

**Administrative Services Committee
Meeting Minutes
November 16, 2020**

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

Present: Sandy Russell, Kim Chamberland Ms. Evans was absent from the meeting

Staff: City Manager, Michael Doss and Administrative Assistant Jackie Bain

Visitor: Captain Thiele from the MCFD

Proceedings:

Approve the proceedings from the November 2, 2020 meeting Ms. Russell made a motion to approve. Seconded by Ms. Chamberland. All voted yes to approve.

CARES ACT FUNDS CITY PURCHASES

Mr. Doss discussed with the committee the information submitted regarding the last round of opportunity to utilize CARES Funds. The total amount that we received in funds was \$539,625.00. We must incur these funds by the end of this week. Any monies that we do not have incurred we have to send back to the state. The total amount for this final list is \$219,717.00. This total with the amount that we have presently incurred \$319,243.95 equals the \$538,960.95. Which is a difference of \$664.05 we still have available to use. Mr. Doss reviewed with the committee the list and quotes for each item.

The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing Coronavirus Relief Fund Purchases in the amount of \$219,717.00

JEDD VII LEGISLATION WITH UNION TOWNSHIP

Mr. Doss presented the JEDD VII agreement with Union Township which will allow the City to collect income taxes from future developments at the site. Townships cannot collect income tax, but Joint Economic Development Districts allow them to partner with a municipality who can collect income tax on their behalf and receive a portion of that tax. After reviewing the information and Mr. Doss' explanation the committee had no further questions.

The Committee Agreed to Recommend That the Law Director Draft a Resolution Approving The Union Township – City of Milford Joint Economic Development District VII Contract

There being no further business, the meeting adjourned at 5:02 p.m. with a motion from Ms. Russell Seconded by Ms. Chamberland All yes

Respectfully submitted,
Jackie Bain Administrative Assistant

These minutes have been approved and adopted by Ms. Russell and Ms. Chamberland November 17, 2020."