

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

Held July 16, 2019 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on July 16, 2019. Mayor Albrecht called the meeting to order with the Pledge of Allegiance and a Moment of Silence for the homeless.

Roll Call: Present: Mayor Albrecht, Vice-Mayor Brewer, Mr. Brady, Ms. Chamberland, Mr. Haskins Ms. Brewer made a motion to excuse Ms. Evans Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to excuse Ms. Russell Seconded by Mr. Brady All voted yes

Public Hearing: Mayor Albrecht opened the public hearing with a motion from Ms. Brewer Seconded by Mr. Brady to open the hearing to consider the following text amendments: TEXT AMEND 19-02 Downtown Design Guidelines. Pam Holbrook presented information for a revision to chapter 1167 in the Milford Zoning Ordinance and Renaming it to Milford River District Text Amendment 19-02 Downtown Design Guidelines. The purpose of the text amendment is to maintain and enhance Milford's traditional downtown Main Street character by ensuring any future development or redevelopment includes pedestrian oriented street storefronts and streetscapes while paying close attention to the architectural detail of the building. Ms. Brewer appreciates Ms. Holbrook's efforts to maintain the history of the downtown Milford area. Also asked about any reaction to there being Message Therapy businesses in the city. Ms. Holbrook said that there is a difference between massage therapy and massage. This will ensure that a person that is coming into the city to do massage, is a massage therapist and is licensed by the medical board vs. just massage. Mr. Albrecht asked the Law Director, Mike Minniewar, in perspective to that if this is to be made effective, for example, January 1st, could this include anyone that is already doing business as massage therapy? Give the businesses a 60- or 90-day time frame to obtain their license. Mr. Minniewar is going to do more research on this. Ms. Chamberland asked if on the Hamilton County side of the city, would this be Grandfathered in for existing and then as things change, we start using the new criteria. Ms. Holbrook said yes. Downtown Milford is headed in the right direction and we would like to see it expand and to make sure that the character on the other side is also affected along with the Clermont County side. Mr. Albrecht would also like this to also effect clinics in the area as well. Ms. Holbrook mentioned that the next step would be to take the properties across the river/Hamilton County side, would be then classified as a zone change. We would have to go through a zone change process with all those properties. A meeting with them would be scheduled to provide the property owners with the requirements. The goal is to extend downtown and to start bringing in the standards for those properties. Mr. Albrecht asked if there were any public comments regarding this hearing? There were none. Mr. Albrecht asked if there were any Council comments. Council did discuss during the hearing. Ms. Brewer made a motion to close the Public Hearing. Seconded by Mr. Brady. All voted yes.



CITY OF MILFORD
745 Center Street, Suite 200, Milford, OH 45150
Phone: 513-831-4192
Fax: 513-248-5096
www.milfordohio.org



To: City Council
From: Pam Holbrook, Assistant City Manager
Date: 7/16/2019
Re: Public Hearing:
Downtown Design Guidelines Text Amendments

ITEM: Revise Chapter 1167 in the Milford Zoning Ordinance and rename to Milford River District.
INITIATED BY: City Council, Ordinance 18-1343
REGARDING: City Council Public Hearing
ACTION REQUESTED: City Council consideration of text amendments
FINAL APPROVAL: TBD
GENERAL INFORMATION:

Purpose: The purpose of the text amendments is to maintain and enhance Milford's traditional downtown 'main street' character by ensuring any future development or redevelopment includes pedestrian oriented storefronts and streetscapes while paying close attention to the architectural detail of the building.
Properties Impacted: All properties zoned B-2 Downtown Mixed Use and are in the Old Mill Overlay.
Public Notice: Notice of this public hearing appeared in the Milford Advertiser on June 12, 2019.

Presentation: Kathy Angel Volunteer Coordinator /Volunteer Outreach 2019 presenting information about volunteering with Clermont Senior Services at the Council Meeting. The agency is celebrating their 50th anniversary this year. Ms. Angel spoke about the interesting facts with the agency and the many volunteer opportunities available. It is a unique program based on donations. She mentioned that you can be 60 years old and get services at Clermont Senior Services. And if you would like to attend any Senior Centers, you must be 55 years or older and can be a VIP member. The agency offers many services for Seniors.



