

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

Held April 21, 2020 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on April 21, 2020. Mayor Vilardo called the meeting to order with the Pledge of Allegiance and a Moment of Silence to take a moment to pray for our country, pray for those that are suffering with the virus, to pray for those working on the front lines and to pray for patience.

Roll Call: Present: Mayor Vilardo, Vice Mayor Lisa Evans, Sandy Russell, Kyle Mitchell, Benjamin Redman, Kim Chamberland and Ted Haskins.

Also present was City Manager, Michael Doss and the public via Facebook live and via ICRC TV live broadcast. Law Director Mike Minniear was absent from the meeting.

Presentation: Milford 2019 Police Department Annual Report presented by Chief Mills. The presentation consisted of a yearly summary of the department's data, statistical information, and metrics that allow the department to measure the effectiveness of their deliverable services. The presentation given tonight focused on the critical functions of their operations however the full report is available on the City of Milford Police Department webpage. If you have any questions regarding the report, Chief Mills can be reached by phone or email at jmills@milfordohio.org. Council thanked Chief Mills for his excellent report.

Proceedings: Approve the City Council Regular Meeting Proceedings from March 3, 2020 Ms. Evans made a motion to approve. Seconded by Mr. Redman. All yes Approve the City Council Regular Meeting Proceedings from March 18, 2020 Ms. Evans made a motion to approve. Seconded by Mr. Redman. Mr. Haskins abstained. All others yes

Financial Statements: Receive February and March 2020 Finance Reports Ms. Evans made a motion to receive the reports. Seconded by Ms. Russell. All yes

Administrative Services Committee Report

Administrative Services Committee Meeting Minutes March 9, 2020 Ms. Evans called the meeting to order at 4:34 p.m. Present: Lisa Evans, Kim Chamberland and Sandy Russell Staff: City Manager Michael Doss; Assistant City Manager Pam Holbrook and Administrative Assistant Jackie Bain Visitors: Elizabeth Fields, Kathleen F. Ryan Wendy E. Moeller, Paul Culter Jay Stewart, Tim Casto Proceedings: Approve the proceedings from the February 11, 2020 Administrative Services Committee Minutes Ms. Chamberland made a motion to approve. Seconded by Ms. Russell. All yes Review/discuss Request for Proposals - Zoning Code Update Project Review and discussion about what each firm could do as far as a zoning code update and their process within a 12-month period were conducted. Manley Burke/McBride Dale Clarion - Elizabeth Fields, AICP, Planner and Cincinnati, Ohio attorney Kathleen F. Ryan presented their team's information to the committee. Next to present their overview of the process to the committee was Compass Point Planning/Jacobs Wendy E. Moeller, FAICP and Paul Culter Senior Community Planner with Jacobs. Also presenting Jay Stewart and Tim Casto presented their information to the committee representing the team from Stewart Land Use/Kleingers. After lengthy discussion with the committee, Assistant City Manager, Pam Holbrook asked the committee if they would like to make a recommendation at this meeting to keep the project moving. The committee liked the expertise of the Manley Burke team and that they would give a fresh perspective to this project. Each group brought something different to the committee but would like to go with the Manley Burke/McBride Dale Clarion team and made a recommendation to sign a future contract with Manley Burke/McBride Dale Clarion upon the review and approval by the Law Director. Clermont Small Business Development Center Service Agreement City Manager Michael Doss presented information to the committee regarding proposal between the Clermont County Small Business Development Center and the City of Milford to provide business and economic support services for the city. Mr. Doss explained that the Clermont Small Business Development Center is the creation of US Small Business Administration. An individual, James Buckner, would provide technical support for small businesses. Consultations, assist startup businesses, provide coaching to individuals wanting to create a small business, help with job planning, credit assistance with them and assist with Small business applications. They would help the individuals in a variety of measures. The SBDC would be a client of the city. The city would utilize the SBDC to go to these small businesses or potential small businesses in Milford and assist them with services. The scope of services would consist of three programs sessions costing \$2,000. Per hour cost would be \$50.00 which we would pay that individual to set up shop at City Hall to provide consultation services to small businesses. MR. Doss recommends that Mr. Buckner come in and make a presentation to the committee regarding the specific services that he would provide with his partnership with the city. We would also ask when he is here about the hourly fee. We will schedule a meeting with Mr. Buckner to come before the committee. Various City Hall Lease Agreements Mr. Doss spoke about the leases with Control Bionics, Milford Miami Township Chamber of Commerce and CDPS, Inc. The Control Bionics lease is now tiered over three years. Improvements will be made in the first year. Carpet will be replaced and add some additional offices to the space. And the cost would be on them. Ms. Evans asked if renting out space to public use of building and the for-profit companies. The committee agreed that the leases look ok and to proceed with the agreements. *The Committee Agreed to Make A Motion Authorizing the Law Director to Draft an Ordinance Authorizing the City Manager to Sign Lease Agreements with Control Bionics, Milford Miami Township Chamber of Commerce and CDPS, Inc. Ms. Chamberland seconded the motion. All yes.* There being no further business, the meeting adjourned at 6:07

