

**Administrative Services Committee
Meeting Minutes
April 15, 2021**

Mrs. Evans called the meeting to order at 5:00 p.m.

Present: Lisa Evans, Sandy Russell and Kim Chamberland

Staff: City Manager, Michael Doss

Visitors: None

Proceedings: Approve the proceedings from the February 25, 2021 Administrative Services Committee Minutes. Mrs. Chamberland made a motion to approve. Seconded by Mrs. Russell.

2022 Clermont County Public Health Contract

Mr. Doss presented the 2022 Clermont County Public Health contract with the City of Milford. Mr. Doss reminded the Committee that the City contracts annually with Clermont County Public Health to provide health and inspection services for Milford. The services include health inspections of businesses, sanitary sewer plumbing inspections, vaccinations, and other various health services. Mr. Doss stated that the 2022 contract is in the amount of \$29,349.11.

Mrs. Evans inquired about the frequency of inspections conducted by the health department.

Mrs. Russell replied that her experience is twice a year, but that is in Hamilton County.

Mr. Doss agreed with Mrs. Russell and stated that is approximately the same for Clermont County unless there are numerous complaints about a specific business.

Without further Committee discussion....

The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to enter into a contract with Clermont County Public Health in the amount of \$29,349.11 for public health services for the 2022 calendar year.

Future Funding for Public Improvements Discussion

Mr. Doss presented the Committee with information obtained from the Clermont County Auditor's Office regarding millage and estimated tax revenue from a potential tax levy associated with public services. Mr. Doss stated that a proposed public services levy for a term of five years would net revenue proceeds from anywhere between \$950,000 to \$1.4 million depending on the amount of millage. For example, Mr. Doss advocating for a 1.25 mill levy would net revenue proceeds of \$234,442 annually or \$1,172,210 over a term of five years.

According to Mr. Doss, the tax revenue proceeds could be used to pave roads, install curbing, provide for park improvements, or enhance existing park and recreation activities. Future budgeted monies could be reappropriated for other projects/services or added to the tax revenue generated by a public services levy for large scale road or recreational projects. Mr. Doss emphasized that any proposed public services levy was in the preliminary stages but would need to be acted upon legislatively prior to mid-June to qualify for the November ballot. Mr. Doss reminded the Committee that the legislative process is a two-stage process requiring two separate ordinances.

Mrs. Evans stated that she believes a park levy was the best approach for consideration. She believes that citizens would not support a levy related to road and street paving because citizens relate the one percent income tax to already paying for those improvements. Mrs. Evans further explains that the City should focus the potential tax revenue proceeds to our existing parks and in particular the Milford Main site.

Mrs. Chamberland and Mrs. Russell agreed that the City should focus attention to the Milford Main site.

Mr. Doss stated that the City is already in the process of assessing all the roads and street in Milford. The study will provide the City with a rating system based on the existing condition of each road and street. The result of the study will assist the City with future capital planning and budgeting for street and road improvements.

Mrs. Evans expressed interest in creating a priority list for Milford parks and use that information to share with the public to support a park levy in November.

The Committee agreed to schedule a future meeting to create a priority list for the Milford Park system and continue to explore the potential for a park levy.

There being no further business, the meeting adjourned at 5:24 p.m. with a motion from Mrs. Russell, Seconded by Mrs. Chamberland. All agreed.

Respectfully submitted,
Michael Doss, City Manager

“These minutes have been approved and adopted by Mrs. Evans, Mrs. Russell and Mrs. Chamberland on April 16, 2021.”