

RECORD OF PROCEEDINGS

Minutes of

Special Meeting

Meeting

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

Held October 8, 2019 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 5:15pm on October 8, 2019. Mayor Vilardo called the meeting to order with the Pledge of Allegiance.

2020 Budget Work Session

Introductory Remarks by Mayor Amy Vilardo

Economic Development comments by City Manager Michael Doss (will be discussed at the November 2nd City Council Special Meeting/2020 Budget Work Session

Finance Overview by Finance Director Pat Wirthlin

CAPITAL PROJECTS

Debt Planning G.I.S. Capital & Consulting - City Wide \$2,000 Nate Clayton Portion of \$10K Planning / Zoning / Property Mgt Pam Holbrook Zoning updates – last year council put in \$50,000 in Capital. This was to update the zoning ordinance/tab 13. Also, Planning and BZA meetings new expense was discussed. Asking for \$50.00 per meeting per volunteer members (excluding council members) (5), \$200.00 per night at twelve meetings a year. It would be \$3,000 for the year for Planning Commission and \$3,000 for the Board of Zoning Appeals. And to be paid no matter if there is a meeting or not. Also Planning and Training meeting, which would cost \$2,000 for The Planning Commission and BZA, City Council, staff and the public to learn more about how we work together and the role that the Planning Commission takes and the roles that BZA takes. GIS Geographic Information System was also brought to council's attention. This past year will have spent the \$20,000. Currently, \$10,000 is being spent on 911 services. In talking with the Fire Department, Nick Thiele, and the Public Works Director, Nate Clayton, Assistant Chief of Police, Sean Mahan, they have decided with Pam to form a GIS Committee. Future projects will be looked at as a group. The committee to start meeting sometime in December or January. Last year the GIS was split five ways for five different departments. This year the Police Department will start contributing. It will be \$20,000 that will go towards GIS, however \$10,000 is coming from the Police Department/Capital Fund. In year 2021, whatever we spend on GIS would be divided six ways. The Building Department, code 4200/tab 14. Building Inspection is easy in what we receive in building permit fees. 90% gets paid out to NIC. The city retains the 10%. Next year to have a conversation about building fees and possibly raising them a little. Code Enforcement was also discussed how we go forward with enforcement of the codes. At this time, it is totally complaint driven. Other municipalities in the area have Code Enforcement Officers that do go around their city and writes up the property owner and then acting upon it. Do we want to be aggressive with our code enforcement? We do not assess the property owners. We should be more aggressive. Some of the houses in neighborhoods need to receive a letter. This effects property values. It was recommended that the Code Enforcement Officer needs to address the property owner with code violations so that the property owner is aware of any issues. It would need to come from council if the department needs to be more aggressive on enforcing the codes. Ms. Holbrook recommended that Mr. Mike Minniewar to be brought into the conversation. Council would like to start seeing again the Internal Community Development Report that was given to them every quarter. Ms. Holbrook said that our Code Enforcement Officer will be putting that together and sending the report to council. WE do have a property maintenance code that everyone that owns property in the city should be held to that standard. NO one should be exempt. Property owners are losing property value if the property close to theirs is not be kept up to code.

Public Works

Water Funds: Supervisor of Water Department-Joe Casteel Public Works Nate Clayton

Tab O – yellow tab. The water fund over the last several years has looked. With the increase in the base fees we are looking much better this year. Some of the problems that were rolled over from year to year still exist for the city. The first item on the Capital List: tab 4 - blue tab New Vac Trailer \$63,000. EPA new rules and requirements that are in addition to what we used to do, and they have not mandated GIS for Water Departments, yet, but they are leaning in that direction. Every year a Valve Exercising Program is required and 50% of the valves in the city must be turned. There are approximately 800 in the city. Half of which must be turned each year. The new vac trailer has a valve turning mechanism so that each valve does not have to be cranked by hand. It takes a lot of wear and tear on a person. It is a piece of equipment that is desperately needed and will be required within the next few years. Hydra Flushing Programs will also be required to do. The department is looking to sell some equipment that is no longer used on Gov.deals to help make money. Well 4 Rehab \$12,500 This is the city's highest producing well. It is maintenance that must be done. Re-Carb Basin Valves \$4,500 which are four drain valves at the bottom of one of the main basins at the plant. The valves were installed in the 80's. They are now in need of being replaced. Filter Influent Valves \$4,000 regular maintenance which now need replaced SCADA Upgrade \$60,000 Re-Appropriated. It is a software program used at the water plant A SCADA system helps to save time and money. One reason is that with SCADA, you can eliminate the need for site visits by your personnel for inspection, adjustments and data collection. SCADA software enables the department to monitor the operations in real time, remotely. The system is getting old. The upgrade will alleviate the need for the need for in hand operation and would make the system more automated. A new water tower is needed to be done for many years now. We also need water mains replaced and possibly tied in with a new water tower to handle the flow. There is an RFQ out currently to determine the costs for a new water

