

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

Held December 19, 2023 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on December 19, 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

Mr. Larry Johnson from the Milford Masonic Lodge #54 and on behalf of the American Legion Victor Stier Post 450, and Milford Kiwanis Club donated the proceeds from the 4<sup>th</sup> Annual Chili Cookoff to the First Responders Community Outreach Program (Milford Police Department and the Milford Community Fire Department). The turnout was phenomenal for the cookoff! Great group effort by several organizations! They almost doubled proceeds that were received last year. Each department received \$3,082. Also, each member of Council received a Chili Cookoff commemorative mug from the Masonic Lodge. Mr. Johnson also thanked City Council members for the service. Mayor Evans thanked Mr. Johnson for the hundreds of hours that he put in for this particular event. We appreciate that dedication and work.

**Proceedings** Approve the Special Council Meeting Proceedings from December 5, 2023, Ms. Russell made a motion to approve. Seconded by Mr. Parrish All yes Approve the Regular Council Meeting Proceedings from December 5, 2023, Ms. Russell made a motion to approve. Seconded by Mr. Parrish All yes.

**Financial Statements** Receive November 2023 Financial Report Ms. Russell made a motion to approve. Seconded by Mr. Parrish All yes.

**Parks And Recreation Commission Appointments** Mr. Parrish discussed how we have two remaining vacancies on the Parks and Recreation Commission. Mr. Parish made a recommendation for two individuals to fill those positions: Marlee Zachary and Mark Ulbrich. Ms. Chamberland seconded the motion. All yes

**Public Comments** none at this time

Committee Reports

Administrative Services Committee Administrative Services Committee Meeting Minutes December 13, 2023 Ms. Chamberland called the meeting to order at 4:30 p.m. Present: Lisa Evans and Kim Chamberland Staff: City Manager-Michael Doss, Chief of Police – Jamey Mills, Finance Director-Pat Wirthlin and Executive Assistant - Jackie Bain Visitors: none at this time Proceedings: Approve the proceedings from the November 28, 2023, Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Ms. Chamberland DISCUSSION: RESOLUTION AUTHORIZING REQUEST FOR ADVANCEMENT OF TAXES FROM THE CLERMONT COUNTY AUDITOR (REGARDING TAXES DUE TO THE CITY DURING 2024) Finance Director-Pat Wirthlin discussed how the City annually requests that the county advance real estate tax receipts and other County sources as the funds become available. This allows the City to receive these taxes more in line with "as earned." Without such a request, the City would receive taxes twice a year (July and November). THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT A RESOLUTION REQUESTING THE CLERMONT COUNTY AUDITOR ADVANCE PAYMENTS OF TAXES DUE TO THE CITY OF MILFORD DURING 2024 PURSUANT TO SECTION 321.34 OF THE OHIO REVISED CODE Seconded by Ms. Chamberland All yes DISCUSSION: ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024 Finance Director-Pat Wirthlin reviewed with the committee an attached 2024 final budgeted appropriations totaling \$19,640,909. This reflects a 3million dollar reduction to the budget book appropriations. But when netted with the changes in revenue, it will be about 1million. This budget will be up for Council approval at the December 19th Council Meeting. The budget is the final product of the Council work sessions. The committee also reviewed an attached chart outlining changes to the original 2024 Budget Book. Ms. Wirthlin explained that the good news is that the Net went down 1million. Which caused our General Fund balance to go up, 1.6million dollars. Which means our reserve went from 3.8 months in reserve to now 6.8 months in reserve. Which is fantastic news! We are in good shape for the 3million dollar Water Tower Project, the Water Lines Project, and our Road Paving Project. We also have enough to oversee the \$750,000 OKI 131 Lila Project. Mr. Doss asked Ms. Wirthlin what are our revenues, our expenses, with all of these changes? Ms. Wirthlin explained that the Fund Balance went from about 3million to about 4.6million. Reserve: went from 3.8months to now 6.8 months of reserve. New Revenues are about 7million 149 to 7million 151. The Expenses went from 9.5million to 8.2million Mr. Doss stated that we are then about 1.1million expenses over revenue, because of the transfers that will still have to be made and the projects that we have talked about that will advance to council on Tuesday. Ms. Wirthlin said that the net change from revenue went from 2.3million to 3.1. A lot of the time we will forecast a deficit, but we end up with a surplus because we didn't get to finish the project. This is reflected



