

RECORD OF PROCEEDINGS

Minutes of

Special Meeting

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

November 2, 2019

Held \_\_\_\_\_ 20 \_\_\_\_\_

The Council of the City of Milford met in Council Chambers at 745 Center Street at 8:00 am on November 2, 2019. Mayor Vilardo called the meeting to order with the Pledge of Allegiance.

Introductory Remarks by Mayor Amy Vilardo

Finance Overview by Finance Director Pat Wirthlin 2020 BUDGET: MISCELLANEOUS ITEMS  
US 50 Urban Paving Project discussed/Section F \$476,000 projected Grant from ODOT from 1.3-million-dollar project. City's portion will be prepaid this year. And since not in this year's budget will become an Appropriation Amendment. Splitting our portion among eight funds. We will do another \$300,000 next year. This will cover the areas from bridge to bridge except for in front of the Catholic church which was done a few years ago and does not need to be repaved. JEDD I/Ivy Pointe with Union Township- Tab 6/ we will meet the \$150,000 maximum annual revenue, with a term ending in twenty years. There may be an option to renew. Uniforms for the current uniform provisions. Union Employees out in the field currently receive \$390.00 (was \$350.00 but included to cover the tax costs and bumped up to \$390.00 - main expense are the steel toed boots) per person, allowance per year. Office personnel receive \$100.00 allowance towards uniforms. It was discussed to double the allowance for Office Personnel to \$200 (Terry Baute included) and Supervisors to have \$400.00 (Nate Clayton included). Analytics VIP Software web-based program cost \$106,000. Support contract did decrease. Another portion available is Analytics/Excel Designer - which is where Pat would like to be for software programs. Mainly so that Supervisors have access to login and see their budgets on a daily real time basis. Better reporting for approximate amount of \$20,000 for a two-year contract. Discussion about a water fountain at Little Miami Trailhead location. It was discussed that it would be a big project at that location. Possible flip water bottle station with cone cups. Eagle Scout Project possible. It would have to be a secured site. Most bikers bring their water while biking. Many stores downtown have water available. Wayfinding signs could be used. Memorial Park also have a fountain available within less than a mile from the trailhead.

2020 BUDGET: CITY MANAGER PRESENTATION ON MISCELLANEOUS BUDGET ITEMS  
Overview of some of the significant things that have been done in the city in 2019 and a preview with some items that as City Manager that need to have serious consideration in 2020. Including day to day operations of the city and where we are from a financial standpoint. Some of this open discussion will lead to legislative items through council, staffing, budgetary items, utility items, also some items in Parks and Rec. Some of the items listed, if we decide to tackle them in 2020, we will then have lengthy discussions.

SR 126 Urban Paving: Total cost \$145,000. ODOT Funds received: \$80,000. It is the same project that we are doing with our SR 50 Urban Paving for next year.

Price Road Stabilization: Total cost \$380,000 OPWC funds received \$190,000. We have been very successful receiving OPWC funds for projects throughout the city.

Mill and Water Street Intersection Improvements: Total Cost \$327,000. We received no funds for that project.

Trailhead Wall Foundation: Total Cost for that project \$30,000. We did receive \$20,000 in Community Development Block Grant Funds. We have been very successful in receiving CDBG funds. A lot of these funds have been utilized for parks.

Jonas Memorial Park: Total Cost \$20,000.

Mill Street Storm Replacement Project: Total Cost \$ 80,000 and is an active project. DER has been contracted for this project.

Castleberry Lift Station Upgrade: Total Cost \$200,000 and is an active project that just got started.

Total Major Construction Costs: \$1,182,000. We only received 24 ½ % of outside funds which is not acceptable. Mr. Doss would like to see this go up to 50% so that we would be working with a dollar to dollar match. It is not sustainable. Our five-year Capital Improvement Plan that we devised a few years ago, it will drain our budget quickly. In 2020 we need to do a better job of going after other outside funding. WE have been very successful with our OPWC funds and CDBG funds. We could partner up with OKI and look at our transportation improvement districts that we have here in Clermont County.  
The Public Works Facility was completed and dedicated in 2019 which totaled approximately \$2,000,000.

Economic Development  
These are significant developments that we have done with the city. The projects that are over half a million dollars: Little Miami Brewing Company, Sycamore Distillery, 5 Water Street, FC Cincinnati, Starbucks, U-Haul. Landed property equals a little over 11,000,000 in land acquisitions/purchases for these developments.