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tower. The report will be finished sometime next year. If we get the funding and we provide service to new businesses coming to the city, and current service, this new water tower on Wallace (current tower was built in 1954), will provide service long-term. It will be problematic to keep up with demand next year with our current tower. The EPA disruption of service rules and make us use 30% of water supply each day. We would have to staff the plant 24 hours a day. A rough idea of the size would be, based on 2014 estimate was 2.5 million w/o any main replacements. Today to replace it would cost approximately 3.5 million on the water tower and additional 2.5, 3 million for system improvements. The department also put off doing last year repairs and maintenance for water utility fund/tab O. Unfortunately, the department needs a lot of money. Water Capital Fund/tab Q it shows the SCADA upgrade which was approved in last year's budget. This will be delayed another year. It will show as a 60,000 transfer from the General Fund that has yet to happen. Between the utility savings and the cost to have an employee come in and open the valves, and work on the equipment, this system will be done remotely or on its own without any type of assistance. It will be a huge savings over the course of a few years. Also discussed was the employee deficit in the department. With all the new EPA requirements, work orders, request for service, customer service and utility locates each year. So much time is being used in maintenance mode. They would like to be proactive and would like to add an employee.

Wastewater Supervisor of Wastewater Department Dave Walker Public Works Director Nate Clayton/ Tab P Discussion on how the department was able to save money by hauling sludge to farmland that also provides the spreading of the sludge and the dump trucks to haul the sludge. The current process is at a cost of \$25,000 per year in 2016 to now projecting \$65,000 for this year. Current costs provided by Rumpke (Service fee of \$500) and Udder (fee to haul the sludge \$500) and the trucking costs have been \$400.00. About \$1,300 per load. Chemical costs have gone up for the department. Tab R/Capital Fund Wastewater SR 50 Urban Paving \$71,410 Nate Clayton Portion of ~\$1.3 Million Influent Lift Station Screen Improvement Project (\$80K Grant -) \$165,000 Dave Walker/ Nate Clayton Influent Lift Station Design \$10,500 Dave Walker /Muffin Monster Grinder. Working on the OPWC permit. Scoring higher to possibly receive 80,000 to help pay for the \$165,000 project. Nate Clayton Phosphorous Feed Pumps\$5,000 Dave Walker Tab/P Salary and Wages going down in the department. Utilities Item Amount Notes Wastewater Dave Walker presented his Capital requests-tab 4 also tab P the Wastewater Operating fund. There was discussion that the department is going back to hauling our own sludge out. This will save a good amount of money with hauling. Also discussed: from SR 50 Urban Paving \$71,410 Nate Clayton Portion of ~\$1.3 Million Influent Lift Station Screen Improvement Project (\$80K Grant Ask) \$165,000 Dave Walker/ Nate Clayton Scoring was higher than originally obtained. The higher scoring should give us OPWC \$80,000 funds to pay towards the \$165,000 total. Influent Lift Station Design\$10,500 Dave Walker / Nate Clayton Phosphorous Feed Pumps \$5,000 Dave Walker G.I.S. Capital & Consulting - City Wide \$2,000 Nate Clayton Portion of \$10K There have been no increases with Wastewater in twelve years. This will need to be revisited since we need to keep up with wages.

Garbage - Handled through the General Fund.

