

# RECORD OF PROCEEDINGS

Minutes of Regular Meeting

Meeting

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

Held February 18, 2020

20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on February 18, 2020. Mayor Vilardo called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

**Roll Call:** Present: Amy Vilardo, Lisa Evans, Ms. Russell, Mr. Mitchell, Mr. Redman, Ms. Chamberland and Mr. Haskins

Also present were the City Manager, Michael Doss; Law Director, Mike Minnecar and citizens.

## **Presentation:** Milford Police Department Awards

Police Chief Jamey Mills introduced the 4 recipients receiving the Annual Awards (nominated by their peers): Chief's Accommodation Award was presented to Officer Terry Chastain. Silver Bullet Award was presented to Officer Bogan. Larry J. Oaks Memorial Award was presented to Officer Megan Eshman. The Sergeants Recognition Award was presented to Officer Tara Dennis. Chief Mills wanted to make council aware of other awards handed out in the department: Annually all sworn members of the department are required to participate in the Fitness Testing Job Simulated Obstacle Course/Physical Fitness Medal awarded to Detective Steve Rogers, Detective Russ Kenney, Officer Kris Mell, Officer Meghan Eshman, Sergeant Mark Kibby, Officer Steve Bogan, Officer Tara Dennis, Officer Brandon Clark, Officer Terry Chastain, Officer Tyler Fannin, and Officer Adam Yeary. Another annual award that is handed out internally is Operation Holiday Patrol. The award went to Squad IV/Officer Paul Lane, Officer Eshman, Officer Chastain and Officer Fannin. Mayor Vilardo thanked the Chief and the awards recognizing the Officers. And thanked them all for their service. We are all incredibly proud of each one of them! A group photo was taken and afterwards a small reception following the presentation in the Harry Hodges Conference room.

**Proceedings:** Approve the City Council Work Session Proceedings from February 4, 2020 Ms. Evans made a motion to approve. Seconded by Ms. Russell. All yes Approve the City Council Regular Meeting Proceedings from February 4, 2020 Ms. Evans made a motion to approve. Seconded by Ms. Russell. All yes

**Financial Statements:** Receive Monthly Financial Reports – January 2020 Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland. All yes

**Public Comments:** none at this time

## **Administrative Services Committee Report**

Administrative Services Committee Meeting Minutes February 11, 2020 Ms. Evans called the meeting to order at 4:30 p.m. Present: Lisa Evans, Kim Chamberland and Sandy Russell Staff: City Manager Michael Doss; Assistant City Manager Pam Holbrook, MCFD Chief Baird, MCFD Captain Nick Thiele and Administrative Assistant Jackie Bain Visitors: None Each Committee elects a Chairperson at the first meeting of the year. Kim Chamberland nominated Lisa Evans to remain Chair, the Committee agreed. Proceedings: Approve the proceedings from the January 15, 2020 Administrative Services Committee Minutes Ms. Evans made a motion to approve. Seconded by Ms. Chamberland. Ms. Russell abstained. State of Ohio Fire Marshall Grant Application Captain Thiele from the MCFD presented information regarding a State of Ohio Fire Marshall grant application specifically for equipment. With this grant the department is proposing to purchase 33 replacement batteries for portable radios and radio receiving pagers. In past years they have been able to directly apply for this grant as the Fire Department. This year however the city must apply for this grant on their behalf. And if awarded, the city would receive the money and the money would then be turned over to the Fire Department. *The Committee Agreed to Make a Motion Authorizing the Law Director to Draft an Ordinance Authorizing the City Manager to Make Application on behalf of the Milford Community Fire Department for the Ohio Department of Commerce Division of State Fire Marshall Fire Department Individual Equipment Grant.* Ms. Chamberland seconded the motion. All yes Discussion: Zoning Code and Subdivision Ordinance Update Ms. Holbrook presented to the committee information regarding RFP proposals. Copies of information were passed out to each member: Stewart Land Use/Kleingers, Compass Point/Jacobs, Manley Burke/McBride Dale Clarion. All three have done some work for the city. We would call in the three vendors to interview and then discuss their options. Ms. Holbrook would like to start scheduling a time that is good for everyone to conduct interviews with the three vendors. The committee agreed that they could meet again within the next week or two to conduct interviews. City Council would act like a Steering Committee. Vice Mayor Officiate at Marriage Ceremonies An Ordinance Authorizing the Vice Mayor of The City of Milford to Officiate at Marriage Ceremonies. So that, Lisa Evans, Vice Mayor of the City of Milford, may perform marriages and officiate at marriage ceremonies with the same authority as is vested in the Mayor of the City of Milford. We are asking that council pursuant to and in accordance with Section 3.11 of the Charter of the City of Milford, hereby grants its approval and for the ordinance to become effective immediately upon its passage by City Council. *The Committee Agreed to Make a Motion Authorizing the Law Director to Draft an Ordinance Authorizing the Vice Mayor to Officiate at Marriage Ceremonies.* Ms. Chamberland seconded the motion. Ms. Evans abstained. All others yes Editing and Inclusion of Certain Ordinances for Codification Jackie Bain presented that once a year the City is required to pass an ordinance adopting the replacement pages to the Codified Ordinances approved during the prior twelve months and amendments to



