

# RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

Held December 7, 2021

20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on December 7, 2021.

Mayor Vilardo called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

**Roll Call:** Present: Mayor Amy Vilardo, Vice Mayor Lisa Evans, Sandy Russell, Ben Redman, Kim Chamberland and Ted Haskins Ms. Evans made a motion to excuse Kyle Mitchell Seconded by Ms. Russell. All yes 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. YouTube Viewing Link: <https://icrcvtv.com/video/milford-city-council-12721> LIVE to the City of Milford Facebook page and on cable TV, Spectrum channel 17 and Cincy Bell channel 847.

**Presentation:** Ed Walsh, Commander of the Milford American Legion, Larry Johnson and Darrell Hawkins, Master of the Milford Masonic Lodge approached the podium and presented The Milford Police Department and Milford Community Fire Department checks from the Chili Cook-off Fundraiser hosted by the Milford Masonic Lodge and Milford American Legion. The funds will help both departments provide training, purchase equipment, and sponsor outreach events. A huge thanks, not only to these two amazing organizations, but also to 126 merchants who participated and supported the fundraiser.

**Proceedings:** Proceedings from November 16, 2021 Council meeting Ms. Evans made a motion to approve Seconded by Ms. Russell Mr. Haskins abstained All others yes

**Financial Statements** Receive October Financial Report Ms. Evans made a motion to receive Seconded by Ms. Russell All yes

**Public Comments:** none at this time

## STANDING COMMITTEE REPORTS

### Administrative Services Committee

Administrative Services Committee Meeting Minutes December 1, 2021

Ms. Evans called the meeting to order at 4:00 p.m. Present: Lisa Evans, Kim Chamberland Staff: City Manager, Michael Doss, Assistant City Manager, Pam Holbrook, Finance Director, Pat Wirthlin, Administrative Assistant, Jackie Bain Visitors: none at this time Proceedings: The minutes from the October 13, 2021 Administrative Services Committee Meeting were approved. ORDINANCE ST. ANDREWS ZONE CHANGE Assistant City Manager Pam Holbrook reviewed information for St. Andrews Zone change request. Location: 564 Main Street; 568 Main Street. This is a zone change formality and has been to a Planning Commission Public Hearing on October 13, 2021. As well as City Council Public Hearing on November 16, 2021. Per Staff Recommendation: *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Rezoning 0.422 Acres, More or Less, Of Real Property From I, Institutional District To R-3 Single Family Residential District* Seconded by Ms. Chamberland All yes ORDINANCE AMENDING APPROPRIATION ORDINANCES 2020-63, 2021-70 AND 2021-107 Finance Director Pat Wirthlin reviewed a list of proposed amendments to the City's appropriations. The total increases amount to \$127,900. Of Note: Ms. Wirthlin pointed out several references to "CARES State Review." The Office of Budget and Management pointed out that the Police taser purchases might fall in the "gray" area of acceptable COVID expenditures when it comes to the City's official audit next year. The State suggested that the City "swap" the taser expenses out for Police salaries, which they would consider to be more acceptable due to the nature of Police work. *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Amending Appropriations Ordinances 2020-63, 2021-70, And 2021-107 By Increasing or Decreasing the Individual Items as Listed on The Attached Chart Totaling \$127,900* Seconded by Ms. Chamberland All yes ORDINANCE TO MAKE APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MILFORD DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022 Finance Director Pat Wirthlin reviewed 2022 final budgeted appropriations totaling \$22,280,728. This budget will be up for Council approval at the December 7th Council Meeting. The budget is the final product of the Council Work Session. Also discussed an attached chart outlining changes to the original 2022 Budget Book appropriations in the net amount of \$35,100. These changes were incorporated in the final appropriations Ordinance up for approval next week. *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance to Make Appropriations for The Current Expenses and Other Expenditures of The City of Milford During the Fiscal Year Ending December 31, 2022 In the Amount Of \$22,280,728 As Per the Attached Chart.* Seconded by Ms. Chamberland All yes RIVERSIDE PARK DEED RESTRICTIONS FOR WALKING PATH City Manager, Michael Doss, discussed with the committee ODNR and the grant funds used for the Riverside Park Walking Path and parcels (identified on a map provided) that must be perpetually operated and maintained solely for public recreation or natural resource