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

**Presentation:** MedMark Treatment Centers - Meleah Naylor, B.S, Treatment Center Director Dr. James McWeeney, Medical Director and Don Spafford, Counseling Supervisor. Ms. Naylor presented information regarding OTP treatment which is the treatment that MedMark will be offering. The center will provide a comprehensive, outpatient, medicated, assisted treatment program. Ms. Naylor referenced data from the Clermont County Public Health OD Data website. Dr. McWeeney spoke about the medical and treatment side of their center.

**Proceedings:** Approve the June 18, 2019 City Council proceedings Mr. Brady made a motion to approve. Seconded by Ms. Brewer All yes June 24, 2019 City Council Special meeting proceedings Ms. Brewer made a motion to approve the proceedings Seconded by Ms. Chamberland. Mr. Brady abstained. All others yes

**Correspondence:** SEM Laurels – Squire William Knepp – who sent a very nice letter thanking those who participated in the Old Glory Flag Day Ceremony and the Independence Day celebration.

**Financial Statements/Reports:** None at this time

**Standing Committee Reports:**

**Public Services**

Public Services Committee Meeting Minutes July 10, 2019Called to Order: 8:00am by Amy Brewer  
Present: Ms. Brewer, Ms. Chamberland, Mr. Albrecht Staff: City Manager, Michael Doss, Finance Director, Pat Wirthlin, Public Works Director, Nate Clayton, Community & Information Services Manager, Lori Pegg, Administrative Assistant, Jackie Bain Visitors: none *Approval of Proceedings: The committee unanimously approved the proceedings from the May 15, 2019 Public Services Committee meeting.*  
Change Order - Trailhead Retaining Wall Mr. Doss explained that SP Contracting LLC submitted information for additional work that was needed to be done at the Trailhead. Mr. Clayton discussed that the top of the existing foundation wall was in worse condition than originally thought. When demoing off the failing cap over the existing foundation wall, the top foot of stones that were to be tuckpointed needed to be reset. This required additional concrete and week of labor. In addition, the cap needed to be extended to tie into the new foundation wall on the Clark/North side. The original contract was \$27,100 with a \$20,000 Clermont county grant to subsidize. This Change order is for the final quantities required to complete the project, totaling \$3,704.05. *The Committee Agreed to Make A Motion Authorizing the Law Director to Prepare an Ordinance Authorizing A Change Order to The Contract with SP Contracting LLP For the Trailhead Retaining Wall in The Amount Of \$3,704.05* Ms. Chamberland seconded the motion. All voted yes. Amending Appropriation Ordinances 18-1413, 19-1422, 19-1434 and 19-1439Ms. Wirthlin discussed the change order information and the appropriation changes thru the Parks and Recreation Fund. *The Committee Agreed to Make A Motion Authorizing the Law Director to Prepare an Ordinance Amending Appropriation Ordinances 18-1413, 19-1422, 19-1434, And 19-1439 In the Total Amount Of \$7,410 As Follows Appropriation Increase for Trail Head Foundation Wall in Parks and Recreation Fund 204- \$3,705 / Transfer from General Fund 101 To Parks Fund 2014 For Trailhead Foundation Wall- \$3,705* Mr. Brady seconded the motion. All voted yes Designated Outdoor Refreshment Area Ms. Pegg had Legislation to present to the committee to bring before council regarding the Designated Outdoor Refreshment area. The information has been well received. This will be the final step for the city in the process. *The Committee Agreed to Make A Motion Authorizing the Law Director to Draft an Ordinance Creating A Designated Outdoor Refreshment Area for The City of Milford And Enacting Regulations* Ms. Chamberland seconded the motion. All voted yes Castleberry Lift Station Upgrade Contract No. S-2019-01Mr. Clayton informed the committee that we are upgrading the lift station pumps at the lift station. The pumps are continually failing requiring our crews to pump the lift station down, sometimes multiple times in a week. Our budget was \$300,000 to replace the force main and upgrade the lift station. Upon further investigation and testing, the force main did not need to be replaced. The engineers estimate based just the lift station upgrade was \$214,000. We had 4 contractors pick up plans, we received 2 bids. The bids were opened July 3rd at 2pm. The low bid was Buckeye Pumps, Inc at \$193,974. Environmental Engineering Services also verified the bids and recommend Buckeye Pumps, Inc. Mr. Clayton also explained that they are upgrading the pumps that are currently at the lift station due to wear and tear. Some of which are not working, one that is not working and one working sometimes. They are going to be replaced and tied into the SCADA system and waterproofing the inside of the lift station. The pumps would be able to handle expansions of the buildings at Castleberry. We are going from a 5 HP to 7 ½ HP on the pumps. It will be an upgrade/replacement. *The Committee Agreed to Make A Motion Authorizing the Law Director to Draft an Ordinance Authorizing the City Manager to Enter into A Contract with Buckeye Pumps Inc In the Amount Of \$193,974* Ms. Chamberland seconded the motion. All voted yes 2019 Mill Street Storm Outfall Replacement Contract STM-2019-2Mr. Clayton brought to the committee's attention that earlier this year, we had bids to line the last section failing storm sewer to the river located behind the 208 Mill Street in our easement on property owned by TerraFirm. It is restricting some flow and potentially going to fail. We originally put the bid out to line it but found that the bids came in at over 10% of the estimate. As it turns out, we put the bid back out as a replacement project with a budget of \$65,000 estimate to replace the line, so the Lining bids were thrown out. within the easement we have for the storm line. We received 6 bids. Bids to replace our failing main storm sewer line behind the 208 Mill Street were opened July 3, 2019 at 2pm. The 2 low bidders were DER at \$59,580 and Stauffer Site Services at \$57,340. Both Contractors have done work for us in the past and have done a good job. DER would require less site management as