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the Traffic and General Offense Codes that were adopted by the Ohio General Assembly. *The Committee Agreed to Make a Motion Authorizing the Law Director to Draft an Ordinance Approving the Editing and Inclusion of Certain Ordinances as Parts of the Various Component Codes of The Codified Ordinances of Milford, Ohio, And Declaring an Emergency.* Ms. Chamberland seconded the motion. All yes Rozzi's Fireworks Contract for Sparks in the Park Mr. Doss presented the contract with Rozzi's Famous Fireworks for our July 3rd Sparks in the Park event. The fireworks are the largest ticket item from the parks 2020 budget at \$10,000. This is the same amount that we were charged last year. *The Committee agreed to make a motion for the Law Director to draft an ordinance authorizing the City Manager to enter into a contract with Rozzi's Famous Fireworks in the amount of \$10,000 for July 3<sup>rd</sup> Fireworks.* Ms. Chamberland seconded the motion. All yes Various Lease Agreements with City Hall Tenants Mr. Doss discussed the lease agreements with Control Bionics, Milford Miami Township Chamber of Commerce and CDPS, Inc. Discussed was the current lease agreements and their current square footage of each lease. MMTCC is a non-profit and would like to move to where the Literacy Council used to occupy. The carpet needs to be replaced where the Literacy Council offices used to be in the building. The fair market value for class C office space was presented and discussed. The Committee discussed the Control Bionics lease being spaced out in a tier over two to three years. The committee feels that Mr. Doss is being fair about the Lease agreements and to come back to committee with the final lease information for each business. Discussion of website information to be updated. Mapping for the Greenlawn Cemetery/Promont was also discussed. There being no further business, the meeting adjourned at 5:24 p.m. with a motion from Ms. Chamberland Seconded by Ms. Evans. All agreed 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: February 18, 2020 RE: Manager's Report Water Tower and Water Main Replacement Project – Brandstetter Carroll started analysis of the water tower and water main replacement this week. Brandstetter Carroll intends to have a draft Preliminary Engineering Report to the City by the end of March. The City anticipates making application for Ohio Public Works Commission (OPWC) funds this summer to begin construction of the water main replacements in 2021. US 50 Concrete and Catch Basin Project – Adleta Construction started preliminary construction on the project this week. Adleta Construction anticipates approximately 45 days to complete the project (weather permitting). US 50 ODOT Urban Paving Project – Ohio Department of Transportation (ODOT) intends to bid the project out by the end of February. ODOT anticipates the project will commence in June to October. STANDING COMMITTEE MEETINGS None at this time REMINDERS March 3 – City Council Meeting at 7:00 pm March 11 – Planning Commission Meeting at 6:00 pm March 17 – Ohio Primary Election March 19 – City Council Meeting at 7:00 pm

Police Department Report none at this time/ Presentation earlier - Milford Police Department Awards

