

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

December 15, 2020

Held _____ 20 _____

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on December 15, 2020.

Mayor Vilardo then called the meeting to order with the Pledge of Allegiance and a Moment of silence and prayer to our military, first responders and to extend to most of us who cannot see family and for us to get through one more holiday and make it to 2021.

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 Law Director Mike Minniear. The public was able to view via Facebook live and via ICRC TV broadcast.

Proceedings: Approve the City Council Regular Meeting Proceedings from November 17, 2020 meeting Ms. Chamberland made a motion to approve. Seconded by Ms. Russell. Ms. Evans abstained. All others yes. Ms. Chamberland made a motion to approve. Seconded by Mr. Redman. Ms. Russell and Ms. Evans abstained. All others yes December 1, 2020

Financial Statements: Receive the November 2020 Financial Report Ms. Evans made a motion to receive. Ms. Chamberland seconded the motion. All yes

Public Comments: Ms. Laura Whalen – Milford Ohio
Ms. Whalen, as a member of the Board of Trustees Fire Board, she wanted to express thank you to all members of city council that have helped them receive CARES Act Funding. It is very appreciated. It was a joint effort between the Fire Department and Council to make sure that we are able to serve our residents as best as possible during these trying times.

Standing Committee Report:

Community Development Committee

Community Development Committee Meeting Minutes December 07, 2020The meeting was called to order at 4:30pm by Ted Haskins Present: Ben Redman, Kyle Mitchell Staff: City Manager - Michael Doss, Administrative Assistant - Jackie Bain Proceedings: Approval of the September 10, 2020, Community Development Committee Meeting Minutes Mr. Redman made a motion to approve. Seconded by Mr. Mitchell. Mr. Haskins abstained2021 Landscape Bid Mr. Doss presented the 2021 Landscape Contract Bids information to the committee. The City received two competitive bids: Louiso Lawn Care and Landscaping, Inc. (1 year: \$67,085.00; 3 year: \$201,255.00) and M.A.W. Lawn Care (1 year: \$69,685.00; 3 year: none submitted). Staff recommends a three-year contract with Louiso Lawn Care and Landscaping, Inc. *The Committee Agreed to Make A motion for The Law Director to Draft an Ordinance Authorizing the City Manager to Enter into A Three-Year Contract with Louiso Lawn Care and Landscaping, Inc.* Mr. Mitchell seconded the motion. All yes DISCUSSION OF FUTURE PROJECTS: 2020/2021 CLERMONT COUNTY PARK DISTRICT COMMUNITY Mr. Doss discussed with the committee the upcoming deadline for the application for the Clermont County Community Park Grant. The deadline is January 26, 2021. In the past the city has been hit or miss with receiving this grant. Each application can be up to \$20,000 with anything over \$2,000 we would need to have estimates included in our grant. If we are requesting any grants over \$10,000, we must provide a 25% cash match. Ideas were presented to the committee for consideration as projects within the grant perimeter of approximately \$20,000. The city parks usage is up quite a bit and the popularity for outdoor recreation has increased. Within the 2020 budget there were some line items for Jonas Memorial park for parking lighting and landscaping. The committee discussed paved parking, walkways, and landscaping information for the Jim Terrell Park, including the lot expansion and paving at the Jonas Memorial Park in addition to Riverside park. The committee also reviewed information regarding the Riverside Park Ballfield and possible upgrades at that location since we had a discussion that started last year regarding upgrading the backstop, bleachers and the dugouts at that location and maintaining the field. Mr. Doss explained that we had submitted for a grant, but the grant was denied for funding. The original application on the ballpark can be revised and we can add as an additional project. He will check into the numbers and follow up with the committee at a January meeting. The Committee agreed that Jim Terrell Park, Jonas Memorial Park and the Riverside Park ballpark improvements as potential projects. There being no other business, Mr. Haskins made a motion to adjourn. Seconded by Mr. Mitchell All yes. The meeting was adjourned at 5:25 pm.
Respectfully Submitted, Jackie Bain

