

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

www.plpettibone.com FORM NO. 10148

Held _____ 20 _____
October 2, 2018

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00 p.m. on October 18, 2018. Mayor Albrecht called the meeting to order with the Pledge of Allegiance and a Moment of Silence for all the abuse victims in the world.

Roll Call: Present: Mayor Albrecht, Vice Mayor Brewer, Ms. Russell, Mr. Brady, Ms. Chamberland, Mr. Haskins and Ms. Evans.

Introductions/Presentations: Mr. Gary Knepp spoke about Milford Civil War and Phillip Asbury Gatch. Reference to a book Mr. Knepp wrote: To Crown Myself With Honor: The Wartime Letters of Captain Asbury Gatch, 9th Ohio Volunteer.

Proceedings: Ms. Evans made a motion to approve the Proceedings from the September 18, 2018 Special City Council meeting – Seconded by Mr. Brady All voted yes. Ms. Evans made a motion to approve the Proceedings from the September 18, 2018 Regular City Council meeting – Seconded by Mr. Brady All voted yes.

Correspondence:
None at this time

Standing Committee Reports:

Public Services:

Public Services Committee Meeting Minutes September 26, 2018 Called to Order: 8:01 by Vice-Mayor, Amy Brewer Present: Mayor, Fred Albrecht; Vice-Mayor, Amy Brewer; Council Member, Kim Chamberland Staff; Pam Holbrook, Asst. City Manager; Pat Wirthlin, Finance Director; Nate Clayton, Public Works Director; Lori Pegg, Community Services Manager; Ed Hackmeister, Service Dept Supervisor; Tim Price, RA Consultants Asbestos abatement Mr. Clayton is bringing the asbestos abatement quote back to the Committee for consideration. He verified that we do have the money in the Parks budget because two projects are being pushed off until next year, the shelter and walking path at Riverside Park. The abatement and demolition of these buildings will provide a much safer environment on Cash Street. The Farfings and Dodd’s monuments have agreed to push back the monument dedication until spring. The City will incur some costs to place the monument, but the Public Works Department will be able to complete some of the work on the base. The committee agreed to make a motion authorizing the City Manager to enter into a contract in the amount of \$8480 with Environmental Demolition Group, LLC for asbestos abatement for the two buildings at 217 Cash Street. Ms. Chamberland seconded the motion. All voted yes. Public Works Facility Change Orders Mr. Clayton informed the committee at the last meeting that there would be upcoming change orders for the Public Works Facility based on some errors and emissions from the architect. The details on those change orders are as follows: Change Order 9: Remove CU/AC from electric room, run additional electric/duct work for heater in wash bay and run additional electric for garage door openers. Credit for CU/AC not needed (\$3025) change order total amount \$9677.04. The architect MSP has agreed to pay 25% of the cost for a value of \$2419.26Changer Order 10: Rework of the sanitary sewer line to increase elevation. Change order total amount \$3922.43. The architect, MSP has agreed to pay \$240 for Supervision/Layout by DER Staff and 50% of the remaining balance (3682.43) for a total of \$2081.22.Change Order 11: Deduct all fencing from the contract. The original design was in a different location, now the back of the building is on Bay Road so the fencing is not a necessity at this time. Change order deduct (\$9675) To sum up, change orders 9&10 total \$13599.47 and the deduct for change order #11 is \$9675 for a total net change from DER in the amount of \$3924.47The committee thanked Mr. Clayton for looking at all angles and were appreciative that DER and MSP were willing to work with us. *The committee agreed to make a motion to draft an ordinance authorizing change orders from DER Development in the amount of \$3924.47. Ms. Chamberland seconded the motion. All voted yes* Ms. Wirthlin went over the budget for the public works facility. We are \$10920 over on the spending budget. The bond reserve is still at \$275,987. The Bond payment each year will be around \$100,000 split between the utilities and general fund (which supports the streets). Any additional spending is going to have to start coming from the funds that support it (utilities/streets). There is a big payment due on Nov 1, that will use up a lot of the bond reserve, but we are in good shape for the completion of the building on budget. Water Plant Clarifier Mr. Casteel attended the meeting to inform the ommittee that the clarifier at the water plant needs repair. Lime from the softener is drained into the clarifier and gathers at the bottom. There are large paddles operated a drive shaft that is about 25 feet long. The paddles are supposed to clear out the lime and send it out to the lagoon. The drive shaft is broken, so they have to hose out the clarifier every two weeks and clear out the lime. This is very labor intensive and also uses 100,000 gallons of partially treated water. When the clarifier is working, it kicks on every two hours and keeps the lime flowing. This is a very large repair and the city doesn’t have the equipment to do it on our own. Joe is waiting on quotes and working towards a budget number for 2019. This is a very specialized repair and there is no access from the roof, so it has to be removed. Joe is working with the manufacturer and several local contractors to find a solution. Everything is fine at the water plant, the clarifier it is just not cleaning itself. GIS Software system In 2012, Ms. Holbrook and the former Water Department Supervisor began using the GIS mapping system to capture our assets (water lines, wastewater lines etc.) and uploading into

