

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

January 19, 2021

Held

20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on January 19, 2021.

Mayor Vilardo then called the meeting to order with the Pledge of Allegiance and a Moment of silence for the 400,000 individuals have lost their lives due to Covid. Please pray for our country and to get through this pandemic.

Roll Call: Present: Mayor Vilardo, Vice Mayor Lisa Evans, Sandy Russell, Benjamin 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.

Proceedings: Approve the City Council Regular Meeting Proceedings from December 15, 2020 Ms. Evans made a motion to approve. Seconded by Ms. Russell. All yes

Correspondence: Letter from Division of Liquor Control regarding to have a hearing or not have a hearing for new permit: Division of Liquor Control/New permit for TRU by Hilton 951 Chamber Drive. Ms. Evans made a motion to do nothing/not have a hearing. Seconded by Mr. Haskins. All yes

Financial Statements: Adopt the November 2020 Financial Report Ms. Evans made a motion to adopt. Seconded by Ms. Russell All yes Receive the December 2020 Financial Report Ms. Evans made a motion to receive. Seconded by Ms. Russell. All yes

Public Comments: none at this time

STANDING COMMITTEE REPORT:

Community Development Committee

Meeting Minutes January 13, 2021 The meeting was called to order at 4:00pm by Ted Haskins Present: Ted Haskins, Ben Redman, Kyle Mitchell absent Staff: City Manager - Michael Doss, Finance Director - Pat Wirthlin, Administrative Assistant - Jackie Bain Proceedings: Approval of the December 7, 2020, Community Development Committee Meeting Minutes Mr. Haskins made a motion to approve. Seconded by Mr. Redman 2021 CLERMONT COUNTY PARK DISTRICT COMMUNITY PARKS GRANT PROGRAM PROJECT Mr. Doss discussed with the committee follow up information from last month's meeting. Every year Clermont County Park District provides grant program through some of their county levy proceeds for Parks. It is typically \$100,000 total. They request that the maximum amount you can request is \$20,000. The applications are due to the county by January 26th, 2021. The committee reviewed with Mr. Doss some of the items discussed in detail in the December 7th meeting. Terrell Park parking information was discussed, as well as parking at Jonas Memorial Park. Riverside Ball park and ball field information was also reviewed. Mr. Doss presented quotes for paving at Terrell Park and also for adding additional parking to the Jonas Memorial Park addition to Riverside Park. Quotes for bleachers and materials that our Service Department would use to construct and all the work in kind was also presented. A grant application would be put together in the amount of \$20,000 for the project. It would include the Terrell Park parking lot expansion, Riverside Park new parking and improvements to the ballfield at Riverside Park. As part of the grant application package we will supply the quotes. Total project cost for all of these improvements \$32,052.33 (paving at ~\$23,755, bleachers at \$5,469.99, and the dugout materials at \$1,857.34 less the money that we would request from the Clermont County Community Parks Grant Fund, which would leave the City of Milford expense at \$12,052.33. This amount is well beyond the 25% cash match which is also required as part of the grant. Mr. Doss informed that committee that if we do not get the grant we will move forward with the projects since we do have some monies that is available for Jonas park and for the Riverside Ballparks. Ms. Wirthlin discussed budget appropriations information with the committee and approving the funding information for these projects. Ms. Evans asked if we had funds coming in from an insurance claim submitted for storm damage to the bleachers. Finance Director-Pat Wirthlin did recall the information and will provide the information once she is able to access the information on file. The Committee Agreed to Make A Recommendation for The Law Director to Draft A Resolution Authorizing the City Manager to Submit an Application to The Clermont County Park District For 2020/2021 Community Parks Improvement Grant Program Seconded by Mr. Redman All yes There was additional discussion of a walking bridge/bike path concept leading into the downtown area and funding for such a project. As well as how we plan to move forward on the Five Points project and Water Tower project. There being no other business, Mr. Haskins made a motion to adjourn. Seconded by Mr. Redman The meeting was adjourned at 4:59 pm. Respectfully Submitted, Jackie Bain

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Administrative Services Committee