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About \$56,000,000 in actual total construction. Once all these projects are completed it will be approximately \$67,000,000 which captures the largest development in that period of time.

2020 Goal and Objectives:

To continue the redevelopment of Downtown Old Milford. We are experiencing a bit of a resurgence in the downtown area currently. LMBC expansion, possible banquet center, Sycamore Distillery, The Dale Rowe property on Water Street. The next thing for us to look at would be the Fountain Specialist block of property which is owned by three owners to be made into mixed use property. Public Parking vs. Parking for tenants is an issue.

Develop remaining vacant lots on Milford parkway. Staybridge Suites, Tru Hotel. There are currently 4 vacant spaces in that area. There is property between Target and the movie theatre. It is filling up. With the FC Training Facility there it will only be a matter of time before all the available spots fill up.

Revitalize Commercial Property sections of State Route 28., Lila Avenue, past the Five Points Intersection. Milltown Plaza, which is now being demoed. This used to be an eyesore in the city. It is in a community reinvestment area and does bring a lot of potential for development/redevelopment. PNC Bank vacant lot, Gas Station/Car Wash lot, Baker Feed (which potentially may be taken off the Super Fund Site list). Walgreens will be leaving November 12<sup>th</sup>. There is possibility with ground fill clean ups at this site. We need to make sure that the areas stay maintained as well. The Milford Shopping Plaza has a few available spaces left.

Establishing a LEED Certified Program for New Residential Housing – Leadership in Energy and Environmental Design LEED, which stands for Leadership in Energy and Environmental Design, is a certification program focused primarily on new, commercial-building projects and based upon a points system. The more points you earn, the higher your rating. Cincinnati has been very successful in revamping and revitalizing portions of Cincinnati. If we decide to tackle this in 2020 this will go down as one of the most important decisions that council will make in recent years. This will be critical to the future of our city. Residential will be focused upon. It can also apply to businesses.

Increase in existing Sewer Rates. Water rates were increased last year. Within our water rates ordinance, we have provisions where the rates would go up by percentages (inflationary). Our sewer rates were reviewed along with our sewer capital projects and it was determined that we want to explore our sewer rates in 202 and take a hard look at them. We do not want to get into the same spot as we did with water about two years ago. Our sewer collection revenue is \$720,800.00 Our sewer operating would expenditures would be \$186,206.00. This will be and has been a continuing trend of expenditures of revenues. We have been going through our capital fund and dwindling it down. This does not include our sewer capital fund in next years budget. The city has not increased their sewer rates since 2006. It is strongly advised that we investigate our sewer rates in 2020. And have a plan in place like what we did with water.

Revisit the subsidization of Residential Trash Bills by the City Income Tax. We are part of SWORE. We bid out our trash collection service. Rumpke was awarded the contract. The new contract (started in mid-2018) was renewed for 3 years. With 2 additional years as options. Using 2020 trash collection numbers estimate is \$197,000. 2020 trash collection expenditures (contract that we have with Rumpke) is \$386,500. Discussion on our current trash and recycling rates was discussed. If we were to make up that subsidy, we would have to double the rate. It would be more on par with folks that live outside of the city that pay for Rumpke trash collection. It was discussed that prices do increase but still feel that we would have to still subsidize some of the costs.

Explore a 1 to 1.5 Mil Levy for Parks and Recreation. In our 2020 budget appropriation is \$207,289.00. The city uses a portion of the municipal earnings tax for park and recreation funds/allocations. Our 2020 municipal budget earnings tax allocations were \$185,000. The difference between that accounts for any park fees, permits, donations, etc. According the Clermont County Auditor, if we looked at a Park Levy a 1 mil levy would bring in roughly \$152,739.00. Average homeowner tax would increase on a \$150,000 home, annually, to about \$52.50. A 1.25 Mil Levy according to the auditor's office would bring in \$190,925.00. \$150,000 home, tax would go up to \$ 65.62 annually. A 1.5 mil Levy would bring in \$229,108. \$78.75 annual tax to homeowner. A Levy would provide a stable revenue stream for the continuation of operating the park and a little bit of the Capital expenses, and future council wanted to do a project, it would be a possibility for certain projects. A change, just in trash and recycling subsidy with an approved 1.mil Park and Recreation levy would free up \$342,239 estimated into the City General Fund. Discussion about this levy providing for something new, as in Milford Main voter would say yes. Or if it to sustain parks as they are, the voters would probably say no. This is something that council will need to explore to make sure that the funds are to be applied to Milford Main. It is necessary to educate the public as to what the 1% is for and what will be covered with this 1%. WE need to do something at Milford Main. Instead of letting it sit there empty.