Administrative Services Committee

Administrative Services Committee Meeting Minutes December 8, 2020Ms. Evans called the meeting to order at 4:30 p.m. Present: Lisa Evans, Kim Chamberland, Sandy Russell via phone Staff: City Manager, Michael Doss, Finance Director, Pat Wirthlin, Assistant Director of Finance, Tina Kern and Administrative Assistant, Jackie Bain Proceedings: Kim Chamberland made a motion to Approve the proceedings from the November 16, 2020 meeting. Sandy Russell seconded the motion Ms. Evans abstained2020

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

APPROPRIATIONS AMENDMENT Finance Director Pat Wirthlin and Assistant Director of Finance, Tina Kern presented to the committee information regarding 2020 Final Appropriations. A chart showing appropriation amendments exceeding \$1 million was reviewed. While \$1 million seems like a lot, the good news is that most of these expenses have been or likely will be reimbursed to the City and accordingly show on the revenue side of the budget as well. 27th Pay Period is a Rarity. Those of us fortunate enough to hold positions here with the City of Milford serve at the pleasure of Council, and none of us take that for granted. For this reason, Ms. Wirthlin sent a memo earlier to all Councilmembers to be sure that all are aware of a unique payroll situation facing the City on December 30th involving a 27th pay period for year 2020. The City's payroll cycle compensates employees every two weeks (biweekly). As a special case occurrence, once every 10 or 15 years there are 27 pay dates in a fiscal year. Over time the 26th pay date shifts a little earlier each year until the point that an additional pay date occurs in a fiscal year. This is called "payroll creep." Leap years follow a similar pattern. The seven salaried and contract positions are at issue, because Council sets those as annual amounts. The all-inclusive amount involved for a 27th pay for those seven positions amounts to \$28,888. The 27th week would give those employees another paycheck above their annual set salary for the year. Ms. Wirthlin's recommendation is to compensate all (salaried and hourly) employees the 27th pay for time worked. The City's financial position can support this. Final Transfers were also discussed with the committee. *The Committee Agreed to make a motion That the Law Director Draft an Ordinance Amending Appropriations Ordinances 19-1483, 2020-10, And 2020-35 By Increasing the Individual Items as Listed on The Included Chart Totaling \$1,100,488. Motion was Seconded by Ms. Chamberland. All yes* AGREEMENT WITH FRAUNFELTER ACCOUNTING SERVICES FOR 2020 AND 2021 BASIC FINANCIAL STATEMENTS Sean Fraunfelter has been preparing the City's financial statements for 13 years. He also prepares the JEDD and CIC financials. Mr. Fraunfelter converts cash basis to Generally Accepted Accounting Principles (GAAP), which includes accruals, fixed assets, footnotes, and supplemental disclosures for pension, TIF and other tax abatements. Mr. Fraunfelter's proposal increased a bit due to the complexities and frequency of Government Accounting Standards Board (GASB) standards. Also, the City's number of JEDDs has increased from four to seven in the last couple of years. Mr. Fraunfelter typically completes the financial statements well under budget. An attached contract was reviewed. *The Committee Agreed To make a motion That The Law Director Prepare An Ordinance Authorizing A Contract With Fraunfelter Accounting Services To Prepare The 2020 And 2021 Basic Financial Statements For The City Of Milford, Joint Economic Development Districts (Jedd), And Community Improvement Corporation (CIC) At An Annual Cost Of \$9,450 And \$9,975 Respectively For The City, \$1,575 Each Year For The JEDDS And \$525 Each Year For The CIC Seconded by Ms. Chamberland. All yes* CORONAVIRUS RELIEF FUND PURCHASES The County redistributed another round of CARES Funds to the City in the amount of \$8,803.00, representing funds that other municipalities returned to the County as unencumbered. This brings the City's total CARES receipts to date to \$548,428. We have already earmarked the new funds; Mike Minniear would appreciate a laptop for ZOOM and other virtual events during the COVID crisis. The total is \$ 1,900. The Police would appreciate \$549 for door shades. The amount was left off the original quote. Finance is requesting that the remaining amount of \$6,354 be put toward COVID salaries. *The Committee agreed to make a motion that the Law Director draft an Ordinance Authorizing the Coronavirus Relief Fund Purchases According to the attached chart for a total amount of \$8,803 Ms. Chamberland seconded the motion. All yes* There being no further business, the meeting adjourned at 4:56 p.m. with a motion from Ms. Chamberland Seconded by Ms. Russell All yes Respectfully submitted, Jackie Bain Administrative Assistant