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

the owner is the same as the owner of the property on which we have an easement. *The Committee Agreed to Make A Motion Authorizing the Law Director to Draft an Ordinance Authorizing the City Manager to Enter into A Contract With DER In the Amount Of \$59,580* Ms. Chamberland seconded the motion. All voted yes OPWC Grant Application Mr. Clayton presented information that the lift station pumps are continually getting plugged with rags, feminine hygiene products and flushable wipes, through our sewer system causing the pumps to fail. This station receives the flow for the entire wastewater system and pumps it up to the treatment plant. We need to replace the screen system at the plant lift station with an inline grinder. We currently do not have a grinder in this system. Attached in the packet was information on the type of grinder called the “Muffin Monster”. Since this is an upgrade it qualifies for OPWC funds. The preliminary budget is \$150,000 of which we will ask OPWC for 49% to get more points for the grant application. This will be in for the 2020 budget. *The Committee Agreed to Make A Motion Authorizing the Law Director to Draft an Ordinance Authorizing the City Manager to Apply for Funding from The Ohio Public Works Commission for WWTP Plant Lift Station Screen Upgrade* Ms. Chamberland seconded the motion. All voted yes Mr. Clayton also discussed SR 126 Urban Paving project – it is almost complete. The thermo application is still to be done. The Milford South School property landscape is being maintained. There being no additional business, Ms. Brewer adjourned the meeting at 8:47am Respectfully Submitted, Jackie Bain *“These minutes have been approved and adopted by Ms. Brewer July 12, 2019, Ms. Chamberland July 13, 2019 and Mr. Albrecht July 14, 2019 via email.”*

CITY MANAGER’S REPORT

MEMORANDUM TO: City Council CC: Mike Minniear, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: July 16, 2019RE:Manager’s Report Brooklyn Water Main Replacement – Clermont County is in process of awarding the contract. Clermont County Water plans on starting work around mid-August. The SR 28 paving is to be completed in 2019.Storm drains –Public Works started to camera the main storm lines from Tyler to Lila and from Kirgan through downtown to verify no blockages as a result of the large rain events of June 16th and June 19th. The camera truck may be blocking a lane of traffic as the manhole access is in the middle of SR 28 and US 50 in places. A trash rack has been installed at the head of the pipe at Valley Brook Apartments to keep large debris from entering the system. Water Consumer Confidence Report – The 2018 Consumer confidence Report has been submitted to the EPA and is available for public viewing on the city website. Park Drinking Fountains - The drinking fountains at Memorial and Riverside parks were both repaired and operational for Sparks in the Park. The Public Works Department is trying to locate parts for the new fountain at Garfield Park. STANDING COMMITTEE MEETINGS None at this time REMINDERS July 25 – BZA Meeting at 7:00 pm August 3 – Cincinnati Brass Band at 1:00 pm (Riverside Park)August 14 – Planning Commission Meeting at 6:00 pm August 20 – City Council Meeting at 7:00 pm