January 13, 2021MinutesLisa Evans called the meeting to order at 5:00 pm Committee Members Present: Chairperson Lisa Evans, Sandy Russell and Kim Chamberland (via telephone)Staff: Michael Doss, City Manager; Pat Wirthlin, Finance Director and Administrative Assistant, Jackie Bain Proceedings: Approve the Pproceedings from the December 8, 2020 meeting. Ms. Evans made a motion to approve. Ms. Russell seconded the motion. All yes2020/2021 SALT TABULATION Mr. Hackmeister presented the State bid information for road salt. The City typically orders around 700 tons per year. Since we had a mild winter, we requested 400 tons this year. The bid amount is \$54.29 per ton from Compass Minerals America Inc. and we are required to purchase 90% of the bid amount. The total amount is for \$21,716.00.The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing an Agreement with Compass Minerals America Inc To Purchase Road Salt Seconded by Ms. Russell All yes CLERMONT COUNTY AUDITOR ADVANCE PAYMENTS OF TAXES DURING THE YEAR 2021Ms. Wirthlin noted that the City annually requests advances in real estate tax receipts and other County sources as funds become available. This would allow the City to receive these taxes more in line with "as earned". Without such a request, the City would receive taxes twice a year usually July and November. The Committee Agreed to Make A Recommendation Authorizing the Law Director to Draft a Resolution Authorizing Request for Advancement of Taxes from The Clermont County Auditor Seconded by Ms. Russell All yes AMENDING APPROPRIATION ORDINANCE 2020-63Ms. Wirthlin presented a list of re-appropriations and a few items that came to light after the Council 2020 budget Work Session. Council previously approved most of the big-ticket items by way of Ordinance. Essentially, most of these are commitments from the prior year or unpaid bills. The committee reviewed the list. The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Amending Appropriations Ordinance 2020-63 By Increasing the Individual Items as Listed on The Included Chart Totaling \$809,050 Seconded by Ms. Russell All yes There was no additional business Ms. Evans made a motion to adjourn that was seconded by Ms. Russell. All yes The meeting was adjourned at 5:10pmRespectfully Submitted, Jackie Bain

City Manager's Report

MEMORANDUM TO: City Council CC: Mike Minniear, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: January 19, 2021 RE: Manager's Report25 Main Street Property RFP Update -The City continues to receive inquires of interest regarding the building. The deadline for RFP submittals is January 29, 2021. Once received, City Council will evaluate the proposals and recommend a preferred buyer/developer for the property. City Hall Offices Closure Update - City Hall Main Office lobby and Utility Office is open to the public. The Tax Department Office Lobby will reopen to the public next Tuesday, January 26 at 8:30 a.m. Reminder that the utility office is no longer accepting utility payments by phone. State of the City Presentation - State of the City presentation is tentatively scheduled for the February 2nd City Council meeting. STANDING COMMITTEE MEETINGS None at this time REMINDERS February 2 - City Council Meeting at 7:00 pm February 10 - Planning Commission Meeting at 6:00 pm

Police Department Report

Monthly Report- December 2020 This report summarizes the various activities and functions of the Milford Police Department during the month of December. NOTABLE OCCURRENCES • Several theft and fraud reports at retail locations including a spree of counterfeit bills being passed at various businesses. • A weapons violation occurred on Old Bank Road. • A sudden death was investigated on Mohawk Trail. • A sex offense was reported that occurred in 2019. ADMINISTRATIVE • Chief Mills participated in a sergeant's promotion process at the Hamilton Township Police Department. • We took delivery off all of our CARES Act purchases. • A command staff meeting was held with the police sergeants. • Fourth Quarter M.V.R. inspection was completed. • Alert RMS was down for a few days. • Two MDC's were taken out of service for connectivity issues. COMMUNITY RELATIONS • Shop with a Hero was conducted with Covid safety precautions. • Squad 4 won the annual Operation Holiday Patrol competition.