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p.m. with a motion from Ms. Evans Seconded by Ms. Russell. All agreed Respectfully submitted, Jackie Bain Administrative Assistant

City Manager's Report to City Council/ Power Point presentation

City Manager Michael Doss reported to City Council the City of Milford COVID 19 Response and operations. The presentation included Declarations to give council and the citizens an idea and understanding of exactly how quickly the City of Milford responded as the pandemic was progressing in the nation and the state. Throughout this process the main goal was to keep, and continue to keep, city employees safe/healthy while maintaining continuity in public services in an assured effective and efficient manner. Mr. Doss commented on current operating procedures. regarding Public Information processes, daily operations at the Public Works Department, Administration and Finance departments. COVID 19 Financial Impact and City Finances were discussed as well as Police Department programs and City events. Future Operations Closing remarks: Since the City of Milford's emergency declaration over a month ago, City staff and personnel have worked diligently to maintain balance in the continuity of City services while protecting the health of our employees and their families. The City's quick action in adjusting service delivery and shutting down public facilities were necessary actions. The City of Milford, our citizens and businesses were able to adapt, and continue to adapt, to an ever changing environment. The City was acutely aware of federal and state guidelines/orders/laws and worked in concert to assure compliance with our employees, residences and businesses in our community. City staff and personnel continue to monitor expenses and track all items potentially eligible for reimbursement under various federal relief programs. Letter read by Mr. Doss to City Council: Our City leadership team appreciates the backing and support of Mayor Vilardo, Vice Mayor Evans and City Council in allowing several adjustments to City operations that we all have taken for granted in the past. Although some of these actions were not popular or unpleasant, I am confident that we all played a part in helping slow the spread in our community. My City staff and personnel never skipped a beat in service delivery even in the face of the pandemic and a severe and damaging storm on April 8th. Thank you to Chief Mills and Chief Baird for continuing to keep our community safe. Thank you to Joe Casteel and Dave Walker for providing critical water and sewer services. Thank you to Ed Hackmeister for keeping our community clean, well maintained and remaining the envy of our neighbors in the Greater Cincinnati area. Thank you to Pam Holbrook for supporting our efforts to continue to progress as a community even during this pandemic. And finally, Pat Wirthlin for her great strength in assisting with developing policy as well as being tasked with the most difficult job of navigating the City's finances during this time of great Uncertainty. My staff looks forward to the day when normalcy returns to our great City. A time when our business community can re-open their doors, our citizens can enjoy a lazy shopping stroll down Main Street, children (and some adults play) in our parks, ride our trails and kayak down the Little Miami River, and we go back to the prosperity we were so blessed to be experiencing prior to this grey time in our City's history. Until then, as City Manager of Milford I can assure our City Council and Milford residents that our staff and personnel stand at the ready together to adapt and overcome in this together.... stronger together. THANK YOU! Council thanked Mr. Doss for the great job with the storm in the process. Mr. Doss said that he was very proud of the departments and how they pulled together yet still respecting the safe distancing and getting things done.