Obtain Funding for a new Water Tower and impacted Main Water Distribution system. Our water tower has been in service since 1955. AT this time, we should be discussing replacing the replacement for that tower. We are way behind. Our water tower was designed to hold 650,000 gallons of capacity. That is water that goes out to everyone. Presently our water tower holds 325,000 capacity. This is due to inadequate hydraulics, which is leading to pressure issues, resulting in the fact that the tank is less than half capacity to accommodate development and water usage. Inadequate fire suppressions systems at this time as well. According to our Water Department Supervisor, to provide adequate water to meet demand to provide adequate pressure hydraulics would account for estimating a 1,000,000.00 to 1,500,000 gallons of water capacity. We are currently looking at a Single pedestal tank that can support a sphere/round shaped tank. It will be significantly higher than the existing tower. The installation of a new tower will also result in several water mains to



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address new water pressure. The piping for all our water mains will have to be upgraded or replaced. We have solicited engineering firms to provide and do an analysis of our system /provide us with a preliminary engineering report. This will help to identify these areas of concern. The deadline is next Friday. It will provide a probable cost and it is critical in obtaining a mixture of grant funding and any potential financing. All the funding agencies do require a preliminary engineering report. They also require an environmental report. Depending on the outcome of the PER and the probable cost we will then have to have serious discussions where we go and what funding is available. Currently options are: We can obtain a mix of grant and public financing for the project. Public financing will likely result in a significant rate increase. We will look into all available funding. USDA. State of Ohio Water Fund. We will still fall short of having 100% of the funds for this project. We will have to finance a portion of this project. It is a project with a cost of approximately \$4,500,000.00 to \$5,000,000.00 dollar project. The more grants and public funds that we can receive, the less money we must borrow. Another option is that we continue the life of the existing tower. One additional option would be to explore the discontinuation of the tower distribution system. The city would then convert its water to Clermont County. Since we do not know at this time where this will be headed. We will see with the PER back since this is required. The discussion lead to this being the #1 goal for the city and will be a challenge for 2020. There is a lot of information to be discussed after the PER has been given to us. Then we will know from a cost standpoint where we stand. We will get our feet wet with the various funding agencies and then see what we are dealing with and what we can do.

Construct a City Parking Lot to address increased demand in Downtown Old Milford – talked about all the businesses that have come into town. The “parking shortage” is more a perception. When we have extreme weather, no one wants to walk far to their destination. Parking will become a premium. The old service garage location has an area that we could utilize existing space owned by the city. 95 new paved, lighted parking spaces can be configured into this area. And to provide Wayfinding and Signage for parking as well. Park national Bank is wanting to configure their drive thru. It could free up the area for evening parking.

Obtain funding to complete phase III of the Downtown Milford Corridor – SR 28 and US 50 to have crosswalk enhancements, decorative lighting, and trees. Project year completion for this phase of the project is 2021. Estimated cost \$450,000. That is with grant funding expectations, this is where we would get aggressive with grants. The whole idea is to marry the downtown old Milford with Uptown Milford so that you never really leave the business district. The entire investment, Phase I through Phase III will cost approximately \$ 2,422,138.00. A portion of this will come back through Urban Paving and get some grant funding to do phase III. After this we would not have to address this for another 15 years.

Establish a Comprehensive Sidewalk Plan with assessments. The sidewalks are the responsibility of the property owner. In 2020 we would go out and establish a professional assessment of the sidewalks within the city with an evaluation. We would then rank the sidewalks and the city would contract, via competitive bidding. The contractor would install or replace sidewalks throughout the city based from the ranking system. We would want to have a say in who contracts our sidewalks. Possibly to see if our existing staff can do the sidewalks. It would be more cost effective. Suggested that the city cover the cost of the contractor and to place the cost of the concrete back on the property owner. Each resident would be notified a year in advance for their portion of the sidewalk cost. Each property owner could then pay the amount at that time, make two payments or have the cost assessed on their property. The overall work would result in a consistent look throughout the city. We would also be able to use grant funding for sidewalks. We would also look into how we can have a partnership with Miami Township for some of the sidewalks in the city.

