

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

Held January 17, 2023 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on January 17, 2023.

Mayor Evans called the meeting to order with the Pledge of Allegiance and a Moment of Silence

Roll Call

Present: Mayor Lisa Evans, Vice Mayor Sandy Russell, Mr. Parrish, Janet Cooper, Ben Redman and Kim Chamberland. Ms. Evans made a motion to excuse Mr. Parrish Seconded by Ms. Russell All yes. Also present was City Manager, Michael Doss and Law Director Bryan E. Pacheco. The public was able to view via Facebook live and via ICRC TV broadcast.

Proceedings

Approve the Council Special Meeting minutes from January 3, 2023 and Council Regular Meeting minutes from January 3, 2023 Ms. Russell made a motion to approve. Seconded by Ms. Chamberland Mr. Mitchell abstained All others yes

Financial Statements

Receive December Financial Report Ms. Russell made a motion to receive Seconded by Ms. Chamberland All yes

Public Comments none at this time

Standing Committee Report:

Administrative Services Committee report

Administrative Services Committee Meeting Minutes January 11, 2023 Mr. Parrish called the meeting to order at 5:00 p.m. Present: Lisa Evans and Kristopher Parrish Staff: City Manager, Michael Doss, Finance Director Pat Wirthlin, and Sanitary Sewer Supervisor Dave Walker. Visitors: None Mrs. Evans made a motion to elect Kristopher Parrish as Committee Chairperson. Mr. Parrish second. Motion carried. Proceedings: Approve the proceedings from the December 19, 2022 Administrative Services Committee Minutes. Mrs. Evans made a motion to approve. Seconded by Mr. Parrish. Discussion: Purchase of Trucks for the Sanitary Sewer and Water Departments. Mr. Walker presented three quotes for the purchase of two 2022 Ford F-350 trucks for the sanitary sewer and water departments. Mr. Walker requested that the committee advance the purchases to Council in the amount of \$124,000 (to be divided in half for each department respectively). According to Mr. Walker, dealerships are having a difficult time keeping inventory and he would like to have some flexibility in purchasing by using the maximum quote provide. Mr. Walker assured the committee that he would find the best purchase price not to exceed the requested amount. Without further Committee discussion...The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to enter into an agreement to purchase two trucks in the amount of \$124,000 for the Sanitary Sewer and Water Department. Seconded by Ms. Evans All yes Discussion: Consideration of a Resolution Authorizing the Request for Advancement of Taxes from the Clermont County Auditor. Mrs. Wirthlin requested that the committee advance a resolution providing the City with the ability to request real estate taxes, plus any other monies received, be advanced to the City from the Clermont County Auditor as these funds become available. Mrs. Wirthlin advised the committee that the request would expedite the real estate tax proceeds collected from the Clermont County Auditor to the City on a monthly basis rather than twice a year (July and November).Without further Committee discussion...The Committee agreed to recommend that the Law Director draft a resolution requesting that the Clermont County Auditor make advance payment of taxes, and any other monies received during the year 2023 pursuant to Ohio Revised Code Section 321.34. Seconded by Ms. Evans All yes Discussion: Agreement with Fraunfelter Accounting Services for the Preparation of the 2022 and 2023 Basic Financial Statements for the City of Milford, The Joint Economic Districts (JEDDs), and the Milford Community Improvement Corporation (CIC). Mrs. Wirthlin advised the committee that Fraunfelter Accounting Services assist the Finance Department with the preparation of the City's financial statements including the JEDD and CIC financials. Fraunfelter Accounting Services converts cash basis to Generally Accepted Accounting Principles (GAAP), a process that includes accruals, fixed assets, tax incentives, footnotes, and supplemental disclosures for pension. Mrs. Wirthlin stated that the annual contract amounts for 2022 and 2023 would be as follows: \$11,000 for the CIC, \$2,200 for the JEDDs, and \$550 for the CIC. Without further Committee discussion...The Committee agreed to recommend that the Law Director prepare an ordinance authorizing the City Manager to enter into a contract with Fraunfelter Accounting Services to prepare the 2022 and 2023 basic financial statements for the City of Milford, Join Economic Development Districts (JEDD), and Community Improvement Corporation (CIC) at an annual cost of \$11,000 each year for the City, \$2,200 each year for the JEDDs, and \$550 each year for the CIC. Seconded by Ms. Evans All yes Discussion: 2023 Salt Purchase for the Service Department. Mr. Doss presented the State of Ohio 2023 salt tabulation regarding the cost per ton for the City of Milford. Mr. Doss stated that the lowest cost per ton of salt is \$100.97 from Compass Minerals. According to Mr. Doss, the Service Department requests to purchase 700 tons of salt for a total cost of \$70,679. Without further Committee discussion...The Committee agreed to recommend that the Law Director prepare an ordinance authorizing the City Manager to



RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

purchase salt from Compass Minerals in the amount of \$70,679. Seconded by Ms. Evans All yes There being no further business, the meeting adjourned at 5:16 pm with a motion from Mrs. Evans, Seconded by Mr. Parrish. Respectfully submitted, Michael Doss, City Manager

City Manager’s Report

MEMORANDUM TO: City Council CC: Jackie Bain, Executive Assistant/Clerk FROM: City Manager DATE: January 17, 2023 RE: Manager’s Report Five Points Landing Park Update – DER Construction is scheduled to begin demolition and site prep work at Five Points Landing Park this week. Reminder to the public that this is an active construction area and individuals and vehicles not associated with the construction project are not permitted on the property. Wallace Avenue Waterline Projects – Bids are due for the Wallace Avenue supply line and Garfield Avenue discharge line projects on Friday, February 3 at 11:00 am. Duke Energy Gas Monitoring Station - Duke Energy plans to establish a gas monitoring station in the right-of-way located at the corner of Victor Stier Drive and Race Street. The new station will provide support for the recently installed replacement gas line on Main Street and US 50. The City is in the process of discussing logistics and the legality of the proposed gas monitoring station. State of the City Presentation – 2022-23 State of the City presentation is scheduled for the February 7 City Council meeting. STANDING COMMITTEE MEETINGS None at this time REMINDERS January 18 – Tree Commission meeting at 2:00 pm February 7 - City Council Meeting at 7:00 pm

Police Department

Chief Mills reported the following: This report summarizes the various activities and functions of the Milford Police Department during the month of December. TRAINING • All members completed LEADS training. • Chief Mills completed a webinar on public records related to body worn cameras. NOTABLE OCCURRENCES • Squad One and the Detective Squad followed up on a reported domestic, abduction, and felonious assault incident that occurred at Theilman’s Mobile Home Park. After a lengthy standoff, the suspect surrendered, and a search warrant was executed. • Squad One officers located a stolen auto and were able to identify the driver via security video. Receiving Stolen Property charges were filed. • Squad One officers addressed a shots-fired call where two duck hunters were located. They had proper licensing and ODNr was notified. Subjects were counseled on local ordinance forbidding discharging a gun in the city and sent on their way. • Squad Two took several vandalism reports in various neighborhoods. The Detective Squad has since closed the cases with the arrest of two juveniles. • Squad Three recovered a runaway juvenile and transported her to Clermont County Juvenile Detention. • Squad Three responded for a shoplifter at Walmart, where the suspect fled into woods. The case remains under investigation by the Detective Squad, however a suspect has been identified. • Squad Four arrested a male at 927 Mohawk Trail for domestic violence and seized a firearm for safekeeping. • Squad Four officers responded for a severe dog bite incident involving two adults being transported by EMS. • Squad Four assisted an uncooperative homeless female staying at Terrell Park. After several days, they were able to transport her to Drop-in-Center in Cincinnati. ADMINISTRATIVE • Detective Steve Rogers retired in December. Chief Mahan conducted a background investigation on a part-time candidate to replace him. • An annual property room inspection was conducted. • The quarterly mobile and body cam video audit was conducted. • Sergeant Lane filed DARE grant application with AG’s office for 2022-23 cycle. • Sergeant West has taken over responsibility for Project Lifesaver. • Squad Three assisted the Service Department in locating hazardous conditions during the blizzard. • Seven of nine marked units were removed from service at some point during the month of December. COMMUNITY RELATIONS • The Miami Woods HOA provided lunch for staff on December 15. • Operation Holiday Patrol was conducted throughout the month. • Shop with a Hero was held on December 14. • Officer Bogan led the second annual Golf Cart Christmas Parade. • The Milford Police Community Partnership donated \$100 to the Mary Miller Fundraiser. OUTSIDE MEETINGS AND ASSOCIATIONS • Chief Mills attended the monthly meeting of the Clermont County Chiefs’ Association. • Chief Mills attended the annual DECA breakfast at Milford High School.