Police Department

Chief Mills presented the Monthly Report - March 2020

This report summarizes the various activities and functions of the Milford Police Department during the month of March. **TRAINING** • Sworn members were re-qualified on all firearms and on the Department Use of Force directives. • Officer Yeary attended the monthly SRT training. • Officer Dennis attended HCPA Dive Team monthly training. • Officer Wilson went to Career Survival for Females in Law Enforcement. **NOTABLE OCCURRENCES** • A death investigation from 2018 was re-opened after we received a D.N.A. hit message from B.C.I. on a subject who was previously charged with Breaking & Entering at the Oakbrook Management office. • Detectives received a report of a possible human body disposed of in the area of US 50 along the river. • A cold case follow-up was conducted after receiving information from Kentucky State Police involving the recovery of a human body. Upon completing the follow-up, it was determined not to be associated with William C. Jones. • Detectives followed up on a rape/kidnapping offense at the Oakwood Apartments and will be presenting charges to the Clermont County Grand Jury. **ADMINISTRATIVE** • Several COVID-19/social distancing measures were implemented including; the closure of our lobby, issuing PPE to all members, stocking every vehicle and workstation with sanitizing products, taking non-emergency reports over the telephone, and changing shift briefing to an email. **COMMUNITY RELATIONS** MMART program completed one shift. The remainder of the shifts were cancelled because of COVID-19. • Chief Mills participated in two Facebook Live videos. • D.K. Nails donated unused PPE to the Department. Chief Mills attended the First Responders Chili Challenge. Officer Heller's entry finished in 3rd place runner up. Fourteen Facebook posts. **OUTSIDE MEETINGS AND ASSOCIATIONS** • Chiefs Mills and Mahan participated in the daily Clermont EMA conference calls.

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Fire and Ems Report

Chief Baird reported to City Council that the department has been in connection and working with not only the city departments, Michael Doss, and other Leadership but also with 15 other Clermont County Fire Departments and the Eastern Hamilton County Fire Departments that they work with regularly. He wanted to remind council that there are a large number of Firefighters and Paramedics that work for multiple fire departments. As a member of a Chief's Group, the group has been meeting very regularly to make sure that they are all decision making together and timing being the same so that the policies change at the stations at the same time. In addition to the amount of resources, it has been a great help! And please do not be afraid to go to the hospital. Please do not allow yourself to become so sick, and then put off what you know should be a trip to the hospital for fear of going to the hospital. The hospitals are going to great measures to make sure the facilities are clean and safe.

Fire Chiefs' Report

April 21, 2020 Emergency Activity YTD

Total Details	Fire Details	EMS Details	Patient Transports
448	81	367	245

Budget YTD

March 31, 2020	Over/Under Budget	Checking Account Balance
Expenses	25.2%	+ 0.2%
Revenue	30.6%*	+ 22.5%*

