

RECORD OF PROCEEDINGS

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

Held

September 5, 2023

20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on September 5, 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.

Public Hearing: Text Amendment AMEND 23-01 Accessory Dwelling Units. Mayor Evans makes a motion to open the Public Hearing Ms. Russell seconds the motion All yes to open the Public Hearing to consider the following case: TEXT AMEND 23-01 Accessory Dwelling Units. Presenter: Community and Development Coordinator – Christine Celsor Chapter 1123, accessory dwelling units definition; Sections 1143.03, 1145.03, 1147.03, 1167.03, 1167.07(C), to establish accessory dwelling units as a conditional use; Section 1181.08, to amend so that accessory dwelling units are not included in this section; Section 1195.05, specific standards for accessory dwelling unit conditional use. The purpose of the proposed revisions is to add accessory dwelling units as a conditional use in residential districts and in the Milford River District. This request is being considered pursuant to the provisions of Chapter 1133, Changes and Amendments of the Milford Zoning Ordinance. The accompanying documents were available to be viewed at City Hall- 745 Center Street, Milford, Ohio—from 8:30 a.m. to 4:30 p.m. weekdays. CS 07-27-23Public Comments: none at this time Mayor Evans Closes the Public Comments. Council Comments: Mr. Redman asked if we know how many current ADU exist in the City. Ms. Celsor said no. Mr. Redman asked about short term rentals – does the ordinance cover any issues with these ADU being used as short-term rental? Law Director Bryan Pacheco spoke about 1. Trust but verify the information that is being presented by Real Estate agents regarding a certain situation. 2.No as long as they are not renting these ADU and the STR are two different things. Mayor Evans Closed the Council Comments Mr. Parrish makes a motion to close the Hearing Ms. Russell seconds the motion All yes

Proceedings:

Approve the Council Special Meeting Proceedings from August 15, 2023 Mr. Parrish made a motion to adopt Seconded by Ms. Russell Mr. Mitchell abstained All others yes

Financial Statements:

Adopt July Financial Report Mr. Parrish made a motion to adopt Seconded by Ms. Russell All yes

Public Comments:

Rebecca Geiger – Milford Ohio thanked Council for putting in the audible crosswalks. Ms. Geiger asked to have the volume turned up at the Five Points crosswalk volume turned up so that it is easier to hear since there is heavy traffic in that area. Idea of when four more will be put in place. Also asked when will the stairs at the Trailhead be completed. Mr. Doss said that they should be completed at any time.

Douglas Vaal – Milford Ohio

ADU comment – not allowed to use on Airbnb? Mr. Pacheco stated that you cannot have a short-term rental unless you follow the Milford ordinance. Whether or not you have an ADU or not. They are separate things. The parking requirements are going to be looked at on a case-by-case basis. Occupancy Tax – would the ADU be liable for the Occupancy Tax? Mr. Pacheco said the ADU, no. The STR – he does not recall at the moment –

Standing Committee Report:

Community Development Committee

Community Development Committee Meeting Minutes August 29, 2023Mr. Redman called the meeting to order at 5:00 p.m. Present: *Ben Redman*, Janet Cooper and Kyle Mitchell Staff: City Manager Michael Doss and Executive Assistant Jackie BainVisitors: Kristopher Parrish (Parks and Recreation Chairperson) and Jen Barlow Proceedings: The committee approved the proceedings from the May 15, 2023, Community Development Committee Minutes. DISCUSSION: PARKS AND RECREATION COMMISSION UPDATE Parks and Recreation Chairperson/Council Member – Kristopher Parrish presented the following information to the committee: Mr. Parrish noted that the commission has come up with some great ideas! Recommendations out of the Parks and Recreation Commission Meetings:1.Emergency repairs to the surfaces at SEM Villa Park – patch cracks for now2.Send Survey out to residents regarding City Parks3.Clertoma Park to be sold4.The commission would like to work together with the City Manager to develop a Farmer’s Market at the Five Points Landing Park site. 5.There is an opening on the Parks and Recreation Commission. The commission is currently meeting once a month.6.Parks and Rec member Leanne Davis works with the Cincinnati Nature Center and is also an Ohio Naturalist. Ms. Davis informed the commission that the Nature Center works on certifying these Naturalist and they require a certain number of volunteer hours to obtain the certification. So, they have actually agreed in theory to providing those hours to those volunteers towards their certification if they were to

