

RECORD OF PROCEEDINGS

Held
March 21, 2023
20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on March 21, 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, Kyle Mitchell, Kristopher Parrish, Janet Cooper, Ben Redman and Kim Chamberland. 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.

Presentation: Chief Mills Police Department presented the Department’s 2022 Annual report which is available for viewing on the City of Milford

Proceedings: Approve the Council Special Meeting Proceedings from March 7, 2023 Ms. Russell made a motion to adopt Seconded by Mr. Parrish All yes Approve the Council Regular Meeting Proceedings from March 7, 2023 Ms. Russell made a motion to adopt Seconded by Mr. Parrish All yes

Financial Statements: Receive February Financial Report Ms. Russell made a motion to receive Seconded by Mr. Parrish All yes

Public Comments: none at this time

Administrative Services Committee

Administrative Services Committee Meeting Minutes March 16, 2023Mr. Parrish called the meeting to order at 4:30 p.m. Present: Kristopher Parrish Kim Chamberland Lisa Evans Staff: City Manager, Michael Doss and Executive Assistant, Jackie Bain Visitors: none Proceedings: Approve the proceedings from the January 31, 2023, Administrative Services Committee Minutes All Yes DISCUSSION: OFFICE COPIER AGREEMENTS Ms. Bain discussed the current lease agreements that are due for renewal with Millennium Business Solutions. Reviewed were the comparisons of the current lease agreements for copier equipment at City Hall, to the newly proposed lease agreement. Also reviewed the excellent Customer Service that Millennium Business Solutions provides the city offices. We will save \$150.00 in document fees and the current lease rate will increase \$40.00 per month. Copy costs stay the same. Copiers will be upgraded to newer models to stay technically productive for the offices. THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING AN AGREEMENT WITH MELLENNIUM BUSINESS SYSTEMS FOR A FIVE-YEAR COPIER LEASE AGREEMENT FOR THE ADMINISTRATIVE OFFICES AND POLICE DEPARTMENT COPIERS Seconded by Ms. Chamberland All yes DISCUSSION: FUTURE TRANSFER OF JEDD V FUNDS TO GENERAL FUND Mr. Doss reviewed with the committee an Ordinance 18-1376 dated June 19, 2018. At that time council had made a determination to take funds that we were receiving from JEDD V, which is the West Clermont School District, and transfer those funds directly to the CIC - Community Investment Corporation to work with in an economic development standpoint. Ms. Evans recalled that when this was done, the CIC had no funds available and this was how they would place funds into their bank account. Mr. Doss mentioned that the CIC has used funds, once in the last 6 ½ years, and as recognized thru an ordinance as being essentially the economic development arm of the city as part of a bureaucratic process. Ms. Evans feels that the money could be better spent and used towards the city parks. Ms. Chamberland asked if the funds could be changed back to parks that is currently in the CIC account? Mr. Doss stated that the money that has been placed into this JEDD since 2018 will stay with the CIC. Mr. Doss explained that Law Director Bryan Pacheco said that we could repeal Ordinance 18-1376, then the money will no longer go from JEDD V to CIC. It will go into the General Fund along with the other six JEDD’s. Ms. Evans would like the funds to be allocated to parks. Mr. Doss stated that you can repeal and transfer the funds to General Fund to be appropriated to the parks. Ms. Chamberland discussed how this information can also be reviewed during budget meetings. Ms. Evans stated that Finance Director Pat Wirthlin informed her that approximately \$18,000 a year has been appropriated to the CIC. The committee felt that all the parks in the city need some TLC and to designate the funds to the General Fund for parks. THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO AMEND ORDINANCE 18-1376 FOR JEDD V FUNDS AND DEDICATE ALL FUTURE JEDD V FUNDS TO THE GENERAL FUND FOR PARKS EFFECTIVE UPON PASSAGE OF THIS ORDINANCE. Seconded by Ms. Chamberland All yes There being no further business, the meeting adjourned at 5:16 p.m. with a motion from Mr. Chamberland Seconded by Ms. Evans All yes. Respectfully submitted, Jackie Bain, Executive Assistant

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www.pfpettibone.com FORM NO. 10148