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purposes. The identified property cannot be converted in use of title without the prior approval of the National Park Service and The Director of the Ohio Department of Natural Resources. *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Designating Parcels 210712.001p, 210712.002p, 210712.017p, 210710b125a, and 210710b125b Located and Identified in Riverside Park as Perpetually Operated and Maintained Solely for Public Recreation or Natural Resource Purposes Seconded by Ms. Chamberland All yes* DISCUSSION: PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR POSITION City Manager, Michael Doss, discussed with the committee the Planning and Community Development Coordinator position. Pam Holbrook will be retiring in April 2022 and we will need to fill the planning and zoning aspects of her position as soon as possible so that this employee can trained alongside Ms. Holbrook before she is gone. The Committee reviewed and discussed the description of the position. *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Creating the Position of Planning and Community Development Coordinator Seconded by Ms. Chamberland All yes* DISCUSSION: ADMINISTRATIVE ASSOCIATE POSITION City Manager, Michael Doss, discussed with the members of the committee the Administrative Associate position and the job duties. The committee discussed the minimum requirements as well as what type of support this position will provide the departments. *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Creating the Position of Administrative Associate Seconded by Ms. Chamberland All yes* DISCUSSION: CITY MANAGER CONTRACT City Manager, Michael Doss, asked the committee if there are any questions regarding his employment contract. The committee reviewed and there were two corrections to be made to the agreement which resulted in Section 3. to change from: Employer agrees to pay Employee a lump sum cash settlement in an amount equal to one month's salary for each year of service, to now state, *Employer agrees to pay Employee a lump sum cash settlement in an amount equal to six months' salary.* Also, noted that in Section 17. C To change the date from January 1, 2019 to January 1, 2022 *The Committee Agreed to Recommend That the Law Director Prepare an Ordinance Authorizing an Employment Contract with Michael W. Doss as City Manager for The City of Milford Seconded by Ms. Chamberland All yes* There being no further business, the meeting adjourned at 4:56 pm with a motion from Ms. Evans, Seconded by Ms. Chamberland. 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 7, 2021 RE: Manager's Report Sycamore Street Stormwater Project Update – Sycamore Street Stormwater replacement project is complete. High Street and Sycamore are now fully opened. 2022 State Capital Budget Project Application Update – The City's preliminary scored very well for the proposed canoe/kayak launch at Jim Terrell Park. The committee will finalize recommendations to our state representatives later this week. 25 Main Street Property RFP Notice – The City will solicit requests for proposals this month for the property (former Park National Bank). The advertisement and deadline are scheduled for February 11, 2022. STANDING COMMITTEE MEETINGS None at this time REMINDERS December 16 – Board of Zoning Appeals at 6:00 pm. December 21 – City Council Meeting at 7:00 pm.

## Police Department Report

Chief Mills reported that this report summarizes the various activities and functions of the Milford Police Department during the month of November. TRAINING • Sworn members completed the Police One Academy course titled Dealing with Stress • Sworn members completed the Police One Academy course titled Overcoming Resistance: Start with Mental Preparation • Sergeant West attended OPOTA First Line Supervision at Scarlet Oaks Career Center and attended a four-hour remote Mental Health Training. • Officer Yeary attended the monthly SRT training. • Crime Scene Specialists received four hours of in-service training on blood spatter. • All members received training on the new Swift Records Management Software. NOTABLE OCCURRENCES • Breaking & Entering: Victim was in his business after hours when he heard a vehicle pull in his parking lot. Victim made contact with a subject walking a dog and they made conversation. Conversation led to the victim's truck and the victim takes the subject for a ride. While they're gone, a second subject, not seen by the victim, enters the business and steals several power tools valued a several hundred dollars. The suspects are identified due to follow up from Officer Yeary and the prosecutor's office recommended filing B&E, theft and criminal damaging charges. The criminal damage charge was related to a theft from a motor vehicle case. • Tobacco Violation: Investigation from a traffic stop led to the issuing of a summons to an employee of VIP Wireless for the sale of vaping products to person(s) under 21. • Domestic Violence: A pregnant woman stated she was choked by the baby's father. The suspect was charged in Clermont County Municipal Court. • Domestic Violence: 13-year old male punched his great grandmother in the eye, possibly fracturing her orbital. The child, who has a history of violence and being defiant, was transported to Clermont County Juvenile Detention. • Felony Drug Possession: Officers stopped two suspicious subjects possibly casing parked vehicles where methamphetamine was recovered. Charges are pending upon lab results. • Criminal Simulation: Officers responded to business where a subject attempted to pass a counterfeit currency. On arrival, officers detained and charged the suspect. • Mutual Aid: Officers assisted Goshen PD with conducting an interview and then later serving a warrant for terrorist acts and aggravated menacing • Mutual Aid: Officers assisted the FBI while they conducted a search of a residence on Cemetery Road. • Mutual Aid: Squad 2 recovered