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Minutes of

Meeting

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come do for example: trail maintenance on the Carriage Way Park trail (which is in bad need of maintenance right now). The Parks and Rec Commission is looking at coming up with some type of cooperative relationship with the Nature Center to where their folks will benefit and so will the City of Milford by some type of volunteer clean up without spending tax payer money. The committee members thanked Mr. Parrish for his report. There was discussion on how to publicize the information from the Parks and Rec meetings and how to follow up with recommendations coming out of the commission. Also, discussion on how to enhance events in the city and how to share ideas and recruit volunteerism in the city. DISCUSSION: FIVE POINTS LANDING PARK SOD CHANGE ORDER Mr. Doss discussed the grass seeding that was to occur at Five Points Landing site to now be done with sod. It is for approximately 1 ½ acres total. There was a meeting with DER discussing the benefits of having sod vs. seeding. The quote was originally for \$49,700.00 for seeding. The credit for the current seeding which was built into the revised bid (\$26,000.00). New Pricing \$23,700.00 OH&P (15%) \$3,555.00. Bond/Insurance (1%) \$272.55. CAT Tax (0.3%) \$82.58. For a Total of \$27,610.13 Jen Barlow – Milford Ohio Ms. Barlow discussed how she agreed with this change order and how it will have a longer benefit of having the sod vs. the seeding. Once the sod is established, not having irrigation is not going to be such a big deal. With the seeding it was going to be harder to keep it maintained. Ms. Barlow stated that she has sprinkler equipment that she will donate to the city to help irrigate the sod. THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE APPROVING THE CHANGE ORDER ASSOCIATED WITH SOD AT THE FIVE POINTS LANDING PARK PROJECT IN THE AMOUNT OF \$27,610.13 *Seconded by Ms. Cooper* All yes Ms. Barlow also discussed how she would be willing to work on better pricing for Spring Planting/Perennials to be placed at the Five Points Landing Park site. She could work on getting a quote and the city could save some money. And to possibly organize a Community Planting Day at the new park location. Mr. Doss was not sure how that would work on bidding. But suggested on how that when the Landscaping bids come out, to take a look at the information and be part of the process. There being no further business, the meeting adjourned at 5:24 p.m. with a motion from Mr. Redman, *Seconded by Mr. Mitchell* All yes. Respectfully submitted, Jackie Bain, Executive Assistant

Safety Services Committee

Safety Services Committee Meeting Minutes August 29, 2023 Called to Order: Ms. Cooper called the meeting to order at 5:30 pm Present: *Janet Cooper*, Lisa Evans, Ben Redman Staff: City Manager Michael Doss, MCFD Fire Chief Mark Baird, Finance Director Pat Wirthlin and Executive Assistant Jackie Bain Visitors: none Proceedings: The committee members approved the proceedings from the August 9, 2023, Safety Services Committee Minutes DISCUSSION: FIRE/EMS CONTRACT Mr. Doss presented information to the committee that the contract with the MCFD (Milford Community Fire Department) will be over at the end of this year. Mr. Doss along with Chief Baird and Pat Wirthlin participated in meetings to go over information for the agreement. The proposed agreement is now presented to the committee. Chief Baird did bring this to the Fire Board meeting last evening for their approval. They have approved the agreement. Mr. Doss pointed out and reviewed changes in the contract from a previous contract with the committee members, Chief Baird and Ms. Wirthlin. Chief Baird discussed how he, the City Manager, and the Finance Director get together each year to go over budget information for the department. And they produce an amicable number that suits everyone’s needs rather than just picking an arbitrary number for three years out, and it not be suitable. Ms. Wirthlin did discuss her concerns regarding the contract as presented with the committee as to the seven-year term (which outlives the underlying levies); the contract language which allows only an upward negotiation; and the unusually low fund balance remaining under a \$3 million contract. Ms. Wirthlin mentioned that her recommendation of \$3 million was based on the assumption that the contract was a one-year term. After much discussion, the committee members were fine with the contract. Ms. Cooper trusts the Fire Board and the City’s Law Director/Bryan E. Pacheco’s approval of the contract as to form and appreciates the recommendation information from the Loveland/Symmes Fire Department, which is another Fire department that funds or operates the same. They are all good recommendations. Chief Baird understands Ms. Wirthlin’s concerns but he has looked at the numbers going on ten years now, and looked at the City’s numbers, going on ten years now. He feels comfortable with what is being proposed or he would not have proposed the information. Mr. Doss said that he would assume, with all parties involved, that the relationship will continue. We have had a great relationship with the Fire Department. The Board and the Department have historically provided outstanding services to the community. Mr. Doss stands by the contract as presented. THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO PROCEED WITH THE FIRE/EMS AGREEMENT CONTRACT AS WRITTEN *Lisa Evans Abstained Mr. Redman Seconded the motion Ms. Evans abstained All others yes* There being no additional business Ms. Cooper made a motion to adjourn the meeting at 6:08 pm *Seconded by Mr. Redman* All yes Respectfully submitted, Jackie Bain, Executive Assistant