Streets/Tab F Duropatcher \$69,000 Ed Hackmeister Supervisor of Service Department Ed Hackmeister Public Works Director-Nate Clayton. Used on Forest Avenue and Milford Parkway. IT would benefit us with roads that are failing and are not scheduled to be resurfaced in one or two years. This machine would buy us a lot of time. This machine can also be used for crack sealing. It will keep water infiltration into the base of our streets. This will work great in alleys and cemetery where there is mostly gravel. Back in 2013 the city paid \$91,600 to have a company come to tar and chip the alleys. The department has recently sold \$16,000 worth of equipment on Gov.deals. Possibly part of this money can be used to go towards this machine. This item did get red lined and is not in the budget since we currently own a hot box and have the US 50 Urban Paving project. It is a substantial amount of money and has already been approved. This project is being spread out among several funds. There will be a walk thru of this project next week. This would come out of General Fund since it is supporting Streets. Tab/F Streets Utilities are up due to the water used at the Public Works Facility wash bay. Greenlawn Cemetery Supervisor of Service Department Ed Hackmeister Public Works Director-Nate Clayton Cemetery Columbarium. With 24 spaces in each. Eight spaces left. We charge \$1200 per niche. Engraving costs an additional \$175. We have brought in \$19,200 on the first columbarium. The cost of each is \$7,500 We may want to prepare ourselves to purchase another Columbarium since we would like them to be consistent in their appearance. \$18,000 for Line Striping Project The price of salt is up. Estimated \$60,000 next year. Which we must now buy and take a certain tonnage each time we purchase. Traffic light repairs are up due to trying to exhaust some of our special funds. Stormwater SR 50 Urban Paving\$371,410 spread out over seven funds. The project will be re walked and council is invited to attend the walk to get an idea of what the project will be covering. Nate Clayton Portion of ~\$1.3 Million G.I.S. Capital & Consulting - City Wide \$2,000 Nate Clayton Portion of \$10K Design - Tyler or Laurel \$25,000 Nate Clayton Laurel Street & Storm Project\$25,000 Nate Clayton place marker Tyler Storm Improvements \$25,000 Nate Clayton place marker (we are not sure of total costs at this time)TOTAL STREETS FUND \$288,488 Highway Item Amount Requester Notes Streets SR 50 Urban Paving \$4,000 Nate Clayton spoke about just learning that Clermont County had included us in a grant in 2014. including us in a grant for their ITS upgrade for the intersection light/signals. It is an 80/20 match. It will be approximately \$100,000 project that we would do in the city. It would include update to LED lights, radio interconnect, controller upgrades, Service pre exemption will be placed so that Fire/EMS will change the signal when they are coming through. To provide a signal

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change at the light. This will be approximately \$20 to \$30,000 of city costs. This will take some scope off with the radar detection of the ODOT project. One of the biggest challenge Mr. Clayton sees is the aging infrastructure coupled with maintenance and replacement costs, which keep increasing. It leaves little room for Capital projects or more equipment purchases. Storm and Sanitary rates may need to be studied and increased. Storm rates have not increased since 2005. Personnel is most of this cost and increases 2 ½ % every year. Sanitary rates have not increased since 2006. It will become more drastic.