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an elderly critical missing man from Miami Township. • Public Indecency: After several months of investigative work, Detective Rogers presented charges to the Clermont County Grand Jury on William J. Prichard for his spree of indecent exposure offenses in the Downtown area. The Jury returned indictments on all counts and the case is set for plea or trial setting. *ADMINISTRATIVE* • Chief Mills met with Mayor Vilardo and representatives of By Golly's to plan the Golly Tolley route for Hometown Holidays. • Officer Liming was recognized for twenty years of service. • Squad 2 assisted Sem Haven administration with a mock missing person drill for their accreditation standards. • MMART completed two shifts • Officers conducted 16-hours of grant-funded OVI saturated patrol. • An officer received a letter of counseling for a private property auto accident. • All stop sticks were removed from the patrol vehicles and agency ceased usage at the beginning of November. • Applied for a grant with Charter Communications for new cameras for crime scene processing in each patrol vehicle. • The ballistic vest grant for 2022 budget year was submitted. *COMMUNITY RELATIONS* • The Miami Woods Home Owners Association provided lunch for the Department. • Our Citizens Police Academy concluded on November 12th with a graduation ceremony. • An officer on Squad 1 provided money for fuel to a homeless couple living out of their vehicle in the Walmart parking lot. • While conducting a school visit, an officer on Squad 1 assisted a parent and faculty with a student having an episode due to separation anxiety. • Squad 2 provided honor guard officers for the Veterans Day Parade in Batavia. • Squad 2 provided Kiwanis Club gift cards to two needy persons. • Squad 3 conducted 2-hours late night bike patrol in the Downtown district. • Operation Holiday Patrol has commenced. *OUTSIDE MEETINGS AND ASSOCIATIONS* • Chiefs Mills and Baird attended a Driven Project follow up meeting with Kevin Frye. • Chief Mills attended the monthly meeting of the Clermont Chiefs of Police Association. • Chief Mills attended the quarterly Clermont County Criminal Justice Coordinating Council meeting.

### Fire And Ems Report

Chief Baird reported that the Fire Board met last night for their 2022 Budget. Chief Baird will work with the City Manager and Finance Director to set up a time to schedule a work session sometime within the next couple of months next year, to present to council. The Board of Trustees at last month's meeting approved the purchase of a used ambulance from the city of St. Bernard. It is primarily a mechanical spare. Also, a reminder about Santa Sunday will be on Sunday, December 19<sup>th</sup>, from 1 – 6pm in the City of Milford. Mayor Vilardo thanked Chief Baird for his leadership and style of leadership. Appreciating him and his friendship and how much she enjoyed working with him. Chief Baird appreciated the Mayor's kind remarks and wished her nothing but the best.

**Council Comments** Mr. Ben Redman spoke about Hometown Holidays and how it was well attended and a bit lighter on Black Friday. But from most of the merchants that he spoke with he felt that they all had a great time and it was a success. He felt that this was a lovely thing that the city has done now for many years. Mayor Vilardo said that the trolley was a hit! Many did not know that you could ride it for free. And the weather was really nice! Mayor Vilardo also reminded everyone that CoHatch will have their ribbon cutting on Friday at 3:30pm.

### New Business:

#### Ordinances and Resolutions

- 2021- 111** An Ordinance Rezoning 0.422 Acres, More or Less, Of Real Property From I, Institutional District To R-3 Single Family Residential District 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
- 2021- 112** An Ordinance Amending Appropriation Ordinances 2020-63, 2021-70 And 2021-107 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
- 2021- 113** An Ordinance to Make Appropriations for The Current Expenses and Other Expenditures of The City of Milford During the Fiscal Year Ending December 31, 2022 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
- 2021- 114** An Ordinance Establishing Deed Restrictions for The Riverside Park Walking Path 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

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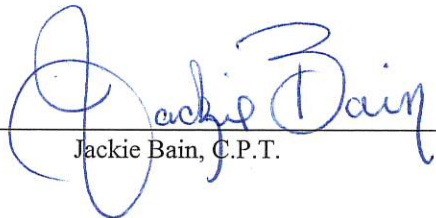
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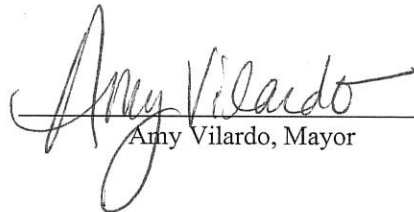
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- 2021- 115** An Ordinance Creating the Position of Planning and Community Development Coordinator Ms. Evans made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland All yes Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes
- 2021- 116** An Ordinance Creating the Position of Administrative Associate 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
- 2021- 117** An Ordinance Authorizing an Employment Contract with Michael W. Doss as City Manager 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

**Old Business:** none at this time

**Adjourn** There being no further business to come before the City Council; the Regular meeting was adjourned at 7:47pm Ms. Evans made a motion to adjourn. Seconded by Ms. Russell All yes

  
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Jackie Bain, C.P.T.

  
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Amy Vilaro, Mayor