

PUBLIC NOTICE

COMMUNITY DEVELOPMENT COMMITTEE MEETING
Committee Members: Janet, Cooper, Kyle Mitchell, and Ben Redman

Wednesday, March 1, 2023 at 5:00 p.m.
Council Chambers, 745 Center Street, Milford Ohio

AGENDA

Call to Order

Appointment of Committee Chairperson

Proceedings: Approval of the June 16, 2022, Community Development
Committee Minutes

Agenda Items:

- Discussion: Park and Recreation Commission Duties & Responsibilities
- Discussion: Clermont County Park District Grant Application/Project
- Discussion: Saturday Summer Nights Concert Series
- And all additional matters that may properly come before the committee

Adjourn

**Community Development Committee
Meeting Minutes
June 16, 2022**

Mr. Redman called the meeting to order at 4:30 p.m.

Present: Ted Haskins, Kyle Mitchell, and Ben Redman

Staff: City Manager Michael Doss, Finance Director Pat Wirthlin, Executive Assistant Jackie Bain

Visitors: none

Appoint a Committee Chairperson Mr. Mitchell made a motion to appoint Mr. Redman as Committee Chairperson Seconded by Mr. Haskins All yes

Proceedings: Approve the proceedings from the September 2, 2021, Community Development Committee Minutes. All yes

DISCUSSION: FIVE POINTS LANDING PARK ENGINEERING, ARCHITECTURAL, PROJECT MANAGEMENT PROPOSALS.

City Manager/Michael Doss discussed information regarding the Five Points Landing Park proposals. We solicited for proposals and received three (3) competitive proposals:

MSP Design proposal for Engineering, Design and Project Management Services \$208,000
Kleingers proposal for Engineering, Design and Project Management Services \$223,900
S & S Engineers \$250,000

Mr. Doss explained to the committee how MSP – with the original concept design - went back and sharpened their pencil to get their proposal down to \$208,000.

The total cost estimate with Engineering construction to make this park Phase I happen was 2.8 million. If you will recall, we ended up borrowing 2.8 million but only 2.6 of the amount is for the project and engineering because we have a few hundred thousand dollars for the interest on the loan to get this project funded so we are not having to wait five years to do this project. Any cost savings that we can find, the better.

Ms. Wirthlin reviewed the estimated cost with the committee.

Mr. Redman asked about the turnaround time on the plans.

Mr. Doss stated that once this is approved by council, we will get with the selected engineering firm and produce a schedule. His goal is to break ground on this project in September. His goal for the overall project is by July or August of next year.

The committee had further discussion regarding the different proposals other than price.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING TO ENTER INTO AN AGREEMENT WITH MSP FOR ENGINEERING DESIGN AND PROJECT MANAGEMENT SERVICES IN RELATION TO THE FIVE POINTS LANDING PARK IN THE AMOUNT OF \$ 208,000

Mr. Doss discussed FCStorm Soccer and the program to potentially use our existing ballfield at Riverside Park for some of the practices and games. The city would be responsible for mowing the grass. They would be responsible for maintaining the field. We will have to work out an agreement with them. The ballfield is currently highly under-utilized ballfield. The committee discussed with and agreed with Mr. Doss to take out the entire diamond area to make it into a soccer field.

Mr. Redman asked about any updates regarding the canoe launch.

Mr. Doss said that we did receive the \$190,000 from the State of Ohio. He is still waiting to hear back about the Community Development Block Grant which is through Clermont County. It is a \$290,000 project which 83% of the project will be funded by Grants.

There being no further business, the meeting adjourned at 5:00 p.m. with a motion from Mr. Redman, Seconded by Mr. Haskins. All agreed.

Respectfully submitted,
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Mr. Mitchell, Mr. Haskins and Mr. Redman on June 21, 2022”

Ordinance No. 01-113

Rules and Procedures City of Milford Park and Recreation Commission

The Park and Recreation Commission of the City of Milford is established by the Charter of the Municipality of Milford, Section 6.09. The Park and Recreation Commission is authorized to exercise such power and authority as may be conferred upon it through the Charter, City Ordinances and the Ohio Revised Code.