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in the General Fund actual numbers. Reviewed were the actual forecasts for 2022 in actual General Fund we had net revenues of 6.9 and net expenses of 6.4. So, it ended up being a surplus budget. Even though we had forecasted, we didn't get to all of the projects. Mr. Doss asked Ms. Wirthlin if she typically under forecast revenues? Ms. Wirthlin said she always under estimates revenues and always over estimates expenses. For 2022 we had a surplus spending. In 2021 we had revenues of 6.7 and expenses of 5.8. It ended up being a surplus budget. In 2020 we had revenues of 6.4 and expenses of 5.5. In 2019, 5.8 in revenues, 3.9 in expenses. We have not had a deficit spend in years. Ms. Evans stated that is why we ask in committee meetings: Is this in the budget and can we afford it? Ms. Wirthlin said those are her favorite things for council to ask. Mr. Doss asked about the bottom line: In the last 3 years, have we operated and have we ended the year with more revenue than expected? Ms. Wirthlin said, yes, we ended up with a surplus. We are in very good financial shape, and she is very happy with this budget. Mr. Doss wanted to give Mr. Ralph Vilardo public recognition for his attentiveness to the recently proposed 2024 budget *THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31,2024 IN THE AMOUNT OF \$19,640,909 AS PER THE ATTACHED TABULATION \$270,650 IN CHANGES* *Seconded by Ms. Chamberland All yes* DISCUSSION: ORDINANCE AMENDING APPROPRIATION ORDINANCES 2022-181, 2023-192, 2023-219, AND 23-228 Finance Director-Pat Wirthlin discussed an attached list of proposed amendments to the City's 2023 appropriations. \$36 Million Total Budget information was reviewed. These changes put the City's total 2023 budget at \$36,329,106.*THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AMENDING APPROPRIATIONS ORDINANCE 2022-181, 2023-192,2023-219, AND 2023-228 INCREASING THE INDIVIDUAL ITEMS AS LISTED ON THE ATTACHED TABULATION TOTALING \$270,650* *Seconded by Ms. Chamberland All yes* DISCUSSION: MOU WITH MILFORD SCHOOL RE: SCHOOL RESOURCE OFFICER Police Chief Jamey Mills discussed how he began this process by asking for a copy of the MOU that Miami Township has with the Milford Exempted Village School District regarding the School Resource Officer (SRO) Program. Chief Mills made some changes to the MOU and was approved and signed by the School Superintendent and their Business Operations Manager. It is now in the hands of the Milford Police Department. The department is excited to have this position now be in effect. An Officer will start training over the summer months and begin work in the fall. This is a twelve-month salary split and not a nine month. It is a salary and benefits, 50% reimbursement. The committee discussed some of the duties of the SRO. *THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHRIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT FOR AN AGREEMENT FOR THE SRO PROGRAM* *Seconded by Ms. Chamberland All yes* DISCUSSION: 2024 LEGAL SERVICE AGREEMENT - LAW DIRECTOR (DINSMORE & SHOHL) Mr. Doss discussed a proposed law director service agreement with the committee. This would be naming Bryan E. Pacheco (Dinsmore & Shohl, LLP) to continue to serve as the Law Director and for Dinsmore & Shohl, LLP to provide legal services for the City of Milford. The terms of the new agreement will keep the same rate for the Law Director as they were for 2023 (\$265 hour). The City fully intends to utilize the law firm for contracts with all four of the collective bargaining agents that will be coming up in 2024. This agreement will become effective December 19<sup>th</sup>, 2023. *THE COMMITTEE AGREED TO RECOMMEND THAT AN ORDINANCE BE DRAFTED APPOINTING BRYAN E. PACHECO (DINSMORE & SHOHL) TO CONTINUE TO SERVE AS THE LAW DIRECTOR FOR THE CITY OF MILFORD AND AUTHORIZING AN AGREEMENT WITH DINSMORE & SHOHL, LLP FOR LEGAL SERVICES ASSOCIATED WITH THE LAW DIRECTOR* *Seconded by Ms. Chamberland All yes* There being no further business, the meeting adjourned at 5:07 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans Respectfully submitted, Jackie Bain, Executive Assistant

