

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

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

Held July 20, 2021

20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on July 20, 2021.

Vice-Mayor Evans called the meeting to order with the Pledge of Allegiance and a Moment of Silence

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. YouTube Viewing Link: <https://www.icrcvtv.com/video/milford-city-council-3221> LIVE to the City of Milford Facebook page and on cable TV, Spectrum channel 17 and Cincy Bell channel 847.

Proceedings: Approve the Council Meeting Proceedings from June 15, 2021 Ms. Evans made a motion to approve. Seconded by Ms. Russell All yes

Financial Statements Adopt April 2021 Finance Reports Ms. Evans made a motion to approve Seconded by Ms. Russell All yes Receive May 2021 Finance Report Ms. Evans made a motion to approve Seconded by Ms. Russell All yes

Correspondence Letter of Interest for position for open position on the Planning Commission from Mr. Brad Price All council members aye for Mr. Brad Price to fill the position on the Planning Commission A letter was submitted to the Clerk of Council from Char Hinnners regarding a covering for the playground at Garfield Park. Ms. Evans mentioned that this has been a discussion before for the Riverside Park location. Ms. Hinnners will be contacted to discuss at the next Community Development Committee meeting.

Public Comments:

Larry Curless – Milford Ohio

Discussed with council questions about the Milford Main lot. Maintenance costs to mow the grass? Mr. Doss said it was very minimal. Whatever is built there will have to be maintenance. Beautiful site that it is, we have it made here with two beautiful entrances in the city. He does not believe it needs to have buildings on the site. Trees with memory cards on the trees. Spiffing the area up.

Rebecca Geiger – Milford Ohio

Ms. Geiger thanked council for the multiple crosswalk signs, the stairs at the bike trail and other upgrades made throughout the city. Audible signals needed at the following crosswalks – Five Point, Mill Street and at the Bike Trail was also discussed as well as some additional repairs. Bottom of Roby Ridge a request for a crosswalk at the bottom of that road.

Standing Committee Reports:

Community Development Committee

Meeting Minutes July 7, 2021 Mr. Haskins called the meeting to order at 6:07 p.m. Present: Ted Haskins, Kyle Mitchell and Ben Redman Staff: City Manager, Michael Doss and Finance Director, Pat Wirthlin Visitors: Rachel Richardson and several unnamed residents **Proceedings:** *Approve the proceedings from the June 3, 2021 Community Development Committee Minutes. Mr. Redman made a motion to approve. Seconded by Mr. Mitchel.* **BALLOT ISSUE FOR A 3 MILL TAX LEVY FOR PARK AND RECREATIONAL PURPOSES** Mr. Mitchell expressed concern over two levies (Milford Schools and City of Milford Park and Recreation) being on the November ballot. Mr. Mitchell contemplates advancing the ballot legislation to City Council. Mr. Redman stated that he agrees with Mr. Mitchell but believes that the legislation should go to the greater of City Council for further discussion and debate. Rachel Richardson asks if the Milford Main (Five Points Landing) project will be in three phases and will require the need for three renewals of levies in the future. Mr. Doss responded to Ms. Richardson's query by stating that the Five Points Landing project could be accomplished in one or two phases and only require a maximum of two levies (one additional and one renewal). According to Mr. Doss, the Five Points Landing Park Pavilion phase could be constructed using creative measures to apply for grant funds which will assist with the expenses of the pavilion project. The Clock Tower phase would probably need some combination of donations and private funding to assist with construction. The Committee discussed the current park budget appropriations and operating expenses. Mr. Doss stated that once the Five Points Landing project is complete and the levy is exhausted, the City should entertain a half mil levy to provide for the future maintenance of all existing City parks. With no further comment or discussion, the Committee made the following motion: *The Committee agreed to recommend that the Law Director draft an ordinance to proceed with the ballot issue for an additional 3.0 mil tax levy as a single levy and ballot issue for parks and recreational purposes in excess of the ten-mil limitation for five years for the City of Milford, Ohio. Seconded by Mr. Mitchell Ms. Russell yes Ms. Evans yes Ms. Vilardo No Mr. Mitchell yes Ms. Chamberland yes Mr. Haskins yes Mr. Redman yes* In other business, Mr. Doss provided the Committee

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

with an update of the walking path at Riverside Park. There being no further business, the meeting adjourned at 6:36 p.m. with a motion from Mr. Redman, Seconded by Mr. Haskins. All agreed. Respectfully submitted, Michael Doss, City Manager