Manager’ Report:

MEMORANDUM TO: City Council CC: Jackie Bain, Executive Assistant/Clerk FROM: City Manager DATE: September 5, 2023 RE: Manager’s Report City Hall Exterior Repairs Update – Bids are due this Friday, September 8 at 2:00 pm 2024 Landscaping Bids – Bid solicitations are expected to be advertised in the next couple of weeks. Two separate bids: (1) Landscaping and Maintenance for all City parks (2) Plantings for Five Points Landing Park. 2024 Clermont County Engineer Paving Program – The City

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Minutes of

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intends to provide a letter of interest regarding participating in the 2024 Clermont County Engineer Paving Program. The Service Department is in the process of identifying several roads/streets to include in the program. The recent Pavement Management Study will act as an identifier in the selection of the roads/streets for paving next year. STANDING COMMITTEE MEETINGS None at this time REMINDERS September 13 – Planning Commission at 6:00 pm September 19 – City Council Meeting at 7:00 pm

Police Department Report:

Assistant Police Chief Sean Mahan said that Chief Mills submitted the following Monthly Report and he also wanted to add that the deadline for a new Officer through the hiring process was this afternoon. The department plans on conducting interviews next week. New Tahoes were delivered last week. Monthly Report - August 2023 This report summarizes the various activities and functions of the Milford Police Department during the month of August. *TRAINING* • The Firearms Training Team conducted an in-service training on the Department’s issued weapons. • Officer Hodges attended the Lifesaver International Conference to become certified as the program coordinator. • All members reviewed and were tested on our Mental Illness directive. *NOTABLE OCCURRENCES* Squad 1 • Took an auto theft report from Mike Castrucci Chevrolet. The case has been forwarded to Investigations. Squad 2 • Arrested a female shoplifter stealing alcohol at Lehr’s on a second offense, after she evaded apprehension on the first offense. The suspect had fifteen outstanding warrants from other agencies. Squad 3 • A woman’s wallet was taken from her purse while she was out of the office at her place of employment. Video shows a black female enter the office and leave with the victim’s wallet. Suspicious purchases are reported to the victim from the Eastgate area and Walmart in Milford. The case was forwarded to investigations & Det. Fannin put the information on SWOP and received FLOCK hit information from Norwood PD. A suspect is developed out of Toledo, Ohio and Det. Fannin is working with other Ohio agencies, Delaware, and Perkins Township, to try to confirm the identity of our offender. • Officers responded to a report of eight shots fired at the Oakwood Apartments. Upon arrival several residents said the responsible party left in a white sedan before our arrival. A suspect was named but we were unable to confirm an offense (we were unable to locate shell casings in the area we were told the shots came from). A suspect vehicle was interviewed approximately an hour later but denied shooting a gun, claiming it was two other people in the complex. • The Manager of McDonald’s called to report juveniles had broken out the front window of LabCorp. A juvenile suspect is named and interviewed but denied breaking the window, said he was “skipping” rocks across the parking lot. Charges were recently filed when video from McDonald’s was obtained of the suspect throwing the rocks towards the business. LabCorp estimated the cost of the window at \$2,500. Squad 4 • Conducted a preliminary death investigation at 540 Lila Ave. The cause of death appears to be drug overdose. • Provided a stranded kayaker with a courtesy transport home from Terrace Park Country Club • Responded to the UDF on Chamber Drive for three juveniles who became ill after marijuana use. Their parents picked them up after being evaluated by paramedics. • Responded to Cinemark for an active suicide attempt where a subject ran a hose from the exhaust into the cabin of the vehicle. Paramedics transported to Bethesda North Hospital. Totals • Call Records: 906 • Extra Patrol (Vacation House Checks & School Checks): 316 • Offenses Investigated: 178 • Offenses Forwarded to Investigations: 10 • Auto Accidents: 29 • Written Warnings: 83 • Traffic Citations: 127 *ADMINISTRATIVE* • Assistant Chief Mahan served as acting chief of police during Chief Mills’ vacation. • One sergeant was off for extended medical leave and will proceed through the month of October. • One officer went on extended medical leave for surgery and returned to light duty in August. Will remain on light duty until the end of September. • One officer went on extended F.M.L.A. *COMMUNITY RELATIONS* • National Night Out was held on August 1st. • Squad 3 officers attended the open house at Pattison Elementary. • Squads 1 and 2 greeted Pattison Elementary students for their first day of classes. • Sergeant West researched for options to help pedestrian safety and traffic flow at the St. Andrew’s Cross Walk. I have received a quote for two solar powered cross walk warning signs from TAPCO Safe travels for \$3,372.50. *OUTSIDE MEETINGS AND ASSOCIATIONS* • Chief Mills attended the monthly Clermont QRT Steering Committee meeting. • Chief Mills attended a meeting at Wyler Family Automotive to plan for Driven Project. • Chief Mills and Assistant Chief Mahan met with residents of South Milford to discuss on-going harassment and threats by a resident.