Safety Services Committee

Safety Services Committee Meeting Minutes December 8, 2020 Called to Order: 5:00 pm by Sandy Russell Present: Sandy Russell via phone, Lisa Evans, Kyle Mitchell Staff: City Manager-Michael Doss and Administrative Assistant Jackie Bain Visitors: Chief Mark Baird of the MCFD, Laura Whalen, Member MCFD Board of Trustees, Steph Haight Proceedings: Ms. Evans made a motion to approve the proceedings from the November 9, 2020 Safety Services Committee Minutes Mr. Mitchell seconded the motion All yes CITY OF MILFORD CONTRACT WITH MCFD FOR FIRE/EMS SERVICES Mr. Doss distributed the proposed contract for Fire and EMS services between the City and Milford Community Fire Department (MCFD) for 2021. Mr. Doss reviewed the two- year contract. There is an increase in the contract amount which is reflective of the levy that was passed over a year ago for those amounts. The new information in the contract to be discussed is section 11 of the contract. Mr. Doss stated the language from previous Safety Services committee meeting from November 9th is the section stating:

11. City shall approve all capital purchases and improvements exceeding \$10,000 in total as related to the firehouse structure and property grounds located a 687-B U.S 50. MCFD is to provide to the City, at minimum, three quotes for capital purchases and improvements as related to the firehouse building and property grounds.

This information was shared with the MCFD Board of Trustees. The board came back with some language that they would like the committee to consider

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

In regard to the firehouse structure and property grounds located a 687-B U.S 50 MCFD shall obtain, at minimum, three quotes for any capital purchases and improvements. The MCFD Board of Trustees shall review and approve any such capital purchases or changes to the firehouse structure. In addition, the City shall review and approve, and such approval shall not be reasonably withheld, all capital improvements exceeding \$50,000 in total as related to the firehouse structure and property grounds. Such review and approval by the City will not be required for any standard structural maintenance topics such as non-structural interior updates, roof replacement, repaving of the parking lot, exceeding the \$50,000 threshold

When this information was received from the Board of Trustees, this was conveyed to the committee and the Law Director, Mike Minniear. Mr. Minniear followed up with the following recommended language for the contract:

All proposed capital purchases and improvements to the firehouse structure and grounds located at 687-B US 50 exceeding \$10,000 shall first be submitted to Milford City Council for review and must first be approved by Council. For all such proposed capital purchases and improvements exceeding \$10,000, the MCFD shall provide to the City a minimum of three quotes.