Fire and Ems Report

Captain Jewett on behalf of Chief Baird reported on the Fire Chiefs' Report February 18, 2020 Monthly Activities Summary MCFD is pleased to announce it was recently awarded a \$ 10,000 Volunteer Fire Assistance grant from ODNR Division of Forestry to purchase communications equipment for our firefighters. MCFD will contribute an equal amount in funds already budgeted to purchase new portable radios that replace several over 20 years in use which are technologically obsolete. April Travis and Braden Martin completed the NFPA Fire Officer I course held at Miami Township and Russell Walker and Shawn Wurzelbacher the Fire Officer I/II course at Fairfield Township Fire Department. All full-time firefighters are now certified to a minimum of Fire Officer I and the long-term goal is all certified to Fire Officer IV. Captain Thiele and city staff continue to work with the city's contractor making updates and improvements to the GIS data used for 9-1-1/dispatching and city administration. Good progress is being made toward the end-goal of reliable data. MCFD hosted the Hamilton County Fire Chiefs' Association East Workgroup meeting on January 6. FD staff began preliminary exploration of remounting and replacement options for the 2012 ambulance. The goal is to place an order by mid-2020 for delivery approximately 1 year after. Members completed annual NFPA physicals administered by Tri-Health Occupational Medicine at the fire station. Captain Nickell's crew served as judges for the annual chili contest at Quaker Steak and Lube and Captain Jewett's unit #1 crew judged the annual chili cookoff at SEM Haven. Firefighter Braden Martin, in his FIRST shift released to work as a paramedic, was part of the delivery with his unit #2 crew. Congratulations to the family and crew. MCFD purchased 3 new chain saws with funds from the 2018 Assistance to Firefighters Grant received awarded last year. Two are general purpose-type but the third is of heavy-duty design, intended to saw through roof coverings for smoke and heat ventilation. MCFD paid tribute to its Board of Trustees member Mimi Toomey by displaying the American Flag in front of Toomey Natural Foods as her funeral procession passed. Mimi's family and friends remain in our thoughts during this difficult time. Thank-you Loveland-Symmes Fire Department for its assistance. Also reported the Fire Investigation Seminar hosted at the Wyler building. Housed 87 students from Southwest Ohio and Kentucky. Thank you to the Wyler crew for hosting. At the firehouse they are in the process of conducting a Fire and Life Safety Educator Course.



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**Community Development Report** – a hard copy of the quarterly report was submitted to council members from Assistant City Manager Pam Holbrook.

**Council Comments:** none at this time

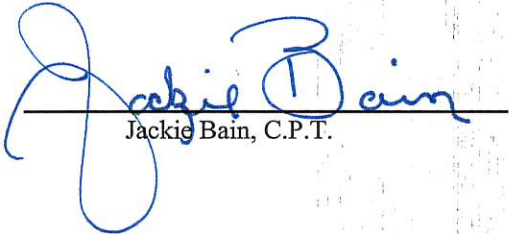
**New Business:**

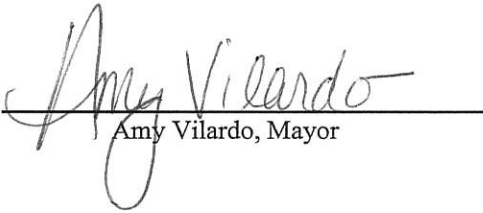
**Ordinances and Resolutions**

- 2020-12** An Ordinance Authorizing the Vice Mayor to Officiate at Marriage Ceremonies Ms. Vilardo made a motion to suspend the rules and read by title only. Seconded by Ms. Russell. Ms. Evans abstained. All others yes Mr. Mitchell made a motion to adopt. Ms. Chamberland seconded the motion. Ms. Evans abstained. All others yes
- 2020-13** An Ordinance Approving the Editing and Inclusion of Certain Ordinances as Parts of the Various Component Codes of The Codified Ordinances of Milford, Ohio 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. Russell All yes
- 2020-14** An Ordinance Authorizing an Agreement with Rozzi’s Famous Fireworks for the July Third Fireworks Ms. Evans made a motion to adopt. Seconded by Ms. Russell All yes
- 2020-15** An Ordinance Authorizing the Preparations and Submittal of a Grant Application by the City of Milford on Behalf of The Milford Community Fire Department for the Ohio Department of Commerce Division of State Fire Marshall Fire Department Individual Equipment Grant 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. 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 7:36 pm. with a motion from Ms. Evans. Seconded by Ms. Russell All voted yes.

  
Jackie Bain, C.P.T.

  
Amy Vilardo, Mayor