Administrative Services Committee

Meeting Minutes July 14, 2021 Ms. Evans called the meeting to order at 9:30 a.m. Present: Sandy Russell Kim Chamberland Staff: City Manager, Michael Doss, Finance Director, Pat Wirthlin, Administrative Assistant, Jackie Bain Visitors: Merrell Wood/Sales Director Responsible Products Proceedings: *Approve the proceedings from the June 14, 2021 Administrative Services Committee Meeting Minutes. Ms. Evans abstained. Ms. Chamberland made a motion to approve. Seconded by Ms. Russell.* DISCUSSION: DORA CUP VENDER QUOTES Mr. Doss presented information regarding DORA cup quotes. Responsible Products – 30 case minimum @ 1,000 cups per case = 30,000 cups \$249 per case @ 30 cases = \$7,470= \$0.249 per cup Compost marketing campaign and placement of recycling units throughout downtown Main Street. Pro Forma Albrecht – 30,000 cups @ \$0.335 per cup = \$10,050. Mr. Wood presented to the committee information regarding not only providing a compostable cup but also a composting program which provides collection of the cups as well to make sure the cups are actually composted as they should be. Responsible Products is a local company. Mr. Wood is working on a cost proposal for the City for this program using a cardboard receptacle. He would like to take a walk through the DORA zone to gather more information regarding the types of receptacles and the quantities that would be needed. Ms. Chamberland asked if it was possible for other compostable items to be dropped off in these bins? Mr. Wood stated that Responsible Compost is an option. Their company is already working with several local restaurants in Milford that use their compostable packaging. The Committee approved the City Manager to purchase DORA cups from Responsible Products in the amount of \$7,470 and recognizes that this amount is less than the \$7,500 provided for authorization by the City Manager. Personnel Policy Change to Section 4 Covering Travel Per Diem Chief Mills discussed credit card problems while a member of the department was on business travel or training. The department compared other agencies and found that this is a pretty common policy. This policy would not eliminate credit cards but lessen the use of a card. The Finance department could issue a check and they are then responsible for their meal per diem. In the event that the employee finds out that once they get to their meeting or training that a meal was provided, it must be reported that they will not get per diem for that meal. *The Committee agreed to recommend that the Law Director draft an ordinance authorizing the City Manager to include meal per diem in the City's Personnel Policy Section 4.07 Expense Reimbursement/Allowances Seconded by Ms. Chamberland All yes* CONTROL BIONICS LEASE AGREEMENT Control Bionics would like to lease the entire third floor of the building. Presently, they occupy approximately 2,529 Sq. ft. The addition would include the former Literacy Council and remaining Milford Miami Township Chamber of Commerce (Chamber expected to vacate the building for COhatch in late August 2021) space which is approximately 721 Sq. ft. Total approximately 3,250 Sq. ft. The market rate for Class C office space has reduced because of supply vs demand related to COVID 19 and remote work. The rate used at the time of the lease approvals in 2020 was \$12.00 per Sq. ft, the new rate used for consideration in the proposed lease agreement with Control Bionics is \$10.34 Sq. ft down \$1.66 which is acceptable fair market lease value. Current lease agreement terms: 36 months (three tiers) 1-12 = \$1,000 13-24 = \$1,750 25-36 = \$2,500 Proposed lease agreement terms: 48 months (no tiers) 48 = \$2,800 Total = \$134,400 Sub Total = \$63,000 + \$19,800 (Chamber over three years @ \$6,600 per year) Total = \$82,800 Proposed lease agreement terms: 48 months (no tiers) 48 = \$2,800 Total = \$134,400 Note: An additional 12 months for Control Bionics and the MMT Chamber would provide \$36,600 in lease proceeds and equal a total 48-month term lease of \$119,400. Difference current vs proposed is \$15,000. And since this is a for-profit company, this will be reported to the county for property tax purposes. *The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing the Revised Renewal of a Lease Agreement with Control Bionics Seconded by Ms. Chamberland All yes* SALARY INCREASE FOR NON-UNION EMPLOYEES The City is recommending a 3% pay increase for all non-union, full-time employees for this year. The 3% increase will commence on the 14th pay period of this year 2021 and continue until June 30, 2022. In addition, the City is recommending that non-union, full-time employees that were employed as of January 1, 2021 receive the 3% pay increase difference in a retroactive lump sum for the first 13 pay periods of this year 2021. The 3% is appropriated in the current 2021 budget. Note: The change in the date of non-union, full-time employees pay will now coincide with the pay rate schedule and contract terms for all of the four collective bargaining units moving forward. *The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing Merit Pay Increases for Non-Union Employees Seconded by Ms. Chamberland All yes* ODOT CONSENT LEGISLATION FOR PAVEMENT PREVENTATIVE MAINTENANCE FY 2022 ODOT requests the City of Milford's consent to make pavement preventative maintenance within the corporate boundaries. ODOT will be placing a Fine Graded Polymer Asphalt Concrete Overlay (aka Smoothseal) on a portion of CLE-50 starting at the Milford Corp to almost Wolfpen Pleasant Rd. There is no expenditure for the City. The City of Milford area included in the project encompasses approximately 950 ft on US 50 to the end of the corporate boundary limits. This project is a FY 2022 ODOT project and requires authorization from the City to proceed in the aforementioned area. *The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing the City Manager to Enter into A Consent Agreement with ODOT To Provide Pavement Preventative Maintenance Within the Corporate*