Mr. Doss stated that the original committee section and Mike Minniear’s section are similar in language as they both do mention \$10,000 threshold. They both mention three quotes which is a standard practice that we do as a City with all our other city departments in excess of \$7500 and is approved by the City Manager. Mr. Doss wanted to deviate away from Mr. Minniear’s language of \$10,000 amount and to take into consideration the \$50,000 that was proposed by the MCFD Board of Trustees and to meet halfway. Mr. Doss recommended to the committee to use Mr. Minniear’s language except change the exceeding \$10,000 amount to exceeding \$25,000. The committee discussed the amounts and the process for purchases within City Departments and with the MCFD Board of Trustees in detail. Laura Whalen – MCFD Board Member Board of Trustees MCFD and Milford Ohio resident Ms. Whalen addressed the committee regarding information that may help the committee with their decision. The board has zero issues with providing and sharing three quotes that they receive for anything over the dollar amount that they agree on. It is already part of their process and follows what the city does in other departments. The dollar amount was discussed with the committee and why the board felt that the amount is best set at \$50,000. The biggest difference that the board saw was in Mr. Minniear’s language vs. what the board recommended are the services to the city are managed differently than the other departments in the city. The MCFD is contracted and have a board of trustees that manages the budget. This information is not recognized in the section provided by Mr. Minniear. Ms. Whalen stated that they should be the first layer for review, and it feels like they are being cut out of the process. They ask to have the language reinserted. The board fully understands that the building is owned by the city and to appease the potential questions from citizens on how the dollars are being used. Council has been a great partner with the CARES Act Funding and helping them do some improvements to help provide better services for the city. Mr. Doss informed the committee that they have the option to take section 11 out of the contract as the committee’s recommendation to council. Committee felt that the board is like council and should be trusted to oversee the Fire Department. But that council should be informed regarding advance notice of capital expenses. Ms. Whalen stated that the board was already transparent about making any changes The committee would like to see the MCFD agenda for board meetings so that they may have a heads up on expenses being discussed Chief Baird spoke about how years ago he started making presentations/reports to council, usually the first or second council meeting in January regarding what the board has approved as far as the budget for the year. Chief Baird also mentioned that he could have a water heater at the station fail for \$12,000, which happened. He would then have to go through hoops to get that replaced. The board could recommend a million-dollar purchase of a Ladder truck and you would not care about that. There is a level of trust here. Chief Baird did not know how much more transparent they could be. They have told everything there is to tell. He is speaking on behalf of Chief and not in behalf of the board. He pledges his reputation on the way he conducts business. He believes that this goes back to control of the Fire Station addition of the Dayroom. They clearly understand that this is the city’s building and that the city is going to conduct the affairs related to the building of the addition. He only asks to have the opportunity to be for the fire department staff to, as much as possible, be partners in managing that process. They are the ones that have to work and live in that building. Ms. Evans was in favor of taking Section 11 out. She felt that she could justify to any resident how the money is spent at the Fire Station. And if she didn’t know, she could direct them to the MCFD Board of Trustees or Chief Baird for explanation. Ms. Whalen proposed something that she would still have to take back to the board for approval: propose potentially that there is detail on the Capital spends that effect the building structure and have it be pointed out to council. And upon them making any changes to what they planned in January, to make council aware of those changes to that budget line item in a timely manner. In consideration of those on this committee and those of us in this room, and those on the

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

board and on council, we are not going to be here forever and people have to take this on in the future, if you would want to, in this contract, put in some basic language about annual budget will be shared, line items pointed out or major capital changes and council will be given advanced warning of any changes to those budget line items during the course of the year. It is reasonable since it is your building and feels that this could be considered the longevity of trying to manage this, but, is this necessary now? This is a two-year agreement. Ms. Whalen plans to be here for the next two years and you have her commitment. Ms. Russell said that she appreciates that Ms. Whalen recognizes that this is something that could happen down the road in the future. Ms. Russell said that she appreciates that the board is willing to make that adjustment and she is alright with taking this section 11 out and recognizing the fact that down the road at some point there might be additional adjustments that might need to be made with future council members or board members as people come and go. Mr. Mitchell and Ms. Evans agreed to take the proposed Section 11 out and revisit later if there is a reason to. Ms. Whalen stated that this was the only point of contention for the board so if Section 11 was to be removed, the board of trustees could move forward with signatures. The Committee agreed to make a motion for the Law Director to draft an ordinance authorizing the City Manager to enter into a contract agreement for two years with the Milford Community Fire Department, Inc for Fire and Emergency Medical Service Protection. Ms. Evans seconded the motion. All yes There being no additional business Ms. Russell made a motion to adjourn the meeting at 5:33pm Seconded by Ms. Evans All yes Respectfully submitted, Jackie Bain, Administrative Assistant

