

**Administrative Services Committee
Meeting Minutes
September 16, 2022**

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

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

Staff: City Manager Michael Doss, Finance Director Pat Wirthlin and Executive Assistant Jackie Bain

Visitors: none at this time

Proceedings: Minutes from the August 31, 2022, Administrative Services Committee Meeting were approved by Ms. Chamberland & Ms. Evans Ms. Russell abstained

DISCUSSION: LAW DIRECTOR SERVICE AGREEMENT

Mr. Doss discussed a proposed Law Director Service agreement with the committee. This would be naming Bryan E. Pacheco with Dinsmore & Shohl, LLP as the new Law Director. The terms of this agreement were reviewed with the committee. This agreement will become effective September 20, 2022, upon passage approval. This agreement ends on December 31, 2022. This will help gauge how much work they will be doing for the city and will also give us a bit of a snapshot of how much work they will be doing from a budget standpoint. At the end of this agreement, we will come back to committee to look into a more long-term contract – Mr. Doss suggesting a two-year contract to start next year.

THE COMMITTEE AGREED TO RECOMMEND THAT STAFF DRAFT AN ORDINANCE APPOINTING BRYAN E. PACHECO AS LAW DIRECTOR FOR THE CITY OF MILFORD AND AUTHORIZING AN AGREEMENT WITH DINSMORE & SHOHL, LLP FOR LEGAL SERVICES ASSOCIATED WITH THE LAW DIRECTOR.

DISCUSSION: MEDICAL MARIJUANA REVENUE SHARING AGREEMENT

Mr. Doss reviewed and discussed this proposed Host Community Agreement for the siting of a medical marijuana dispensary within the City of Milford. This property is located at 401 Rivers Edge. The company is Cascade Southern LLC. We received information regarding an agreement that was modeled after an agreement that Columbia Township formed with their dispensaries. The township was able to negotiate what could be classified as a community impact fee. They receive a certain percentage of dispensaries gross sales/operation. They claim to bring in half a million dollars each year from their dispensaries. We do have the agreement structured at 1 ½ % for every dollar of the dispensary operation gross sales. Mr. Doss reviewed terms of the agreement with the committee members including how Cascade Southern wanted us to identify how some of the money could be appropriated. Payments to the city to be made January 15th of each year, starting in 2024. Cascade Southern hopes to be in operation by the early part of next year.

THE COMMITTEE AGREED TO RECOMMEND THAT STAFF DRAFT AN ORDINANCE AUTHORIZING A HOST COMMUNITY AGREEMENT WITH CASCADE SOUTHERN OHIO, LLC FOR THE SITTING OF A MARIJUANA DISPENSARY AND ESTABLISHMENT OF A COMMUNITY IMPACT FEE

DISCUSSION: LONGEVITY FOR NON-UNION EMPLOYEES

Mr. Doss discussed that Longevity Pay has been a past practice with collective bargaining groups, specifically with AFSCME. We have tried to mimic the same policies for non-union employees. One item Mr. Doss brought to the committee's attention deals with longevity pay. Mr. Doss reviewed the current longevity pay in section 5.18 of the Employee handbook for non-union employees. He is proposing to pay what AFSCME union employees are currently receiving and trying to keep things as equal as possible. We have staff that will be retiring in the next few years, and we want to be able to retain employees and recruit some in. Longevity rewards employees that have been here for a long period of time.

THE COMMITTEE AGREED TO RECOMMEND THAT STAFF DRAFT AN ORDINANCE AMENDING SECTION 5.18 OF THE CITY OF MILFORD PERSONNEL POLICY AND PROCEDURE MANUAL CATEAGORIZED AS LONGEVITY PAY FOR NON-COLLECTIVE BARGAINING EMPLOYEES

There being no further business, the meeting adjourned at 4:47 pm with a motion from Ms. Evans 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 September 19, 2022.”