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

Limits of The City of Milford Seconded by Ms. Chamberland All yes DISCUSSION: ISSUANCE AND SALE OF NOTES IN THE AMOUNT OF \$540,000 IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF REFINANCING PROPERTY LOCATED AT 25 MAIN STREET Finance Director, Pat Wirthlin discussed with the committee information regarding the issuance and Sale of Notes in the amount of \$540,000 in Anticipation of the Issuance of Bonds for the Purpose of Refinancing Property Located at 25 Main Street. Last year, the City issued a one-year Bond Anticipation Note (BAN) to finance the \$540,000 purchase of the former Park National Bank Building and parking lots. The notes are approaching renewal. The plan is to roll over the BAN another year while the City explores different uses for the property. Please note that the BAN interest due in October amounts to \$17,501.25. The City does not plan to roll that over. Rather, the City will pay that in cash in October. Next week's Council meeting will involve a first reading only. The proposed Ordinance will be up for vote at the next Council meeting on August 20, 2021. The committee reviewed an attached Schedule of Events. The entire process should be complete by October 7. Mr. Doss wanted to make note that we do not anticipate the sale of that property before we have to go through this process. Interested parties are to submit their RFP that are due in by Friday, July 16, 2021, for anyone that is interested in the property. *The Committee Agreed To Recommend That The Law Director Prepare An Ordinance Providing For The Issuance And Sale Of Notes In The Maximum Principal Amount Of \$540,000, In Anticipation Of The Issuance Of Bonds, For The Purpose Of Paying The Cost Of Acquiring Certain Real Property Located Near The Intersection Of Garfield Avenue And U.S. Route 50, All in Support Of Economic Development And Job Creation Within The City And Declaring An Emergency* Seconded by Ms. Chamberland All yes There being no further business, the meeting adjourned at 10:44 a.m. with a motion from Ms. Russell, 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: July 20, 2021RE:Manager's Report OPWC Grant Applications – Applications for the next round (#36) of Ohio Public Works Funds (OPWC) funds is due at the end of August. The City intends to make applications for two projects: Wallace Avenue water supply line and Garfield Avenue discharge line. These two projects are necessary in advance of the new Wallace Water Tower project. State of Ohio Capital Budget – The City is working with the Clermont County Economic Development office to submit two projects for funding: Five Points Landing Phase I and Jim Terrell Park's new canoe and kayak put-in/take-out. Water Treatment Plant Facility - Earlier this month there was an attempt to hack into the City's water system. The hack did corrupt one of the water department desktop computers. The hack did not breach the City's water system. Since there was no compromise of the water system the City continues to collect, treat, and distribute water efficiently and effectively. STANDING COMMITTEE MEETINGS None at this time REMINDERS July 22 – BZA Meeting at 6:00 pm August 11 – Planning Commission Meeting at 6:00 pm August 17 – City Council Meeting at 7:00 pm