Held 20

Public Services Committee

Public Services Committee Meeting Minutes March 20, 2023Ms. Chamberland called the meeting to order at 4:00 p.m. Present: Kim Chamberland, Kyle Mitchell, Sandy Russell Staff: City Manager-Michael Doss, Finance Director-Pat Wirthlin, Assistant Finance Director – Jewelie Casteel and Executive Assistant - Jackie Bain Visitor: none Approval of February 13, 2023, Public Services Committee Minutes - All yes DISCUSSION: CLERMONT COUNTY ENGINEERING PAVING PROGRAM Mr. Doss informed the committee that back in November of last year council passed an ordinance to agree to participate in the Clermont County Road Resurfacing Program. At the time they had appropriated \$200,000 for the resurfacing in 2023. A few months after the new year, we were provided with information from the Clermont County Engineers office indicating that their numbers that they had prior to taking this bid was Milford’s cost would be \$180,892.95. Once they put out to bid, and unfortunately the lowest bid was Barrett Paving. And their bid for the Milford portion was \$211,664.49 which is \$11,664.49 more than what was approved by council. We are asking for the committee to amend and modify Ordinance 22-178 to now be in the amount of \$211,664.49. Ms. Wirthlin commented that this is within the budget. *THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO AMEND AND MODIFY ORDINANCE 22-178 TO NOW REFLECT THE AMOUNT TO BE \$211,664.49* Ms. Russell seconded All yes DISCUSSION: DISCUSSION: TERRACON PROPOSAL TIER 2 EVALUATION Mr. Doss reviewed information from Terracon to provide a Tier 2 evaluation of the former Sauer’s Milford Marathon Facility which is now the City parking lot located next to Harvest Market. In 2014 the city purchased the lot and removed two, 6,000-gallon, gasoline underground storage tanks in accordance with BUSTR UST 2012 closure requirements. Based on the analytical results of the UST closure, a Tier 1 source investigation was initiated. The Tier 1 included the installation of fifteen monitoring wells. Tier 1 indicated that the results for benzene were slightly above levels in a low-concentrated area of the parking lot. BUSTR approved the Tier 1 report and requested a Tier 2 evaluation to include an additional action plan. Terracon Engineering provides a specific service related to BUSTR compliance and has proposed a Tier 2 evaluation in the amount of \$16, 850.00.*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH TERRACON IN THE AMOUNT OF \$ 16,850.00 FOR TIER 2 EVALUATION* Ms. Russell seconded All yes DISCUSSION: LEASE PURCHASE OF VACUUM TRUCK FOR SERVICE DEPARTMENT Mr. Doss discussed equipment purchases, that some of the pieces we try to turn over frequently or as much as possible and how we can find ways to lease/purchase as the best deal. This Vacall Truck has a lot of wear on it, and it would be nice to turn it over. Upkeep can become very expensive on this equipment. The Vacall that we have at this time is approximately 17 years old. We have recently spent \$17, 454.68 in repairs. It is now back in the shop with electrical issues. It is becoming more expensive to maintain. The committee reviewed and discussed quotes from BEST Equipment Co. in the amount of \$375,496.01 and Doheny Company in the amount of \$391,475.14 for a new Vac truck. They are both on State bid. Under the Sourcewell contract they have an agreement with the State of Ohio. With BEST Equipment, we are looking at lease/purchase in term of 6 years. This would be paid annually, six times, in the amount of \$70,608. We had originally budgeted \$70,000 for this purchase. Ms. Russell seconded All yes, *THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE FOR THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BEST EQUIPMENT TO BE FINANCED IN SIX YEAR TERMS IN THE AMOUNT OF \$ 375,496.01* Mr. Mitchell seconded All yes There being no further business, the meeting adjourned at 4:21 p.m. with a motion from Mr. Mitchell Seconded by Ms. Russell All yes. Respectfully submitted, Jackie Bain, Executive Assistant

Manager’ Report: none at this time

Police Department Report: none at this time

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Fire And Ems Report:

February 2023 Fire Chiefs' Report

Emergency Activity YTD Total Details	Fire Details	EMS Details	Patient Transports
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Budget YTD February 28, 2023,	YTD	Over/Under Budget	Checking Account Balance
Expenses	14.5%	-2.2%	
Revenue	16.6%	-0.1%	* \$ 796,210.15