Fire And Ems Report:

Chief Baird reported said the department will be starting their annual Fire Hydrant Service within the next few weeks. The process will take approximately two months. They will post information on Social media regarding this service. Company level training conducted. Thanking Milford Towing for allowing them to have training along with their mutual aid partners in Miami Township Madeira Indian Hill. Milford Towing lot tipped over a school bus that they had available to train on. Chief Baird also wanted to thank Skyworks who helped lift a heavy piece of equipment. 911 Service Monday 9am at the Firehouse. The department is Recipients FEMA Assistance to Fire Fighters Grant \$4800. Going towards additional Residential Fire and Police Key boxes.

Council Comments:

Janet Cooper – Milford Community Fire Fighters Club selling Santa Sunday T-shirts as a fundraiser. It is on their Facebook page. District Chief Miller discussed information can be found on Facebook or call the station to find out more information.

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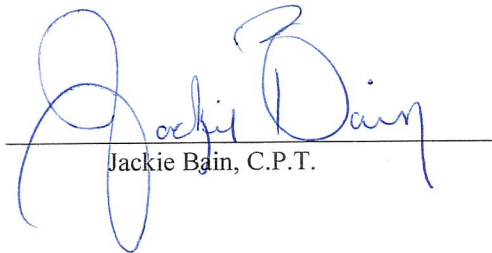
Kristopher Parrish – September 13th 6pm is the next Parks and Recreation meeting. Clertoma Park emergency repair to the playing surfaces was also recommended during one of their meetings.

New Business:
Ordinances And Resolutions

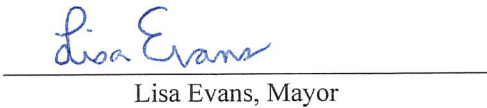
- 23-237 Ordinance Authorizing Change Order With Der Development Co., LLC, For Sod At Five Points Landing Park In The Amount Of \$27,610.13 Ms. Russell Made A Motion To Suspend The Rules And Read By Title Only Seconded By Mr. Parrish All Yes Ms. Russell Made A Motion To Adopt Seconded By Mr. Parrish All Yes
- 23-238 Ordinance Authorizing City Manager To Contract With Milford Community Fire Department, Inc. For Fire, Ems, And Paramedic Services 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 Ms. Evans Abstained All Others Yes

Old Business:

Adjourn: There being no further business to come before the City Council; Ms. Evans adjourned the meeting at 7:41pm with a motion from Mr. Parrish Seconded by Ms. Chamberland All yes



Jackie Bain, C.P.T.



Lisa Evans, Mayor