Police Police Chief Jamey Mills discussed his departments 2020 budget proposal. He discussed what they accomplished in 2019. The most significant being the online Mayor’s Court payments. It is a win, win accomplishment. The department also focused on reducing He discussed the 2020 budget recommendations, Capital Improvements, Mayor’s Court online payments. Worked out great! 2019 goals to reduce accidents on Chamber Drive. Have reduced in first three quarters, down 15%. A goal not reached was reducing heroin overdoses. We are doing well compared to the rest of the state but here in Clermont County, compared to last year, we are right on track with 2018 numbers. A dog kennel was needed and instead of purchasing one the department was able to repurpose one of the Water Departments tool cages that they were looking to get rid of. They only used funds for the pad of the kennel. All done in house which resulted in significant savings and repurpose something that was not used any longer. Rebranding was another popular move and a lot of positive feedback on the new cruiser design which is more consistent with the other city vehicles. National Night Out, and Public Works Director truck was also discussed. Chief Mills spoke about his Three-Year Staffing Plan that included adding five officers. Two in 2017, 2 in 2018 and they were going to add the 20th Officer in 2019. They did not add in 2019. It was redlined in 2019 and for 2020 but is still planned at some point based upon a three-year plan based upon a lot of supportive data. A vehicle replacement policy/8-year policy. To replace one vehicle (Tahoe) a year is their biggest Capital Improvement for next year. The department would like to put more money into their Bike Patrol. One option for Officers is a type of hybrid bicycle that is somewhat self-powered. They will be getting one at cost which saves them 50% on the expense and will come in at approximately \$2500. GIS was presented to Safety Services Committee and is a large part of their life safety dispatching. They will be partnering with the Fire Department and Utilities to make this a city-wide project. It is part of their 20 Rebranding received a lot of positive feedback. Chief Mills wanted to close his presentation with Am I doing the right thing, the right way, for the right reasons. Police Chief Jamey Mills Tab 8/ Extra events for the year, Professional Services, OVI supplies were discussed. Police Capital Budget Tahoe \$57,000 Chief Jamey Mills Possible request for a Breath Testing Machine \$12,000 Chief Jamey Mills G.I.S. Capital & Consulting - City Wide \$10,000 Chief Jamey Mills Cameras \$4,000 Chief Jamey Mills Guardian Tracking \$1,365 Chief Jamey Mills Mountain Bike \$2,500 Chief Jamey Mills Advertising for Personnel department due to hiring next year (anticipating two retirements next year). Police Overtime was discussed regarding Parks, events and projects which comes out of General Funds and is not replenished. This also applies with Public Works department OT for events for City sanctioned or sponsored events.

Parks / Recreation tab B/ Total for special events this year approximately \$29,000. In 2018 the budget was almost \$43,000. For next year it will be cut down to \$32,000. Second Saturdays was discussed. They brought in about 50 to 100 people to each event. Ms. Pegg has discussed with the HMA that this would be something that they could take over to bring in more people. Council expressed agreement with not having the Second Saturday events. Other city events were reviewed. Many did not have a big draw to them and involved a lot of time and money. Riverside Park was discussed regarding events that may occur there, at the shelter, in the future. To possibly bring back some of the events then. The philosophy has been to keep the residents in Milford for events, that is keeping Milford dollars in Milford. It has been a lesson learned of what works and what does not. The DORA has been very successful. It has helped bring residents and visitors here to the city. The city makes .18 cents for each cup which goes back into purchasing more cups. Ms. Pegg said that she will be checking into another fireworks company to see if it will be a cost savings for the city. Also, to add more activities for children at the Sparks in the Park event next year. The Reggae event has now turned into a Fire Department event. Fall Festival was well attended. Contingency money may have to go towards the festival as it grows. The event is free to those attending. A donation jar was suggested to keep at the event. Also discussed was how we do not charge vendor fees for the Sparks event. Each vendor makes money from the event. Bikes in Bloom does not cost us much and Ms. Pegg feels that this is a good event to keep. Oktoberfest next year and if the city will be involved with this event next year? Our contribution was \$4,000 with an In-Kind Contribution. We have not had the discussion with the brewery regarding this event. Location for this event was also reviewed. If the city could make money on one event to spend on the other city events would benefit us. We do participate with many of the events and possibly have donation funds go towards paying for employees to work an event. Ms. Pegg will reach out to the brewery and see if the city can work with them for next years event. Possibly charge for city employees to work the event. Possibly a contract, a package deal, for a non-city event to have Police/City Employee to work at an event. Ms. Pegg is reworking the Special Event permit currently. This will be brought before a committee to discuss further. The Porsche Rallye to be moved to Milford Main location. Art Affaire suggestion to refund the vendors that were affected by the power line malfunction. To allow them in automatically and no jury fee for those affected. This is an all-volunteer event and there is a follow up meeting to touch base regarding this. Also mentioned is to place a concrete wall at the end of the location of the event. For safety purposes. Capital Requests for Parks: Jonas park picnic tables and planters, \$6000. General parking, lighting \$22,000. The parking information needs to lead to a plan in place for parking in the city. Riverside Ball Park improvements \$20,000 (depending on the 20,000 Parks