*as of 2/24/23

General There were several, mutual aid details most notably, Milford Community Fire Department and Miami Township Fire & EMS assisting Goshen Township Fire & EMS landing University Air Care for a burn patient; and Ladder 71 assisting Central Joint Fire-EMS District firefighters on a February 4 apartment building fire in Batavia. Medic 71 also responded to this detail and transported one victim to the hospital. Milford Community Fire Department and Union Township Fire Department firefighters trained on building familiarization along Chamber Drive. UTFD Fire Station 53 on Beechwood Road is the closest to this business corridor in case mutual aid assistance is needed. Our cadet firefighters trained on CPR with former MCFD cadet, now firefighter/paramedic Craig Belcher. MCFD's cadet program gives teenagers 14-18 years of age the opportunity to explore fire and EMS as a career while also providing MCFD an effective recruiting tool. Over one-half of those on the MCFD staff currently are former cadets or explorers including all 4 chief officers. 5 of the 6 most-recent career FF hires and the last 6 hired part-time began as cadet firefighters. Fire Marshal Phillip Nause presented Staybridge Suites owner Mohammad Shoaib with gifts in appreciation of his family's support of the 2023 Clermont County Fire Investigation Team seminar held in Milford. Thank you Shoaib family for your continued support of first responder education. MCFD firefighters welcomed Cub Scout Pack 120 from Pattison Elementary for a fire station visit. The kids were great and seemed really enthused to be around the firefighters! The MCFD motto "It's All About the Community" includes the greater community, not just our hometown. District Chief Miles Miller recently lended assistance to a CPR class held for Felicity-Franklin FFA members. Thank you Cincinnati State Technical and Community College for three great days of haz-mat refresher for firefighters from Milford Community and surrounding fire departments. MCFD co-hosted an 80-hour Ohio fire safety inspector course with Washington Township Fire and Rescue that began this month with eleven students. Fire Marshal Nause and part-time member James Watkins attended the annual Fire Code Academy Conference in Columbus. Milford Community Fire Department firefighters responded to an MVA near the fire station at the Lila Avenue/Milford Parkway intersection on February 1, 2023. Medic 71, Medic 72, and Miami Township Fire & EMS Medic 28 each transported a patient with minor injuries. Firefighters judged entries at the annual Quaker Steak and Lube best chili contest. Part-time Firefighter/EMT-Basic Collin Whisman was promoted to full-time to fill an open, career position. Collin began as a MCFD cadet firefighter and transitioned to part-time upon his graduation from the Great Oaks Career Center Fire/EMS Program in May 2022. He resides in the city and is now a student in the Cincinnati Fire Department paramedic training program where his tuition is being paid by a FEMA Assistance to Firefighters' Grant obtained by MCFD. Congratulations, Collin! Chief Baird also discussed Fire Board awarded a bid for Self-Contained Breathing apparatus. Also a Santa Sunday letter from 1961 – which has become a search for more information regarding when Santa Sunday tradition was originally established.

Council Comments: Ms. Chamberland mentioned the upcoming Spring Litter Clean Up, Shred Day and Arbor Day (with a ten, 10-gallon tree giveaway raffle) events to be held on April 22nd here at City Hall. More information is available on the City website as well as the City's Facebook page.

New Business:
Ordinances And Resolutions

- 23-201 Ordinance Authorizing The City Manager to Execute a Five-Year Lease Agreement with Millennium Business Solutions for Copiers for Use by Administration and Police Ms. Russell made a motion to Suspend the Rules and Read by Title Only Seconded by Mr. Parrish All yes Ms. Russell made a Motion to Adopt Seconded
- 23-202 Ordinance Amending Ordinance Number 18-1376 Concerning The Transfer of Funds from JEDD V and Authorizing The Transfer of Funds from JEDD V and Authorizing the Transfer of Such Funds to Funds to Fund 204 Ms. Russell made a motion to Suspend the Rules and Read by Title Only Seconded by Mr. Parrish All yes Ms. Russell made a Motion to Adopt Seconded

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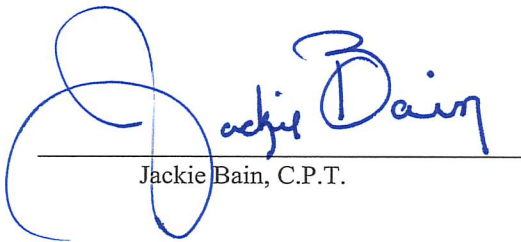
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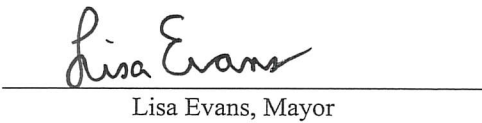
- 23-203 Ordinance Authorizing The City Manager to Enter into a Lease Purchase Agreement for The Procure a Vacuum Truck with Best Equipment For Use by The Service Department to be Financed in Six Yearly Terms in the Amount of \$375,496.01 Ms. Russell made a motion to Suspend the Rules and Read by Title Only Seconded by Mr. Parrish All yes Ms. Russell made a Motion to Adopt Seconded by Mr. Parrish All yes
- 23-204 Ordinance Authorizing an Agreement with Terracon Consultants, Inc. for Tier 2 Evaluation Services at The Former Sauer’s Milford Marathon Site Ms. Russell made a motion to Suspend the Rules and Read by Title Only Seconded by Mr. Parrish All yes Ms. Russell made a Motion to Adopt Seconded by Mr. Parrish All yes
- 23-205 Ordinance Amending Ordinance Number 22-178 to Enter into an Agreement with The Clermont County Board of Commissioners and Clermont County Engineer and Authorizing The City Manager to Enter Into Such an Agreement in The Amount of \$211,664.69 to Participate in The 2023 Clermont County Road Resurfacing Program Ms. Russell made a motion to Suspend the Rules and Read by Title Only Seconded by Mr. Parrish All yes Ms. Russell made a Motion to Adopt Seconded by Mr. Parrish All yes.

Old Business:

Adjourn: There being no further business to come before the City Council; Ms. Evans adjourned the meeting at 7:47pm with a motion from Mr. Redman Seconded by Mr. Parrish All yes



Jackie Bain, C.P.T.



Lisa Evans, Mayor