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GIS system. The City has two licenses to use the software, but one is very outdated. Nate and Pam met with several GIS consultants to discuss updating the software and creating a plan for moving forward. Pam and Nate want to continue the project and feel that it is valuable and keeps us from having to refer back to drawings when new development occurs. Tim Price from RA Consultants LLC, works with several other municipalities trying to move data together and create a centralized database to create mapping. Tim took the GIS data for the City's zoning map and put it online. Tim gave the committee a demonstration of the ESRI local government model and will allow for the mapping of water lines, sewer lines, easements, fire hydrants and much more. Those in the field will have the ability to upload the mapping directly from their phones. With the passage of Senate bill 2, municipalities are required to have an asset management plan for water that requires a GIS type system and in 2019 the same will be required of sanitary sewer. The City is in compliance and in contact with the EPA regularly to give them updates on our GIS progress. The goal is that anyone can look up any piece of infrastructure and make it available to anyone who can use it. It is very efficient as long as it is kept up to date and is used on a daily basis. It will give us the most current information and could be a good project for an intern. Everyone agreed that here needs to be training on how to use and create the information for the entire public works department. Ms. Holbrook presented a quote of \$3550 from RA Consultants for software installation and database setup. Finance Audit Contract 2018-2021 Ms. Wirthlin presented a potential audit contract with Bastin & Co, LLC covering the period 2018 through 2021. The annual fees are inline with the previous contract and it is beneficial because Bastin and Co are used to working with the City and familiar with our previous audits. *The Committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a contract with Bastin and Co LLC for an independent audit of fiscal years 2018, 2019, 2020 and 2021.* Seconded by Ms. Chamberland. All voted yes Additional matters to come before committee Mr. Hackmeister presented information on furniture for public works facility. He received a quote from National Business Furniture for break room furniture, desks, cabinets etc in the amount of \$6504.24, it would come out of line item from the public works facility or the equipment type areas for street. Vice Mayor Brewer mentioned Clermont County had just removed furniture from one of their departments and it may be available on condition of Milford South and that we need to be sensitive to the fact that it is in a neighborhood and Clayton has contacted them, with all of the rain they haven't had a chance to maintain it, but are making a conscious effort. Ms. Brewer made a motion to go into Executive Session pursuant to section 3.053 of the Milford City Charter to discuss with the City Law Director the lawsuit filed against the city and all seven council members by Rachel Richardson on September the 18th. We will be returning to regular session at the conclusion of Executive Session in order to adjourn for the evening but no new business will be conducted. Ms. Evans seconded the motion. All voted yes. There being no new business the meeting was adjourned at 9:00am. Respectfully submitted, Lori Pegg

City Manager's Report:

MEMORANDUM TO: City Council CC: Mike Minniewar, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: October 2, 2018 RE: Manager's Report CITY MANAGER Internal Budget Meetings – Internal budget meetings continue with City departments in advance of the scheduled October 23rd budget meetings with Council. Ethics Training – Several staff members attended ethics training conducted by the Ohio Ethics Commission. PUBLIC WORKS Cemetery Lawn Maintenance - Bid documents will be put out to bid in the coming month for 2019- 2022. Public Works Facility – Garfield Park is OPEN with a temporary gravel parking lot. DER is working on exterior siding, interior insulation, and painting. The City looks to move into the facility at the end of November 2018. Jonas Memorial Park – The asbestos removal will begin October 8 pending Council approval. Dodds monument is to delay the monument delivery from November/December to early Spring 2019. Street Light at Craig and May -There has been a request for a street light at Craig Lane and May Street. Duke Energy said the cost for the light and installation is \$878. Fall Landscape/Winter Downtown Lighting – Fall mums have been planted in the planters thought the City. Winter lights will be installed on the trees downtown beginning in early November. STANDING COMMITTEE MEETINGS None at this time REMINDERS Fall Festival October 6 from 2 pm – 5 pm at Valley View behind Pattison Elementary Scarecrows on Main returns this Fall. Registration information is available online and at City Hall. Scarecrow displays will begin October 8 and continue until the end of October.

Police Department Report: Chief Jamey Mills wanted to remind everyone that tomorrow morning they will be conducting the Coffee with a Cop event at the Milford Lila Avenue McDonalds at 9am

Fire Department Report: There was no report at this time.

Public Comments: None at this time

Council Comments: Mayor Albrecht started the discussion to have the January 2019 City Council meetings on the 8th and the 22nd. Ms. Evans made a motion to change the January City Council meetings to January 8th and 22nd. Ms. Brewer seconded the motion. All voted yes.

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New Business:

Ordinances

18-1399 An Ordinance Authorizing An Agreement With Environmental Demolition Group, LLC for Asbestos Abatement 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. Ms. Russell seconded the motion. All voted yes.

18-1400 An Ordinance Authorizing a Change Order to the Contract with DER Development for The Public Works Facility 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. Mr. Brady seconded the motion. All voted yes.

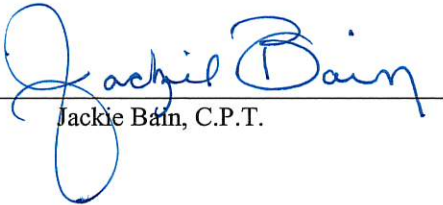
18-1401 An Ordinance Authorizing An Agreement with Bastin & Company, LLC Regarding the Audit of the City of Milford Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady. All voted yes. Ms. Brewer made a motion to adopt. Mr. Brady seconded the motion. All voted yes.

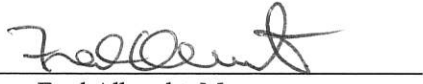
Old Business: There was no old business to be discussed.

Adjourn:

There being no further business to come before the regular Council meeting, the meeting adjourned into Executive Session at 7:40 pm with a motion from Ms. Brewer. Seconded by Mr. Brady. All voted yes

There being no further business to come before the City Council; the regular meeting was adjourned at 9:02pm with a motion from Ms. Brewer; seconded by Ms. Evans. All voted yes.


Jackie Bain, C.P.T.


Fred Albrecht, Mayor