

**Administrative Services Committee  
Meeting Minutes  
June 10, 2019**

Ed Brady called the meeting to order at 4:30 p.m.

Present: Ed Brady, Kim Chamberland and Lisa Evans  
Staff: City Manager Michael Doss; Finance Director Pat Wirthlin and Administrative Assistant Jackie Bain

Proceedings: Approval of the May 6, 2019 Administrative Services Committee Minutes  
Kim Chamberland abstained, Mr. Brady and Lisa Evans yes and May 14, 2019 Administrative Services Committee Minutes, Lisa Evans abstained and Ed Brady and Kim Chamberland yes

Rules of Council

The committee reviewed the document, as provided by the city attorney, which include highlights noting a change or addition. These included: Section 3, Excused Absences: 5, Law Directors role as Parliamentarian; 8, Committee Minutes; 10, Committees of Council; 14, Discussions at Meetings; and 17, Vacancies on Boards and Commissions. After the review, there were no questions on these sections and all agreed to accept the changes.

Mr. Brady asked the committee to take a look at Section 12, regarding providing for comments from the general public at meetings. The current rule requires a public comments section on the agenda for Regular Meetings, and makes it optional for Special Meetings and Committees, and he opened a discussion on changing the rule to require a public comments section at all meetings-Special and Committee.

After some discussion, the committee members agreed with the idea, and that a consistent approach on providing for public comments at all meetings was a good addition Section 12. The committee members voted to accept the proposal of the recommended changes to the Rules of Council, with two changes: a) will provide for public comments at special meetings and b) will provide for public comments at committee meetings. Ms. Evans seconded the motion and all agreed.

### Right of Way 5 Water Street

Michael Doss informed the committee that this will be a reaffirmation of granting the right of way property at 5 Water Street. There is a piece of language in the Ordinance that mentions ODOT. ODOT does not have anything to do with the property. The only change to the Ordinance will be to remove ODOT from the information. Ms. Chamberland seconded the motion and all agreed.

***The Committee agreed to draft an Ordinance Vacating a portion of Water Street*** Ms. Chamberland seconded the motion and all agreed

### 2018 Year End Financial Statements

Pat Wirthlin went over information found in copies of the 2018 Year End Financial Statement report. This is a cash basis financial report. The General Fund is right where we want it to be at 3.5 million. The JEDD revenues union is very active with their JEDDS and they like to pair up with us. JEDD V which was new in June 18<sup>th</sup> and by Ordinance it was the one that we are diverting the revenues to the CIC fund. Mr. Brady asked if we could start planning on a budget meeting sometime in August, possibly to be discussed at a City Council meeting, during Council Comments portion of the meeting. This would help coordinate then to discuss budget projects that council would like to see? Mr. Doss mentioned a possible Work Session for Council. Possibly the first week in September (3<sup>rd</sup>), 6pm, to discuss projects that council would like to see in the budget. Ms. Wirthlin will start emailing to see availability for discussions this Fall.

***The Committee recommends that Council approve by majority vote the 2018 Financial Report as presented.*** Ms. Evans seconded the motion and all agreed

**\*Clerk to take Roll Call at Council meeting for vote.**

### 2020 Tax Budget

Pat Wirthlin went over the Tax Budget information as stated in her report to the committee. Ms. Wirthlin informed the Committee that there has been a public notice processed and a public hearing will be held at the June 18<sup>th</sup> City Council meeting.

***The Committee agreed to make a motion authorizing the Law Director to prepare a Resolution approving the Tax Budget for the City of Milford Ohio for the year 2020*** Ms. Evans seconded the motion and all agreed.

### Alternative Local Government Fund Formula Discussion

Mr. Doss discussed with the committee the new legislation that was written by the Clermont County Township Association and presented to the Clermont County Board of Commissioners. The County Commissioners did approve a new formula for the distribution of revenue from the

Local Government Fund which then sent proposed ordinances to the cities and townships. With this new legislation, they did exclude the city. Legislation would have to be approved every year. We received this Ordinance to approve. We have choices as what we, the committee would like to do next. There are four ways to consider this information: 1. Pass the ordinance presented by the County Commission Association, in which we are excluded in the voting process. 2. Take this ordinance in front of council to either approve or not approve. 3. No action (which is Mr. Doss's recommendation is to table it and not go further than committee) or 4. Propose and alternative formula. There was discussion regarding if the commissioners have a plan to re-visit this in the future. The committee members expressed frustration that the county did not lead a collaborative process to include all communities in developing a funding formula, instead choosing to hear proposals developed separately and then select one. Since the funding formula now has to be voted on every year, there is an opportunity in the next twelve months for a more collaborative approach. Mr. Doss mentioned that we have a formula that we have provided and have another that implements some of the Township Associations formula. Hopefully the County Commission will take this back to the table to re-consider including the City of Milford.

***The Committee agreed to make a motion to do nothing*** Seconded by Ms. Evans and all agreed

Squire Patton Boggs Legal Services

Mr. Doss presented an invoice for legal services provided by Squire Patton Boggs LLP in the amount of \$3,697.50

***The Committee agreed to make a motion authorizing payment in the amount of \$3697.50 to Squire Patton Boggs LLP for legal services. Seconded by Ms. Chamberland and all agreed***

There being no further business, the meeting adjourned at 5:07 p.m.

Respectfully submitted,  
Jackie Bain  
Administrative Assistant

"These minutes have been approved and adopted by Mr. Brady, Ms. Chamberland and Ms. Evans via email this 14 day of June, 2019."