Establish a clear and specific marketing campaign to promote the City of Milford. To print promotional literature. To partner with the Clermont County Visitors Bureau and to possibly use videos as a promotional tool. To possibly hire an advertising or marketing firm to assist us with the creation of print literature, audio, video promotional packages. Also, to enhance the city website and social media experiences.

Evaluate City’s Personnel Structure, Staffing levels and current positions. As City Manager is to look out for the best interests of the city. Looking at the best ways that we can provide efficient service to our taxpayers. Recommend that we evaluate our existing personnel positions and our staffing levels. With our staffing levels, are we up to adequate staffing levels? Chief Mills has mentioned a few times that he would like to add an officer, strictly for investigations/undercover work. Are our Policing staffing levels equal? Where are we at with Public Works? Are the staffing levels where they should be? Are we providing necessary services beyond a satisfactory level? Do we have personnel positions within the city that are necessary? Are they full time vs Part Time? Is there opportunity to have those positions be consolidated? Contracting vs. In House employment. Are we better off contracting some of the services that we provide? Do we need to contract outside for engineering services vs in house with the current staff? 24.5% we want to up that percentage. Engineering firms want our business. They have a lot of resources available to them. They know what monies are out there and they can find it. It is beneficial to them because if they find the resources it would fall in great favor for them which could lead them being the engineer for a project. It is essential to us because we cannot continue to fund at a level of 75% for projects. We need to look at what has worked in the past what is working now and what is not working. Consolidation of job duties and responsibilities. Positions out there that are full time positions that need to be part time. Where can those employees be reallocated where we can maximize more potential. Not just shifting job duties and responsibilities but we do have personnel that are doing similar things. We need to look at where we are moving forward with this. We are up with our Fire Contract. We had not representation on the Board. The city manager was an ex officio. We did incorporate that in the contract to have the City manger or our representative be a voting member. It has been successful. Do we need to explore the option of the position, not necessarily the person, to have the Fire Chief position brought in as a City Employee? The city would take over the cost of that employee. But the city would reimburse through the levy to cover the costs. The



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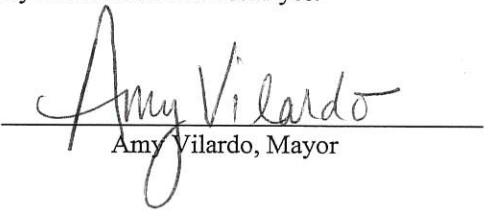
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board of the Fire department would make the other decisions for the fire department. The city would have a say in who is hired and employee that person in house. Also, improvements at the Fire house to go through a typical city process since it is a city owned building. At this time would like to evoke a City-Wide hiring freeze. We need to take a strong look at staffing levels, personnel positions, and look at want vs. need. We have several employees that could potentially retire in the next several years. Employees that are terminated. Employees that resign. Efficiency effectiveness. And the demand on the city. There are people in positions that we need to look at. A non-union employees list was distributed to council members. Law Director position, the city does pay his salary, his health insurance and his retirement. Chief Mills position increase his compensation but to also to cover his employee share. We have union contracts – 3 in the Police Department – which are up for review in 2020, and the 1 recently negotiated contract with AFSCME employees – due for review in 2021. We need to sit down internally and as a council to discuss how we can reevaluate positions and present a plan. If we could close the 24.5% gap through personnel change, change in our structure, contracting out and up that number, we will already be saving hundreds of thousands of dollars potentially. We will be using an outside engineer for the Water System project. And they will be providing us with funding avenues to be explored. Five year Capital Improvement Plan and as we shed a year, five years out in 2025, and once we shed 2020, we will add 2026. The original CIP, all of those projects are \$9,000,000.00. It gives us a sample idea of some of the things that need to be done in a five year period. Some of the things could have been addressed years ago. Discussion regarding the Capital Items Request List – Municipal building exterior at \$125,000 cost was originally redlined. Façade improvements, and some framing redo. Structurally the building is sound. We do need to maintain our buildings. \$125,000 for Municipal Building will go back into the budget. ICRC is taking care of upgrading Council Chambers and updating technical items at no cost to the city. It is a conversation to have during committee meetings to have something done to the exterior and some parts of the interior in the building. To possibly have a list of the priorities and process through. Another topic was the sink hole at the Trailhead.

Adjourn: There being no further business to come before the City Council; Mayor Vilardo adjourned the meeting at 11:30 am with a motion from Ms. Evans. Seconded by Ms. Russell All voted yes.

  
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Jackie Bain, C.P.T.

  
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Amy Vilardo, Mayor