City Manager’s Report

MEMORANDUM TO: City Council CC: Mike Minniear, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: December 15, 2020RE: Manager’s Report25 Main Street Property RFP Update – The City finalized the Request for Proposals regarding the old bank building. The RFP will go out for public advertisement and solicitation later this week. The deadline for RFP submittals is January 29, 2021.Designated Outdoor Dining Area Tent Updates – The designated outdoor dining area tent is in full operation including heated blowers to keep patrons warm during the winter months. A kiosk was installed last week to assist Milford businesses with advertising specials, menus and retail offers. The kiosk is updated every Wednesday with new items for the upcoming weekend and week. STANDING COMMITTEE MEETINGS None at this time REMINDERS December 24 – City Hall Closes at 12:30 pm December 25 - City Hall Closed (Christmas Holiday) January 1 – City Hall Closed (New Year Holiday) January 5 – City Council Meeting at 7:00 pm

Police Department Report

Chief Mills reported that they had 44 applicants take the entrance exam on the National Testing Network. It is approximately double from what they received last time. The department will be meeting with the Personnel Commission on December 28th to formally adopt the list and begin the selection process. A few businesses have taken in some counterfeit bills. The department is actively investigating and encouraging all of the businesses to check out the link that was posted on Facebook that will help detect counterfeit bills and to contact the department as soon as you think someone is trying to pass a bill. Thank you to the Local Oddfellows Hall for their donation for the Shop with a Hero program. And, Mike Castrucci Chevrolet for their annual adopting a family for Christmas.

Fire and Ems Report

Chief Baird presented council with a reminder that this Sunday is Santa Sunday in the city. The Fire Trucks will be rolling out about 1pm and finishing around 6pm. It is a great time! Spread the word in your neighborhoods and listen for the sirens

Council Comments:

Vice Mayor Lisa Evans thanked Amy Brumleve for organizing the East Milford Neighborhood Luminaria Event on Saturday, December 12th. All the proceeds raised from this event went to Feed Our Flock. The event raised a donation of \$970.88 from the luminary’s sales in the neighborhood. Ms. Russell mentioned that South Milford also had a luminary’s night in their neighborhood as well.

Mr. Minniear mentioned to council that they will all be receiving an electronic copy of Charter revisions that he has been working off/on for the last 8 months. Please review and if any input, comments, constructive criticisms, to please let him know. Each council member is to appoint a member to serve on the committee. He will then meet with the committee, hopefully sometime in March or April.

New Business:
Ordinances and Resolutions

2020-64 An Ordinance Authorizing an Agreement w Louiso Lawn Care, Inc. for Landscape Services for The City of Milford Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

- 2020-65

An Ordinance Authorizing the City of Milford to Contract w The Milford Community Fire Department, Inc. for Fire and Emergency Medical Services Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes
- 2020-66

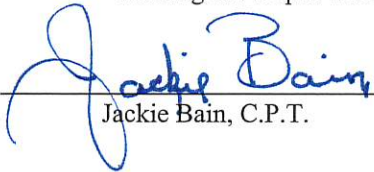
An Ordinance Amending Appropriations Ordinances 19-1483, 2020-10 and 2020-35 Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes
- 2020-67

An Ordinance Authorizing an Agreement with Fraunfelter Accounting Services for the Preparation of the 2020 and 2021 Basic Financial Statements for The City of Milford, The JEDD and The Milford CIC Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes
- 2020-68

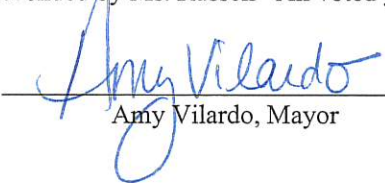
An Ordinance – Authorizing Coronavirus Relief Fund Purchases Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes

Old Business:

Adjourn: There being no further business to come before the City Council; Mayor Vilardo adjourned the meeting at 7:38pm with a motion from Ms. Evans Seconded by Ms. Russell All voted yes.



Jackie Bain, C.P.T.



Amy Vilardo, Mayor