POLICE DEPARTMENT REPORT

Monthly Report- June 2019 This report summarizes the various activities and functions of the Milford Police department during the month of June. *TRAINING* • Officer Yeary attended the monthly SRT training. • Officer Dennis attended HCPA Dive Team training. • All sworn members are assigned a three-part training segment on responding to active shooters that must be completed by the first week of September. *NOTABLE OCCURRENCES* • An investigation of an aggravated menacing was completed on Chamber Dr. The subject was located and incarcerated at the Clermont Co. Jail. • An investigation of Public Indecency in the Milford Shopping Center was closed by arrest. • Four Criminal Damaging reports in the Old Milford area were closed by arrest. Monthly Report- June 2019 *ADMINISTRATIVE* • Clerk Banks is working on the first-year review scheduled for July. CALEA sent the list of the standards being assessed in July. • The Semi-Annual Property Room Inspection was completed. *COMMUNITY RELATIONS* • The Department assisted with the Flag Day celebration at SEM Laurel. • MMART program completed two shifts. • Fundraising for National Night Out continued. • The Junior Police Academy was completed with Miami Township, Loveland, and Goshen. *OUTSIDE MEETINGS AND ASSOCIATIONS* • Chief Mills presented the Goshen Township Police Department with their CALEA Accreditation certificate at their Township Trustee’s meeting. *ATTACHMENTS* • An email from a Miami Township resident complimenting Officer Bogan. Monthly Report- June 2019

FIRE AND EMS REPORT

Fire Chiefs’ Report - Chief Baird was called to duty and submitted this report to council: July 16, 2019 □ 2019 YTD Activity Report: o 968 total details o 185 fire details o 783 emergency medical services details o 516 patient transports □ As of June 30, 2019 MCFD has expended 43.6% of its annual budget, or 6.4% under budget. Revenue collected is 49.5% of anticipated, or 0.5% under budget. □ July 1 was the 25th anniversary of MCFD providing emergency medical and ambulance service to the city. Captain James Nickell, LT. Dana Nichols, William Davis, Gerald Cooper, James Watkins, Charles Evans, and Angie Thiele are the current members here since the 1994 start-up or before. □ MCFD received a grant of \$ 2,765.00 from the Ohio Division of EMS. This is for the purchase of durable medical equipment. The program is funded by a portion of seat belt use fines levied. □ Crews toured the FC Cincinnati complex in mid-June for building construction and familiarization training. □ Captain Nickell and Fire Marshal Nause completed three day “Officer Academy” training in Dayton, Ohio presented by Columbia Southern University. Nationally-recognized experts Chief John Salka (FDNY) and Chief Rick Laskey (Lewisville,



