

**Administrative Services Committee
Meeting Minutes
November 28, 2023**

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

Present: Kristopher Parrish, Lisa Evans and Kim Chamberland

Staff: City Manager-Michael Doss, Chief of Police – Jamey Mills, Finance Director Pat Wirthlin and Executive Assistant - Jackie Bain

Visitors: Greg Barlow

Proceedings: Approve the proceedings from the November 6, 2023, Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Ms. Chamberland All yes.

DISCUSSION: 2024 CLERMONT COUNTY ENGINEERS PAVING AGREEMENT

Mr. Doss discussed how we can enter into an agreement with the Clermont County Commission via the Clermont County Engineers office to participate in their paving program. We save approximately money based on tonnage and mobilization expenses if we partner with the County. Many other townships and some villages also participate in the County's Paving Plan. Exhibit A was reviewed which identifies the streets that we would like to pave in 2024: Miami Ave (from Forest Ave to Helen St.), Mill Street (from Cleveland Ave to Main St), South Milford Road (from Cleveland Ave to Clermont County Line). The total cost plus contingency \$254,746.30, plus contingency \$25,253.70 for an agreement total of \$280,000.00

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH THE CLERMONT COUNTY COMMISSIONERS AND CLERMONT COUNTY ENGINEER IN THE AMOUNT OF \$280,000.00 FOR THE PURPOSE OF PARTICIPATING IN THE 2024 CLERMONT COUNTY ROAD RESURFACING PROGRAM

DISCUSSION: LANDSCAPE BIDS

Mr. Doss reviewed the bid tabulation information received from November 15, 2023, Bid Openings for CONTRACT NO. LA- 2024 LANDSCAPE CONTRACT and CONTRACT NO. 17613.02 Five Points Landing Park Landscaping. Staff are also recommending that we enter into an agreement with Louiso Lawncare, for 3 years, for the amount of \$255,717.00. Staff are also recommending that we enter into an agreement with Evans Landscaping with a base bid of \$95,000.00 and \$5,000 contingency, for a total of \$100,000.00.

Mr. Parrish asked if he should recuse himself because he is also a member of the Parks and Recreation Board. Mr. Doss commented that unless he had some financial interest in either company, he could vote to advance both bids for consideration. Mr. Doss noted that it would be considered unethical if he did have a direct financial interest or financial benefit from either company. Mr. Parrish replied that no, he had no financial interest or financial benefit from either company being recommended for bid acceptance and approval.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH LOUISO LAWN CARE, FOR CONTRACT NO. LA- 2024 LANDSCAPE CONTRACT, FOR 3 YEARS, IN THE AMOUNT OF \$255,717.00 AND ENTER INTO AN AGREEMENT WITH EVANS LANDSCAPING FOR CONTRACT NO. 17613.02 FIVE POINTS LANDING PARK LANDSCAPING IN THE AMOUNT OF \$100,000.00

DISCUSSION: CLG/XAVIER UNIVERSITY TUITION ASSISTANCE PROGRAM

Mr. Doss discussed how the City of Milford is a member of the Center for Local Government. It is a consortium of many municipalities and townships. For example, as members, we are provided with technical assistance, or assistance with any legislation models that may be available. The CLG has partnered with Xavier University to offer some tuition assistance for employees of CLG member communities. Mr. Doss reviewed with the committee the different programs that can receive tuition discounts.

There is no obligation to the city other than signing up and participating in the program.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN MEMORANDUM OF UNDERSTANDING WITH THE CLG FOR TUITION ASSISTANCE PROGRAM THROUGH XAVIER UNIVERSITY

DISCUSSION: UPDATES TO THE CODIFIED ORDINANCES

Clerk of Council Jackie Bain discussed that to ensure the City of Milford ordinances are always consistent, well-organized, and easily accessible to our community a municipal code is regularly updated by codification experts. Back in July(17th) of this year, the Administrative Services Committee agreed to present to City Council the proposed Ordinance information adding the Zoning Codes. City Council approved Ordinance 23-227 on July 18th. We now have Accessory Dwelling Unit text amendment codes to add (Proposed Ordinance 23-254). This information provides time and resource savings from having to verify the availability of the most current legislation. City of Milford, Ohio Zoning Code Information Table of Contents were added by American Legal to the City of Milford website.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO AMEND ORDINANCE 23-190 TO NOW INCLUDE THE ADDITION OF ORDINANCE 23-254 APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MILFORD, OHIO, AND DECLARING AN EMERGENCY.

DISCUSSION: AMENDING CHAPTER 182 OF THE CITY OF MILFORD INCOME TAX CODE

Finance Director, Pat Wirthlin discussed that on July 3, 2023, Governor DeWine signed House Bill 33, the state budget bill, into law. The bill included certain municipal income tax provisions. Beginning with tax year 2024, the income of all individuals under 18 years of age will be exempt from municipal income tax. For tax years 2023 and previous years, the City provides no exemption based on age for taxable income earned. For tax years ending on or after December 31, 2023, businesses with remote workers will be permitted to use an alternative apportionment formula for their net profit filings. Instead of apportioning net profits to the municipalities where employees are performing remote work, businesses may elect to apportion net profits to employees' reporting locations, which in most cases will be a location owned or controlled by the employer business. This provision only impacts business net profits filings and does not change an employer's obligation to withhold tax for employees' remote work locations. For business net profit filers that are on a federal filing extension, the Bill extends the municipal income tax filing deadline by one month, to the 15th day of the 11th month after the end of the taxpayer's tax year. This provision is in effect for tax years ending on or after January 1, 2023, meaning fiscal year net profit filers with a fiscal year ending during 2023 will receive the benefit of this additional month if they are on a federal filing extension. Beginning with tax year 2023, the penalty municipalities may charge a taxpayer for a late filed return is reduced to a maximum of \$25, from the current maximum of \$150. The Bill also requires that a municipality waive the fee the first time a taxpayer files a late return. The penalties and interest for late payment remain in place and unchanged.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING CHAPTER 182 OF THE CITY OF MILFORD INCOME TAX CODE TO ADOPT PORTIONS OF SECTION 718 OF THE OHIO REVISED CODE REGARDING MUNICIPAL INCOME TAX PURSUANT TO RECENTLY ADOPTED HOUSE BILL 33 AND AS ATTACHED IN REDLINE VERSION SHOWING CHANGES TO THE CITY'S INCOME TAX CODE

DISCUSSION: REPLACE AN ENGINE IN ONE OF THE POLICE DEPARTMENT

CRUISERS

Chief Jamey Mills discussed how Cruiser # 718 needed a new engine. This car is the last on the department's old 8- year replacement cycle. They sharpened their pencils to see if they could avoid this purchase but cannot afford to not replace this engine. One of the hardest things to happen on the cruisers is the "cold start" on the engine, in the winter. The quote from Ulmer's is based on the worst-case scenario and may come in with a lower total amount.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE PURCHASE ORDER TO ULMER'S MILFORD LLC IN THE AMOUNT OF \$14,049.86

There being no further business, the meeting adjourned at 5:34 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans

Respectfully submitted, Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Mr. Parrish, Ms. Chamberland and Ms. Evans on November 29, 2023."