Police Department Report

Monthly Report-June 2021 Monthly Report-June 2021 This report summarizes the various activities and functions of the Milford Police Department during the month of June. TRAINING • Several roll call trainings were held throughout the month • Officer Dennis attended HCPA Dive & Recovery Team training. • Officer Williams completed our in-house Bicycle/Segway training. • Chief Mills attended a four-hour seminar titled *Combating the Stigma* NOTABLE OCCURRENCES • An elderly male at Sem Laurels, who is one of our Project Lifesaver clients, was reported missing on June 22nd. Detective Rogers and Officers Heller and Dennis located the man. • The public restrooms at the Public Works Facility were vandalized. A juvenile suspect has been charged. • A missing/runaway juvenile was entered in NCIC and eventually returned home. • An officer located a suspicious parked vehicle and subsequently cited the suspect for paraphernalia and is pending felony drug possession charges. • Theft from an unlocked motor vehicle was reported at the Tru Hotel. • After addressing a suicide threat via firearm, the officer discovered the subject had previous criminal history. After consulting the prosecutor's office, a Rule 16 was field for weapons under disability and endangering children. • A fourteen-year-old fled on a dirt bike at a high rate of speed through Carriage Way Park. The juvenile was subsequently identified and charged. • Theft from the Elderly Attempt: A scammer called saying there was suspicious activity on the complainant's Amazon account which resulted in the victim granting remote access to her computer. The victim was directed to withdraw \$13,500 from her bank account to purchase gift cards. The victim realized she was being scammed froze her bank accounts, unplugged her computer and scheduled an appointment with the "Geek Squad" to have her computer checked. ADMINISTRATIVE • Sergeant Lane submitted grant applications to cover our DARE officer and for five ballistic vest replacements in 2022. • Sergeant Lane inspected the crime scene kits. COMMUNITY RELATIONS • Officers logged several hours of Bicycle and Segway patrol. • Freedom House Church visited the station and brought treats for the officers on June 11th • Our annual Junior Police Academy was held the first week of June. • Squad 1 assisted with a motorcycle ride at American Legion June 12th. • Squad 1 assisted with the Ava's Army ride at Quaker Steak on June 27th Officers issued 5 Cop Watch forms. • Squad 3 conducted 3 senior visits. • Squad 3 stopped by the Saint Andrew Festival • On Squad 4, Officer Clark stopped in for a birthday party for an 11-year-old on

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held 20

Cobblestone. • On Squad 4, Officer Eshman assisted a homeless man who was in the area waiting on a ride from his sister. The man was given a new pair of shoes from our inventory, as his were too small and hurting his feet. Officer Eshman also gave the subject \$10.00 out of pocket so he could get something to eat. *OUTSIDE MEETINGS AND ASSOCIATIONS* • Chief Mills attended the LEAB selection committee meeting. Clerk Banks and Sergeant Crider will receive Retirement Awards at the banquet. • Chief Mills attended the monthly CIT Advisory Meeting. Monthly Report-June 2021 Also, the department is still recruiting for CPA – Citizens Police Academy.

Fire and Ems Report

June 2021 Fire Chiefs' Report

July 20, 2021

Emergency Activity YTD	Fire Details	EMS Details	Patient Transports
Total Details			
924	160	764	429
Budget YTD June 30, 2021	YTD	Over/Under Budget	Checking Account Balance
Expenses	42.8%	-7.2%	
Revenue	48.7%	-1.3%	\$ 732,945.89*