*March and April 2020 fire protection checks both deposited in March

\$ 763,624.93

COVID-19 reactions significantly affected daily operations and the attached general order from Chief Baird to the department summarizes much of this. Staffing has remained normal from onset of the virus thru the report date. MCFD is slightly over-budget (0.2%) due to normal, beginning of year "big-ticket" expenses for service and training agreements and expenses for personal protective equipment and infection control/decontamination supplies. In late-March the staff was directed to place medical and cleaning supply orders equal to six-months of normal consumption to secure as much as possible before demand later made it unavailable. MCFD paraded Easter Bunny throughout the city on a fire truck on April 4, 2020 and received a great reaction from the community. Outreach toward MCFD during the COVID-19 outbreak has been very high with several meals and desserts donated by individuals and city restaurants. I have encouraged crews to purchase carry-out food from Milford restaurants and shop locally as much as possible and they have responded. Our social media presence has been purposely elevated throughout the last month, especially posting of video messages and conducting Facebook live presentations with city officials. The inability to perform public relations events disconnects MCFD from the community but its social media presence provides one avenue to remain active. Chief Baird and Captain Miller participated in multiple meetings (many held virtually) related to the COVID-19 pandemic. The decision-making over policies and procedures necessary to protect firefighters and the community throughout Clermont County and eastern Hamilton County fire departments remains coordinated and consistent since the onset. The collective actions most-certainly decreased the number of first responders affected by or carrying the virus into fire stations. MCFD entered into an MOU with the Fire Chiefs' Alliance to have N95 filter masks cleaned at no cost due to a grant from the cleaning contractor itself, Batelle. Praise is in order for work done by the police department to aid MCFD, recently. First, a structure fire in Doublegate which was investigated and deemed incendiary in nature. The condominium owner was arrested on the charge of arson and jailed. In addition to the investigative work, police officers were also the first to arrive on the scene and evacuated occupants and performed fire control prior to arrival of MCFD. Second, during the severe thunderstorm on April 8, 2020 the police officers generated and/or handled several storm-related details and Sergeant Kibby was part of the unified command structure working at MCFD. Fire and police managed 41 incidents inside the city between 10:58 PM and 1:05 AM. Instead of discarding over 100 obsolete uniform shirts replaced earlier this year, FF/Paramedic Dustin Engled and Captain Nickell removed patches from them so they can be donated to the Africa Fire Mission for use by fire departments in developing communities on that continent. Thank you O'Rourke Wrecking for making available a fire sprinkler riser from a building in Milford under demolition to be re-used as a training prop for firefighter & fire safety inspector classes. Lieutenant Dana Nichols retired from full-time employment as a paramedic on April 1, 2020 after a 25-year career. She will remain with MCFD in a part-time role. Congratulations, Dana! Long-time MCFD-member Mark Thompson was promoted to lieutenant effective March 15, 2020. Congratulations, Mark! General Order 2020-05 April 9, 2020 This general order replaces 2020-04 published March 27, 2020 and becomes effective at 1:45pm on April 9, 2020. The following policies, procedures, guidelines and practices are to be SUSPENDED until further notice: A. Except MVA, rescue, or non-breather details, added resources responding in support of Medic 71 or 72 (engine, BLS 71) shall stage outside of the structure or direct proximity to any patient, entering only upon direction from a supervisor or the ambulance crew. These resources shall be requested to enter only upon discovery of an acute patient or when other patient care needs dictate. This does not apply if these resources arrive prior to the ambulance. B. Fire and life safety inspections and field-based code enforcement activities EXCEPT the investigation of complaints or final occupancy and/or ongoing building construction/renovation inspections. C. On or off-site trainings without prior approval of the fire chief EXCEPT with other MCFD or City of Milford employees having a bona fide purpose. D. On or off-site meetings without prior approval

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of the fire chief EXCEPT with other MCFD or City of Milford employees having a bona fide purpose. E. On or off-site public relations details, fire station tours, luncheons, and contests without prior approval of the fire chief. F. On or off-site community service details EXCEPT smoke detectors. G. Cadet firefighter participation of any kind. H. Family or friend visitors to the fire station and its premises unless they are a member of Milford Community Fire Department or employee of the City of Milford. I. Dining-in at restaurants. Carry-out dining and grocery store trips may continue but shall be limited in frequency and to completion by one or two members. J. Execution of any proposal or purchase agreement, or the encumbrance of any funds for any capital project not already underway, without prior approval of the fire chief. K. Non-urgent purchases without prior approval of the fire chief...same approach as the regularly occurring, end-of-year spending blackout period. L. Transporting a guardian/family member of any patient EXCEPT if the patient is a minor, having special needs, OR there is significant likelihood the patient is experiencing a life-ending injury or illness. The family member shall be transported in the patient care compartment if patient condition allows. The following policies, procedures, guidelines and practices are to be OBSERVED until further notice: M. Each member shall self-check their fitness for duty prior to reporting or entering the fire station. If suffering from flu-like symptoms OR body temperature of 100.4 degrees Fahrenheit or greater (measured) they SHALL NOT report for duty. Follow standard-call-off procedure. N. Except when responding to emergency details, members shall report to work by using the parking lot ("Delta") side man-door and hold a position near the work bench until fitness for duty screening is completed. O. No member shall exceed twelve (12) hours in the fire station without re-screening for fitness for duty. P. Screening for fitness for duty for the AM shift shall begin at 5:30AM. One EMT-Basic or higher certification shall be assigned from the off-going shift to conduct screening. Q. Items listed in "Attachment A" of this general order. R. Due to rapid changes associated with COVID-19, it is becoming increasingly difficult to differentiate non-COVID-19 patients from COVID-19 patients. To keep members at a lower risk of exposure we will now be placing ALL patients in surgical masks throughout patient contact. Use of the surgical mask, or the refusal of a patient to use a surgical mask, shall be documented in the PCR. S. Members shall be provided a surgical mask at the beginning of each shift to be worn at all times while in in public and away from the fire station property, excluding on fire details where an SCBA is procedurally donned. Surgical masks that become soiled should be replaced during the shift. Unsoiled and undamaged surgical masks should be stored in a paper bag and re-used on the next shift. Surgical masks are not a replacement for use of an N95 masks in situations where the use is indicated. T. Optionally, a surgical mask may be worn at all times as part of the daily routine. U. Members shall refrain from leaving the fire station in groups except for emergency details and other matters that require an entire company. Additionally, leaving the fire station as an individual shall be reserved for only the most necessary purposes. As always, the supervisor shall approve all departures from the fire station. Whenever possible, one member shall complete grocery store, carry-out food, and other trips. Such stops are permitted when returning from emergency details and other matters as a company, but only one member shall enter the business. These directives are intended to decrease the potential for exposure to and spread of infectious diseases and promote the business continuity of this fire department. This approach is purposely consistent with that being taken by other Clermont County fire and EMS departments. Mark Baird Fire Chief Council thanked Chief Baird and all the First Responders.

