. Doss noted that there will be already one change order since another failing catch basin was found on SR 50. Robert's did recommend and the City Manager did concur to accept Adleta Construction, Inc as the awarded bidder for this project.

***The Committee agreed to make a motion authorizing the Law Director to draft an ordinance authorizing the City Manager to enter into an agreement with Adleta Construction, Inc for the US 50 URBAN PAVING CONCRETE AND CATCH BASIN PROJECT in the amount of \$216,498.50.***

#### ROAD SALT ORDER

Mr. Doss presented information from the Service Department Supervisor, Ed Hackmeister. He is requesting to order 700 tons of road salt from Compass Minerals for \$ 60,000.

***The Committee agreed to make a motion authorizing the Law Director to draft an ordinance authorizing the City Manager to enter into an agreement with Compass Minerals for road salt in the amount of \$60,000.***

#### WATER TOWER AND WATER MAIN DISTRIBUTION SYSTEM IMPROVEMENTS ENGINEERING SERVICES AWARD FOR ANALYSIS AND PRELIMINARY ENGINEERING REPORT

Mr. Joe Casteel presented to the committee information regarding the requests for qualifications for the new water tower. Six initial firms applied. The top three were chosen and were interviewed by a committee that included Mr. Casteel, Mr. Doss, Ms. Holbrook, Mr. Haskins and Ms. Chamberland. Brandstetter Carroll Inc was selected. The next step is to get a recommendation from the committee for the City Manager to enter into an agreement with the selected company to discuss rates and negotiate with them. If unsuccessful with negotiating rates with Brandstetter Carroll Inc, they would then go into an agreement with the next choice which is Raftelis GPD. This is for the preliminary engineering report and the analysis for the Water Tower and the Water Main Distribution system which must be replaced or upgraded because of the pressure issues. The Committee approved the recommendation of Mr. Casteel and Mr. Doss to enter into contract negotiations for engineering services with Branstetter Carroll. Once a contract is formulated, Mr. Doss and Mr. Minniear will review the contract and present to the committee for consideration.

There being no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted,  
Jackie Bain Administrative Assistant

"These minutes have been approved and adopted by Ms. Evans January 2, 2020, Ms. Chamberland (abstain) and Mr. Mitchell via email January 2, 2020, 2019."