Police Department Report

Chief Mills gave his report in the form of a Christmas Wish List based upon Steve Martin's Classic Holiday Wish sketch on Saturday Night Live: 1<sup>st</sup> Wish is to be promoted to a Four-Star General (Christmas Lights on cap), 2<sup>nd</sup> Wish is to be invited back to next year's Kroger's Cocoa with the Cops or Cocoa with the Po Po. 3<sup>rd</sup> Wish is to thank the generous donors who make Shop with a Hero possible. The top donors were ROI Technologies, Milford Kiwanis Club, Milford Masonic Lodge, and the Milford American Legion. Also, Mike Castrucci, By Golly's, and Main Street Social. 4<sup>th</sup> Wish is to thank Vice Mayor Russell, Council Members, Redman, and Mitchell, for their exemplary service, excellent council, and wavering support. He enjoyed working with each one of them. My 5<sup>th</sup> and final wish is for a huge turnout for the Frye Fundraiser, next Wednesday night, December 27<sup>th</sup>, from 6-9, at the Wings and Rings in Miami Township. Jon Frye is a Deputy Chief at Loveland-Symmes Fire Department, who is battling his second round of Leukemia. Chief Mills concluded with Live from Milford – It's Tuesday Night!



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Fire And Ems Report

District Chief Nickells wanted to thank the Masonic Lodge, Milford Kiwanis Club, and the American Legion for the donation this evening. This past Friday was pack treat night at the fire station. Sunday was hand out day with Santa Sunday. Merry Christmas!