Fire and Ems Report

Chief Baird reported that he attended a farewell dinner for Captain Jason Jewitt who has accepted the position of Assistant Fire Chief with Hamilton Township/Warren County and to please extend your congratulations to him. 2020 Fire Chiefs' Annual Report January 19, 2021

Budget December 31, 2020	Over/Under Budget	Checking Account Balance
Expenses 91.6%	-8.4%	
Revenue 118.7%	+18.7%	\$ 547,147.54*

Overall MCFD ended its fiscal year on a positive financial note despite concerns from the corona virus pandemic. Expenditures were 8.4% under the revised FY 2020 budget, and about \$ 60,000 less than the original, FY 2020 budget. Revenue was 18.7% over the original budget. MCFD's end-of-year checking account balance well-exceeded original expectations. The majority of budget savings were in wage and benefits categories that performed exceedingly-well despite minor, negative effects on attendance caused by the pandemic. The city granted MCFD \$ 189,000 of federal CARES Act funds that were used to acquire goods and services that benefited potential COVID-19 patients treated by EMS, as well as protecting our

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firefighters and EMT's from contracting the virus at work. In addition to reimbursing MCFD for PPE, new heart monitor/defibrillators were purchased to replace aging devices used on the two ambulances and a third to give MCFD new EMS capabilities on the fire engine. This negated a \$ 100,000+ capital purchase planned for within the next two years. Like most Ohio employers, MCFD received Ohio Bureau of Worker's Compensation rebates totaling nearly \$ 225,000. BWC premiums for 2021 were subsequently pre-paid at a discount and remaining rebate funds placed into reserve. MCFD secured several grants including two FEMA Assistance to Firefighters Grants (AFG) of just over \$ 50,000 for firefighting and EMS equipment, and an Ohio Department of Public Safety grant of \$ 2,846 used to purchase body armor. Additionally, Milford Community Firefighters' Club donated \$ 12,476 to the fire department to purchase body armor, rope rescue, airway management, and other needed equipment...plus over \$ 2,200 for Santa Sunday. Thank you to the many Firefighters' Club volunteers and the residents and businesses that supported its fundraising efforts in 2020!MCFD learned this year that it became eligible in 2021 for medical insurance group rating program with the Southern Ohio Chamber Alliance that will lower its 2021 premiums by 38.5%, a savings of over \$ 69,000 annually. Training Despite the corona virus pandemic MCFD continued its training program through the year. Like other industries, some of the continuing education completed was through web-based courses, and everything used modifications like smaller class sizes and increase distancing. Overall, electronic delivery methods were effective for lectures and seminars and some of this will likely continue beyond the pandemic just for convenience and cost-savings. Live fire training with our mutual aid neighbors continued despite the obstacles. In 2021, the frequency of this topic will increase to six annually, with each agency taking a turn as the "lead" department (MCFD, Miami, Goshen, Loveland-Symmes, Madeira-Indian Hill and Deerfield Township). MCFD is proud to have been the lead organizer and planner of this important joint-training for the first few years but looks forward to experiencing drills delivered by the others in the training partnership. Three members began year-long, paramedic training courses at Butler Tech Career Center and Cincinnati State University. All will finish in early-2021. \$ 23,586 in total tuition is being funded entirely by a FEMA Assistance to Firefighters Grant to MCFD in 2018. Eight career officers and members received Blue Card Hazard Zone Management certification, resulting in the entire career staff now having this credential that meets the national standard for incident management. Several members completed Ohio certification courses in 2020 including two as Fire Safety Inspectors, one as Firefighter II, one as Firefighter I, and one cadet member as Ohio Firefighter II and EMT-Basic (as a graduate of the Greats Oaks School Junior/Senior Public Safety Academy). Two career members completed the Fire Officer I certification course and a third, Fire Officer II. Two additional career members completed the Fire and Life Safety Educator I certification course hosted by MCFD and delivered by the Ohio Fire Academy. MCFD hosted and Chief Baird taught an Ohio Fire Safety Inspector course delivered through Brown-Clermont Career Center. The course began in March, was postponed due to the pandemic, and finally resumed in August. Four career members completed the FEMA IS-300 and six career members the IS-400 incident management certification courses held at the Campbell County Fire Training Academy in Cold Spring, resulting in the entire career staff now having this credential and meeting FEMA NIMS requirements. Two, 24-hour rope rescue operations courses were hosted by MCFD and delivered through Brown-Clermont Career Center. MCFD part-time member Jim Watkins instructed approximately 20 members, including the entire career staff, to improve the department's special rescue capabilities. General There was one, internal employment process resulting in promotion of long-time MCFD member Mark Thompson from firefighter/paramedic to Lieutenant. An order was placed with Horton Ambulances of Grove City, Ohio to re-chassis the 2012 ambulance module on a 2021 International truck. The work is expected to be completed in the first quarter of 2021. About \$ 12,000 in upgrades will also be completed on the 2015 ambulance to keep both ambulances alike for convenience and effectiveness. Tri-Health completed annual, occupational physicals on all members to meet national standards for firefighter occupational health. MCFD remained active, to the extent possible during the pandemic, in the Milford-Miami Addiction Response Team (MMART) efforts to assist the drug-addicted in finding counseling. In the absence of traditional PR details, MCFD participated in numerous birthday "drive-by" celebrations and other family events to help spread cheer in the community during the shut-down portion of the pandemic. In a manner similar to Santa Sunday, MCFD paraded the Easter Bunny throughout the city. This was not a prior practice but given the circumstances, was very well-received by the public. MCFD completed remodeling of the dayroom and crew work area significantly under budget. This project renewed yet another potion of the original 1984 fire station for use well into the future. Most of the work was completed by members of the department at great savings to the community. City resident Mr. Mike Jackson was appointed to the fire department board of trustees to fill the vacant position formerly held by long-time Milford business owner Ms. Mimi Toomey, upon her death. Hundreds of man-hours in community outreach efforts were made including fire truck rides given on the four Saturdays of "Hometown for the Holidays;" numerous curbside "touch-a-truck" PR details; Memorial Day, Veteran's Day, Milford High School Homecoming, and other area parades; Santa Sunday; Easter Bunny parade; ribbon-cutting ceremonies at several new businesses; City Tree-Lighting Ceremony at Christmas; Kiwanis Club Food Drives held at Evans Funeral Home; "Friends of Oakwood" community events; and others too numerous to mention.