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

TX) were the instructors. □ Annual SCBA mask fit testing was completed by part-time firefighter/EMT Kieth Wright. The testing device was purchased used by MCFD from Washington Township two-years ago and shared with Miami Township, which pays the annual preventative maintenance fee as its contribution. This is one of several collaborations involving equipment and training in which MCFD participates with other agencies. □ Thanks are extended to Union Township Fire Department for the use of one of its spare ambulances—twice—over the past month due to extended repair times required for both of MCFD’s ambulances. Milford Community Fire Department, Inc. 687B US Route 50 Milford, Ohio 45150 513.831.7777 [www.MilfordCommunityFD.org](http://www.MilfordCommunityFD.org) □ MCFD and city water officials met with the ISO (Insurances Services Office) for its 5-year evaluation of city fire protection capabilities. The fire protection rating score established by ISO has a direct impact on building insurance rates in every community throughout the US. 50% of the score comes from the quality of the local fire department including staffing levels, training and proximity of the firehouse; 40% comes from availability of a water supply, including the prevalence of fire hydrants and how much water is available for putting out fires; 10% comes from the quality of the area's emergency communications systems (911), and an extra 5.5% comes from community outreach, including fire prevention and safety courses. The lower the score, the higher a community’s fire protection capability is rated. Milford is currently a very respectable “3” on ISO’s 1-10 scale. More information about the ISO rating is available at: [www.valuepenguin.com/iso-fire-rating-home-insurance](http://www.valuepenguin.com/iso-fire-rating-home-insurance) □ Fire Marshal Nause and engine crews delivered fire extinguisher training to approximately 150 employees of SEM Haven over a two-day period in late-June. □ The on-duty crew participated in a flag-raising ceremony at SEM Laurels on July 4 organized by city resident William Knepp. □ Engine 71 responded on a 2nd alarm dispatch to Grandin Road in Hamilton Twp., Warren County for a warehouse fire July 5. □ Milford Community Firefighters’ Club earned over \$ 2,300 in drink and a split-the-pot raffle ticket sales during Sparks in the Park on July 3. The group is currently fundraising toward the purchase of two new, automatic CPR devices for MCFD. □ Support 271 participated in parades in Fayetteville in June and New Richmond on July 4. □ Our newest, full-time member Russell Walker completed the paramedic course at Butler Tech Career Center and part-time member Rylan Childs passed his to be certified Milford Community Fire Department, Inc. 687B US Route 50 Milford, Ohio 45150 513.831.7777 [www.MilfordCommunityFD.org](http://www.MilfordCommunityFD.org) as an EMT-Basic. Congratulations, both! □ MCFD and the city staff held a successful, well-attended Community Spray Park at Milford Main School on July 10. □ MCFD and Miami Township Fire and EMS proudly displayed the American flag from their ladder trucks in honor of United States Army Private First Class (PFC) Roger Woods, a previous unknown soldier from the Korean War, who was returned to the area on July 9. □ Air Care responded to the city on July 3 at approximately 2:00 AM to transport a male patient injured from a fall to UC Hospital. The helicopter landed at the ball fields at Riverside Park. □ MCFD and mutual aid departments responded to a deck fire at Doublegate Condominiums the afternoon of July 14. The fire was quickly extinguished without spreading inside any residences. Damage was minor and there were no injuries. *Respectfully Submitted By: Fire Chief Mark Baird*

PUBLIC COMMENTS: Mr. John Becker – State Representative for 6 ½ years. He wanted to come in personally to inform that he is running for State Senate in the March 2020 primary.

COUNCIL COMMENTS: none at this time

NEW BUSINESS:

ORDINANCES AND RESOLUTIONS

- 19-1459

An Ordinance to Proceed with The Ballot Issue for a 12.50 Mill Tax Levy for Renewal with a 4.5 Mill Tax Levy increase, Together as a Single Levy and Ballot issue for Fire Protection Services and Emergency Medical Services for Five Years for The City of Milford, Ohio, Both Together in Excess of The Ten Mill Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. Ms. Chamberland yes Mr. Brady yes Mr. Haskins yes Mr. Albrecht yes Ms. Brewer yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. Mr. Haskins yes Mr. Brady yes Ms. Chamberland yes Ms. Brewer yes Mr. Albrecht yes
- 19-1462

An Ordinance Authorizing A Change Order to The Contract with SP Contracting LLP For the Trailhead Retaining Wall Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. All voted yes
- 19-1463

An Ordinance Amending Appropriation Ordinances 18-1413, 19-1422, 19-1434, And 19-1439 Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. All voted yes
- 19-1464

An Ordinance Authorizing an Agreement with Buckeye Pumps for Castleberry Lift Station Upgrades Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. All voted yes



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

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

- 19-1465

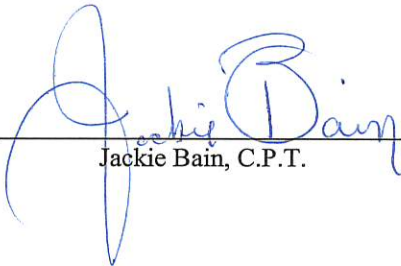
An Ordinance Authorizing an Agreement with DER for The Mill Street Storm Outfall Replacement Project Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. All voted yes
- 19-1466

An Ordinance Authorizing Application to and an Agreement with The Ohio Public Works Commission for the Waste Water Treatment Plant Lift Station Screen Upgrade Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. All voted yes
- 19-1467

An Ordinance Creating a Designated Outdoor Refreshment Area for the City of Milford and Enacting Regulations Limitation Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady. All voted yes

OLD BUSINESS:

**Adjourn:** There being no further business to come before the City Council; Mayor Albrecht adjourned the meeting at 8:35 pm with a motion from Ms. Brewer; Seconded by Mr. Brady. All voted yes



Jackie Bain, C.P.T.



Fred Albrecht, Mayor