MCFD's cadets and firefighters trained over auto extrication skills at the city's Bay Road facility. Thank you to Ed Hackmeister and the Service Department, Sora's Towing, Inc., and A&A Safety, Inc. for providing support necessary to complete the training. Captain Miller and FF/Medic Wurzelbacher completed a week-long swift water rescue technician class with members from Loveland-Symmes, Madeira-Indian Hill and Goshen Township fire departments. 89 firefighters from MCFD, Miami Township, Goshen Township, Union Township and Loveland-Symmes fire departments trained together over victim care in pool-related emergencies for three days. Thank you to Milford Exempted Village Schools for use of its pool. Other training for the month included several familiarization walk-throughs for crews of buildings under construction or renovation; company PPE donning drills; heat-related emergencies; and automobile extrication. MCFD thanks Ohio Department of Public Safety for a recent grant of \$2,632.78 for EMS equipment and training. Fines from seat belt violations collected across Ohio fund this grant program. A number of other Clermont County departments also received grants. MCFD was dispatched to 5 Cemetery Road on July 4 at 12:15 PM for a structure fire. A bedroom fire was quickly extinguished by arriving companies. Two people were treated for minor burns and smoke inhalation. One of the victims was transported to Bethesda North Hospital for treatment. The fire is currently under investigation. Thank you mutual aid partners Terrace Park Volunteer Emergency Services, Miami Township Fire/EMS, Loveland Symmes Fire Department, and Madeira & Indian Hill Joint Fire District for assistance. Milford firefighters responded to a 12:39 AM dumpster fire at Oakwood Apartments on July 5. Damage was confined to the waste containers. There were no injuries. Ladder 71 and Support 271 participated in the Madeira Independence Day Parade. Thank you Milford Miami Township Chamber of Commerce and Walmart for supplying the water and cola sold as a fundraiser by Milford Community Firefighters' Club at "Sparks in the Park" and several upcoming events. MCFD fire inspectors were detailed to monitor Rozzi's Fireworks throughout the day of "Sparks in the Park," including during the show. It is a state law that a fire safety inspector be present during setup and execution of a fireworks display. The new, 2021 ambulance was placed into service. Additionally, several updates were completed by the manufacturer on the 2015 ambulance to match the 2021's features. The total cost was \$ 212,235 which was more than \$ 12,000 under budget. Crews participated in several special details including ribbon cuttings at two business openings, "Sparks in the Park," several some detector installations, and meetings with staff over construction projects anticipated or underway.

Council Comments: Mayor Vilardo spoke about a monthly live newsletter. ICRC to film.

NEW BUSINESS:

ORDINANCES AND RESOLUTIONS

- 2021-94 An Ordinance To Proceed With The Ballot Issue For An Additional 3.0 Mil Tax Levy As A Single Levy And Ballot Issue For Parks And Recreational Purposes In Excess Of The Ten-Mil Limitation For Five Years For The City Of Milford, Ohio Ms. Evans made a motion to suspend the rules and read by title only Seconded by Mr. Mitchell Ms. Chamberland yes Ms. Vilardo yes Ms. Evans yes Ms. Russell yes Mr. Mitchell yes Mr. Haskins yes Mr. Redman yes Ms. Evans made a motion to adopt Seconded by Ms. Chamberland Mr. Redman yes Mr. Haskins yes Ms. Vilardo no Ms. Evans yes Ms. Russell no Mr. Mitchell yes Ms. Chamberland yes
- 2021-95 First Reading: An Ordinance Providing For The Issuance And Sale Of Notes In The Amount Of \$540,000 In Anticipation Of The Issuance Of Bonds For The Purpose Of Refinancing Property Located At 725 Main Street
- 2021-96 An Ordinance Authorizing the Revised Renewal of a Lease Agreement with Control Bionics 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
- 2021-97 An Ordinance Authorizing Merit Pay Increases for Non-Union Employees 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

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

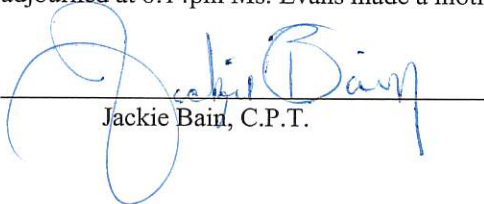
Held _____ 20 _____

2021-98 An Ordinance Authorizing The City Manager To Include Meal Per Diem In The City’s Personnel Policy Section 4.07 Expense Reimbursement/Allowances 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

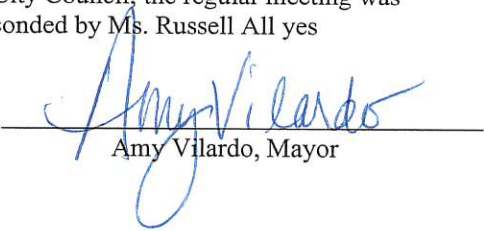
2021-99 An Ordinance Authorizing the City Manager to Enter into A Consent Agreement with ODOT To Provide Pavement Preventative Maintenance Within the Corporate Limits of The City of Milford Ms. Evans made a motion to suspend the rules and read by title only Seconded by Ms. Russell All yes Ms. Evans made a motion to adopt Seconded by Ms. Russell All yes

Old Business: none at this time

Adjourn: There being no further business to come before the City Council; the regular meeting was adjourned at 8:14pm Ms. Evans made a motion to adjourn. Seconded by Ms. Russell All yes



Jackie Bain, C.P.T.



Amy Vilardo, Mayor