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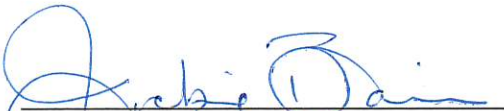
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Grant). This Grant was discussed during a committee meeting and we can get up to \$20,000 with this grant. We would have to pay a match after \$20,000. This was based on the purchase of preassembled dugouts for the ballfield, clean up, benches. Some of the employees in the Service Department checked out pricing and found out that we could do this in house, and it would be much less expensive. The Grant that was applied for was for \$89,088.26 that would require no match by the city \$9,000. We will hear back about this grant in November. A question was asked regarding all the special events which tallied approximately \$30,000, that is in the Park and Rec fund. So, it would get the 5% from Tax Income that is supposed to go to Parks and Rec for whatever reasons. Special events budget (previously in Miscellaneous Parks budget) 2017 it was \$22,000. \$5,000 the year before that. Do we want to place this in a separate tab, like General Fund Capital and use that money for actual park improvements or do we need to increase what is going in since the money that is going into this fund has no money left over after special events to apply towards parks. We currently have thirteen parks in the city and need to decide which ones we would like to keep going and how to fund them. Are we going to spend \$30,000 on the upkeep of the city parks or are we going to use the money towards special events in the city? There is room this year in the Capital budget to put the \$32,000. We can be more conscious going into 2020 of what we can do. Including what we are going to do with Milford/Main. Possibly moving the Art Affaire event to that location starting next year. No street to be closed and it would occur off the blacktop. Electricity is an issue. Generator box possible to use. To be discussed further. Large Capital item: IT was discussed E Technologies Water department working with them for SCADA system. Physical servers here in our building (we have one left). Move things to be more efficient and less expensive. An Email Server at City Hall is out of warranty. This is a need. Two options: buy a server with a 3-year lifespan at \$25,000 minimum along with migrating all the information over which is about \$150 an hour for about 40 hours. Or we can buy a program to take the email server to the Cloud. For all users it would host one of the servers at E Technologies. They also have a SCADA Division. E-Technologies is our current provider for regular IT services. Their hosting exchange is their version of the. Their hosting solution is based on user. Price per user. Exchange Defender is about \$5500 to \$6000 per year subscription. Compliance archive is about 2,000 per year. This program will allow E-Technologies to do 95% remotely. The price for the cloud solution is taken out of many Funds. Hosted Exchange \$22,000 Split, Mostly Gen Fund Tab/27 – 2018 we paid about \$55000 for our total package. 2019 \$62000. With the new hosted exchange, it will go up to about \$73,000. We can use the hours from our service contract and will not disrupt the contract that we currently have with E-technologies. ICRC has also been contacted regarding the technology we are currently using in council chambers. They are currently looking into a cordless microphone and better lighting at no cost to the city.

Revenue & Expense Highlights Finance Director Pat Wirthlin
Tab 27 – BWC refund: \$65,000 which will go into the General Fund. Waste and Recycling contract tab 15/ residents and city are each paying ½. Finance Department Capital request for VIP analytics: it does not do the reporting that they thought it would and basically received for their accounting system was a migration to the web which cost the department \$106,000. Also - Law Director Charter Review \$5,000 Law Director Mike Minniear. Pat will go over the exact need for this request with Mr. Minniear. The General Fund is channeling out \$94,000 to the streets fund and \$67,000 to the Cemetery fund. Both used to be self-supporting and lately they are not. Tab 6 Revenues. Income Taxes, JEDD's, and Local Government Fund was discussed. Tab 17 Manager's Budget is under this year for 2020. 2019 budget included Economic Development, Small businesses Enhancement Grant. Tab 20 Law Director - lawsuit budgeted. Tab 26 Income Tax Trainee \$5,000 Subpoena Program \$18,500 (2,000 letters at \$8.00 apiece). CRA Payments to the schools, River Walk and Non-Riverwalk.

Adjourn: There being no further business to come before the City Council; Mayor Vilardo adjourned the meeting at 8:55 pm. with a motion from Ms. Evans. Seconded by Ms. Russell All voted yes.


Jackie Bain, C.P.T.


Amy Vilardo, Mayor