

**Administrative Services Committee  
Meeting Minutes  
August 11, 2022**

Ms. Russell called the meeting to order at 9:00 a.m.

Present: *Sandy Russell*, Lisa Evans, and Kim Chamberland

Staff: Finance Director – Pat Wirthlin, Asst. Finance Director – Jewelie Casteel, Administrative Associate – Taryn Egner, and Executive Assistant – Jackie Bain

Visitors: Tammy Will

Proceedings: Minutes from the updated July 14, 2022, Administrative Services Committee Meeting were approved by Ms. Russell and Ms. Chamberland. Ms. Evans abstained.

**DISCUSSION: DEBT PAYOFF FOR REAL PROPERTY 25 MAIN STREET**

Finance Director Pat Wirthlin discussed with the committee the \$540K BAN Due — 25 Main. In 2020 and 2021, the City issued one-year Bond Anticipation Notes (BANs) to finance the \$540,000 purchase of the 25 Main building and parking lots. The notes are approaching renewal for a third consecutive year. For now, the City has decided to retain the former Park National Bank property as a parking lot to gage parking needs associated with the growing social life in the City, particularly considering that Cincinnati Distilling will be opening very soon and expects daily attendance of 300+ patrons. Staff suggests that the City satisfy the \$540,000 debt obligation in full rather than refinance another year. Rising interest rates, legal fees, and bond fees all eat into the property's return on investment. Another year of debt would translate to a City investment of ~\$670,000 for a property that is not currently producing income. The City's finances continue to be strong and healthy due to belt-tightening during COVID. From a cash standpoint, the City's timing is fortuitous.

***The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing City Of Milford To Pay In Full Satisfaction \$540,000 Special Obligation Nontax Revenue Note, Series 2021 For Real Property Located Near The Intersection Of Garfield Avenue And U.S. Route 50.***

**DISCUSSION: REBATE OF PROPERTY TAX TO P3K2P LLC (DBA TRU HOTEL)  
DISCUSSION: REBATE OF PROPERTY TAX TO BEAUTY RIDGE LLC (DBA LITTLE MIAMI BREWING COMPANY)**

Finance Director Pat Wirthlin discussed with the committee how the City provides certain incentives to help businesses grow and thrive. The Property Tax Rebate Incentive is one such initiative to encourage successful businesses to locate within the City limits. Approximately

\$38K Due - Tru by Hilton and LMBC are due their second half 2021 property tax rebates (payable second half 2022) in the amounts of \$29,075.21 and \$9,009.31, respectively.

***The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing The Rebate Of Property Tax To P3k2p (DBA Tru By Hilton) In The Amount Of \$29,075.21 For 2<sup>nd</sup> Half 2021 Taxes***

***The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing The Rebate Of Property Tax To Beauty Ridge LLC (DBA Little Miami Brewing Company) In The Amount Of \$9,009.31 For 2<sup>nd</sup> Half 2021 Taxes***

**DISCUSSION: ORDINANCE ACCEPTING DONATION FROM KONA ICE TO CITY OF MILFORD FOR SPARKS IN THE PARK**

Ms. Wirthlin discussed a Donation from Kona Ice for Sparks in the Park. Kona Ice donated \$308.10 to the City for the privilege of operating a shaved ice "food truck" on the grounds during Sparks in the Park. The donation amounted to 10% of its sales that evening. The Auditor of State recommends that Cities legally accept donations by way of legislation. This is to prevent untoward donations landing on our doorstep.

***The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing City Of Milford To Receive A Donation From Kona Ice For Sparks In The Park In The Amount Of \$308.10***

**GARFIELD PARK PLAYGROUND EQUIPMENT SHADE SAILS**

Administrative Associate Taryn Egner reviewed with the committee three quotes for the Garfield Park Playground shade sails. Quote #1 from MD Materials Co at \$9,903.00. Quote #2 from Recreations Outlet Commercial at \$9,321.00 (quoted \$12,321.00 with installation) and #3 GT Shades \$9561.12. A question whether the \$12,321 Garfield playground canopy was in the 2022 budget. It falls under the \$25K "Park Improvements" category. This information was previously discussed at budget session when Ted Haskins made the original request. There was also discussion regarding if the equipment can be taken down and stored while not in use to save wear and tear on the equipment. What type of guarantee comes with the equipment purchase was also questioned. The committee asked Ms. Egner to check into this with Recreations Outlet Commercial and follow up with the committee members prior to the next City Council meeting in order for the additional information found to be discussed amongst the committee/council members at the August 16<sup>th</sup> City Council meeting.

***The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Authorizing the City Manager To Purchase Playground Shade Sails From Recreations Outlet Commercial At \$12,321.00 With Further Discussion To Be Held At The August 16<sup>th</sup> City Council Meeting With Additional Information To Be Found Regarding Equipment Guarantee And Capability Of Storing The Equipment Has Been Provided To The Administrative Services Committee Members/Council.***

There being no further business, the meeting adjourned at 9:36 am with a motion from Ms. Russell. Seconded by Ms. Chamberland All yes

Respectfully submitted,  
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Ms. Russell, Ms. Evans and Ms. Chamberland on August 11, 2022.”