Council Comments

Mayor Evans started off by saying thank you to Kyle, Ben, and Sandy, for your service on council. We truly appreciate your insight and thoughts on projects and issues that have come up to the city. She hoped they stayed involved. Ms. Russell said that she has been on council for 8 years and stated that it is kind of bittersweet to realize that this will be the last time that she will be sitting here in this chair. She said that she is very blessed to have had the opportunity to be a part of a lot of things that have come through this council, this particular council. A lot of good things have been brought to the city. We have a lot to be proud of. The city staff is awesome. They work very hard together. And do a good job at keeping the city running. Sad to be going but my time is up, and I never did say that I was going to be a career politician. But you never know. I am like a bad penny and could turn up anywhere. Thank you everyone that supported me. Mr. Redman wanted to second what Vice Mayor Russell stated. He appreciates the opportunity to serve the community for the last four years. It has been an honor to represent. It has also been an opportunity to see how a small local government is run compared to the national scene that we all exist in. It has been a real privilege to see how well things are going here in Milford. He wanted to thank Kim Chamberland and Andrea Brady. Without them he would not have run for council. We were elected and then we ran right into Covid. What a unique experience for him to deal with this global issue. And to see how the leadership came together in the city was very impressive and stunning. We were not sure how it was going to go but I am sure we can all agree, it went way better than we thought it would go. The city that grew during that time was amazing. He was proud that council, all together, could get the Water Tower project done. What a huge thing for the city. When he started on council, it was explained that it had been passed over by previous councils, due to budgeting issues. He is really glad that we can now do this project. He is glad that the staff could take the leadership to get that water tower funded. It is very important to emphasize that the staff and the city worked very hard to get that tower funded by the state and with very little from our city to pay for it. The park was another awesome thing that we did. It was a project that was started before his time, by the previous council. But am glad that council could take that vision that some of the other council members had and all the community involvement and bring it to the ballot and get it done. It is exciting for 2024 and for Kristopher Parrish/Parks and Recreation Chairperson to what you are going to do to really shine that park up for the community. And finally, thanking the staff. We are in a position on council to have people come up and thank us for what we have done. And not to offend my colleagues, but we do very little, and it is really the staff that does a lot for the city. The departments are making it run smoothly. It all had to do with leadership. And it all starts with Michael. Your leadership has really helped guide the city from his time on council and appreciates all that he has done. And your leadership has reflected down to the other leaders of each department. I would like to honor and thank them. And a special thank you to Jackie Bain. She makes all of our lives on council easy and organized. Without Jackie it would be very difficult. And welcome to all the new council members for serving. Ralph Vilardo Jr. who has been on council once before. It will be nice to have his experience here. Kristopher is staying on and the other two members, I wish them well. And thank you so much for this opportunity. I really appreciate it. Oh. And Bryan Pacheco. Two points I want to touch on. One – it was really cool to work with Mike Minniear. He founded this city. He wrote the charter. I think that every citizen should read it and understand why we are doing so well. It is because of this document, the charter. It is really worth reading and it is very unique in the way that our government is set up here. It is part of the reason why we are so successful. Michael Minniear needs a lot of recognition and acknowledgement. My recommendation is that this chamber should be named after him. He is very humble and does not want that, but he really should have his name on these chambers. He has retired but we then hired Bryan Pacheco. Bryan has been a great experience for us to see what it is like to get him and his law firm behind the city. He appreciated his leadership and guidance because of the charter. After many discussions regarding the charter, he will do a good job to enforce and protect the charter of the city. Thank you. Mr. Mitchell agreed with what had already been said.

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New Business  
Ordinances And Resolutions

- 23-647 Resolution Authorizing Request for Advancement of Taxes from the Clermont County Auditor 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.
- 23-260 Ordinance to Make Appropriations for the Current Expenses and Other Expenditures of the City of Milford During the Fiscal Year Ending December 31, 2024, Ms. Russell made a motion to adopt Seconded by Mr. Parrish All yes.
- 23-261 Ordinance Amending Appropriation Ordinances 2022-181, 2023-192, 2023-219, and 23-228 Ms. Russell made a motion to adopt Seconded by Mr. Parrish All yes.
- 23-262 Ordinance to Enter into a MOU w The Milford Exempted Village School District for School Resource Officer 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 All yes.
- 23-263 Ordinance Appointing a Law Director Providing for His Compensation and Declaring an Emergency 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.


Law Director - Bryan Pacheco wanted to echo the comments that were made by Ms. Russell, Mr. Redman and eloquently backed up by Mr. Mitchell. Following in the footsteps of Mr. Minniear and is honored to be working with this council and would commend council on how they have collaborated as a team as stated by Mr. Redman and Ms. Russell, as well as the city staff for how they keep the citizens interests at heart. And I would also commend this council on how collaborative and collegial they have been. Which doesn't mean you agree on everything but means that you are collaborative and collegial for the city's benefit. You all have the city's interests and benefits at heart. It has been my privilege and honor to serve and am grateful that I can continue to serve. I appreciate the opportunity. I will miss working with council members who are leaving and look forward to working with the new council members to continue the spirit. Thank you all. Happy Holiday Season and Happy New Year!

Mayor Evans wished all the residents a Merry Christmas and a Happy New Year!

Old Business

**Adjourn:** There being no further business to come before the City Council; Ms. Evans adjourned the meeting at 7:45pm with a motion from Ms. Russell Seconded by Mr. Parrish All yes

  
Jackie Bain, C.P.T.

  
Lisa Evans, Mayor