Emergency Activity Total Details	Fire Details	EMS Details	Patient Transports
2020	1,986	411	1575
2019	1,981	407	1574
			923
			935

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Community Development Report

Provided by Pam Holbrook for November – December 2020- the report is available upon request

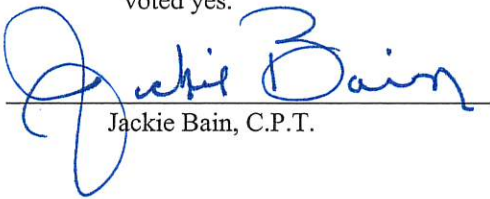
Council Comments Proposed Summer Schedule approved for City Council meetings
Proposed updated Committees information approved

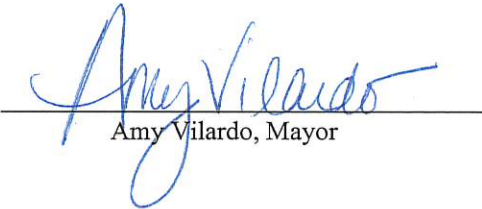
New Business:
Ordinances and Resolutions

- 2021-624 A Resolution Authorizing the Submittal of a Community Park Improvement Grant Application to The Clermont County Park District Ms. Evans made a motion to adopt. Seconded by Ms. Chamberland All yes
- 2021-625 A Resolution Authorizing Request for Advancement of Taxes from The Clermont County Auditor Ms. Evans made a motion to adopt Seconded by Ms. Russell All yes
- 2021-69 An Ordinance Authorizing the Purchase of Road Salt from Compass Minerals America Inc. 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. Russell All yes
- 2021-70 An Ordinance Amending Appropriation Ordinance 2020-63
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. Russell 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. Chamberland All voted yes.


Jackie Bain, C.P.T.


Amy Vilardo, Mayor