Community Development Report

To: City Council; Michael Doss, City Manager From: Pam Holbrook, Assistant City Manager; Terry Baute, Code Enforcement Officer Date: April 17, 2020 Re: Community Development Report, February-March 2020New Business- February/March None February Planning Commission-Cancelled due to lack of agenda items March Planning Commission-Continued due to COVID 19 Planning Commission and BZA Agendas-See attached. Date TBD Agenda City of Milford Planning Commission Wednesday, TBD, at 6:00 p.m. Full report available by request via email: pholbrook@milfordohio.org

Council Comments

Mr. Redman wanted to thank the Service Department for their great work here in the community. Mayor Vilardo and Vice Mayor Evans discussed with council, a possible date to have photos of Seniors/Class of 2020 displayed as a banner or some type of display on behalf of the Seniors. We would like to collaborate with them to show our appreciation. City Council members discussed the dates for Summer Session. All members agreed on the following dates: Tuesday June 16th Tuesday July 21st Tuesday August 18th All yes

Public Comments

FB live post comments: Question 1/ asking about a driver's test and when can she take the test. Chief Mills commented that this would be covered by the Governors order for the Department of Motor Vehicles. Question/2 Paula commented: Crosswalk in front of Jesse's is horrible. Mr. Doss responded that we are looking at placing a solar/flashing light at that location. We have also purchased for the downtown area, pedestrian crossing signs but are waiting for the asphalt project on US-50 to be completed before putting them up. Question 3/ regarding speed bumps on Crestview Avenue. Mayor Vilardo commented that this would be a process and is noted. Ms. Evans also wanted to inform that the Frontier Days 2020 event has been cancelled.

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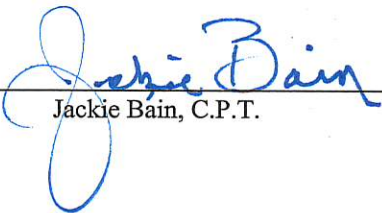
New Business:

Ordinances and Resolutions

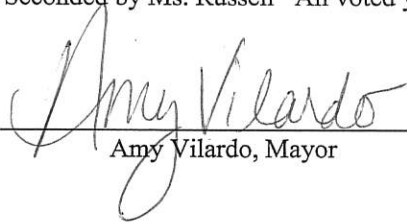
20-2020 An Ordinance Authorizing the Renewal of Lease Agreements with CDPS, Inc., The Milford Miami Township Chamber of Commerce and Control Bionics. Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Russell. All yes Ms. Evans made a motion to adopt. Ms. Russell seconded the motion. All yes

Old Business:

Adjourn: There being no further business to come before the City Council; Mayor Vilardo adjourned the meeting at 8:07 pm. with a motion from Ms. Evans. Seconded by Ms. Russell All voted yes.



Jackie Bain, C.P.T.



Amy Vilardo, Mayor