Fire and Ems Report

Chief Baird reported that Fire and EMS runs were up significantly in 2022. Up 200 runs than in the past five years. The department plans on conducting a Work Session with Council sometime in March. The session is to be conducted to go over the department budget that the Board has approved. The department arrived at about 10% under budget.

Council Comments

Ms. Cooper asked Mr. Doss about the Duke Energy gas monitoring station. If it were to be a temporary station or permanent? Mr. Doss said that it was going to be a permanent station. Ms. Evans asked about the basketball hoops at the Five Points Landing Park. And if they are going to save those and move them down to another location? Mr. Doss said that they are going to save them. Also, Ms. Evans mentioned that she attended the Clermont County Mayor’s Meeting.

New Business

Approve the City Council Summer Schedule Ms. Chamberland made a motion to approve the schedule. Seconded by Ms. Cooper All yes

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

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

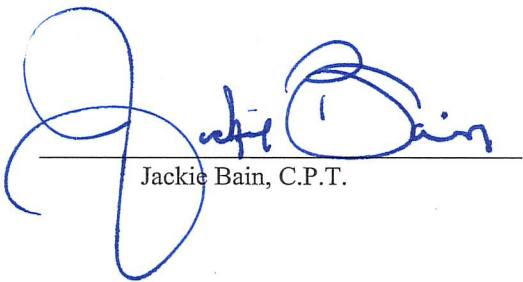
Ordinances and Resolutions

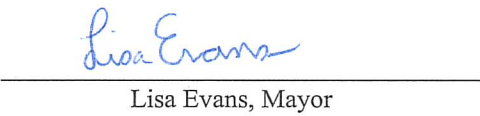
Ordinances And Resolutions

- 23-641** A Resolution Authorizing Request for Advancement of Taxes from The Clermont County Auditor Ms. Russell made a motion to adopt. Seconded by Ms. Chamberland All yes
- 23-187** An Ordinance Authorizing an Agreement with Fraunfelter Accounting Services for the Preparation of the 2022 and 2023 Basic Financial Statements for the City of Milford, The Joint Economic Districts (JEDDs), and the Milford Community Improvement Corporation (CIC) Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes
- 23-188** An Ordinance Awarding Bid and Authorizing an Agreement with Compass Minerals for The Purchase of Rock Salt Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes
- 23-189** An Ordinance Authorizing City Manager to Purchase Two 2022 Utility Trucks for The Sanitary Sewer and Water Departments at a Cost not to Exceed \$124,000 Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes

**Old Business:** Ms. Russell made a motion to go into Executive Session at the conclusion of tonight's agenda pursuant to Section 3.052 of the Milford City Charter for the purpose of the consideration of the sale of City property. We will be returning to Regular Session at the conclusion of the Executive Session for the sole purpose of adjourning for the evening. Ms. Chamberland seconded the motion. All yes

**Adjourn:** There being no further business to come before the City Council; the Regular meeting was adjourned to Executive Session at 7:25pm Council returned from Executive Session and adjourned from Regular Session at 8:21pm Mr. Mitchell made a motion to adjourn Seconded by Ms. Cooper All yes

  
\_\_\_\_\_  
Jackie Bain, C.P.T.

  
\_\_\_\_\_  
Lisa Evans, Mayor