1. Composition

- a. The Park and Recreation Commission shall consist of 7 members, all of whom shall be electors of the Municipality appointed by Council and one of whom shall be a member of Council elected by Council. No member of the Park and Recreation Commission shall hold any other office or employment with the Municipality.
- b. The 6 non-council members shall serve a four-year term, unless sooner removed by a 2/3 vote of the full legal Council. The Council member appointed to the Park and Recreation Commission shall serve for the term of his office, unless sooner removed by a simple majority vote of the remaining members of Council.
- c. Council may fix the compensation of Park and Recreation Commission members, subject to the same provisions respecting increases while in office as those governing Council.
- d. The initial appointment of the 6 non-council members may be of terms less than four years, in order to stagger the terms of the members.

2. Duties

- a. The Park and Recreation Commission shall have the following duties and functions:
 1. Review and recommend plans for park improvements, including landscaping, equipment, fixtures and other improvements.
 2. Review and recommend the selection of consultants and contractors for park and recreation projects.
 3. Monitor the implementation of the Park and Recreation Master Plan.
 4. Determine priorities for park capital improvements within the budget established by Council.
 5. Recommend park operation policies for implementation by the City Manager, including hours, rules, and use of parks by groups.
 6. Review park and recreation elements of private subdivision and development plans, and make a recommendation on such plans to the Planning Commission.

7. Review tax levies and bond issues for current operating expenses or permanent improvement to parks. The recommendation to City Council shall not limit or expand Council's power to levy taxes or issue bonds for park and recreation purposes.
 8. Review and recommend other park-related items such as promotional materials; sponsored events, and community programs.
- b. These duties shall not infringe on the authority and duties of either City Council or the City Manager, as provided in the City Charter.

3. Officers

- a. A chairman and vice-chairman shall be elected by a majority vote of the members of the Commission every year at the first regular meeting.
- b. The chairman shall preside at all meetings and shall have the power to appoint any committees as may be authorized by the Commission for special studies and circumstances. The chairman shall rule on all points of order or procedure unless otherwise directed by a majority of the Commission in session at that time.
- c. The vice-chairman shall provide and exercise all of the duties of the chairman in his absence. Should neither the chairman nor vice-chairman be present at a meeting, a temporary chairman shall be elected by a majority of the members present.
- d. The chairman or presiding officer shall have the same privilege of originating and seconding motions, voting on all matters, and participating in discussions and deliberations, as allowed to all other members of the Commission, without relinquishing the chair.
- e. The City Manager shall appoint a Secretary for the Park and Recreation Commission, as provided by Ordinance. The Secretary shall record the meeting minutes, provide for public notice, and maintain the Commission's records.
- f. The City Law Director shall be the attorney and legal counsel for the Park and Recreation Commission. The Park and Recreation Commission may request that the Law Director be present at any meeting to provide legal and procedural advice to the Commission.

4. Meetings & Scheduling

- a. All meetings of the Park and Recreation Commission shall be open to the public.
- b. The meetings of the Park and Recreation Commission will be held in the Council Chambers of the Municipal Building, or such other place in the City of Milford as deemed advisable by the Park and Recreation Commission.
- c. If the regular meeting day falls on a legal holiday, the regular meeting will be held the following week. The Park and Recreation Commission may also reschedule a regular meeting if it deems it advisable, and if public notice is given.

- d. A quorum must be present to constitute an official meeting of the Park and Recreation Commission and for the Commission to vote on any item requiring its action. A quorum shall consist of 4 members.
- e. A special meeting of the Park and Recreation Commission may be called by the chairman, or the vice-chairman in the event the chairman is unavailable, or any 4 members of the Commission. In the case of a special meeting, sufficient notice of the time, place and purpose of the special meeting shall be conveyed to the membership and proper notice as required by the State of Ohio public meetings law and the City of Milford Charter shall be provided.
- f. The normal order of business shall be:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Consideration of the minutes of the previous meeting
 - 4. Old Business
 - 5. New Business
 - 6. Consultation and discussion items
 - 7. Miscellaneous items
- h. The chairman may vary the order of the agenda if he determines, because of the number of persons present or for some other reason, that items should be considered in an order other than what appears on the agenda.

5. Records

- a. Minutes shall be kept by the Secretary on all meetings of the Park and Recreation Commission. Such minutes shall contain all motions and votes of the Park and Recreation Commission.
- b. The minutes shall be subject to the approval of the Park and Recreation Commission, and if approved shall be authenticated and signed by the chairman or presiding officer and the Secretary.
- c. All records of the Park and Recreation Commission will be kept on file at City Hall and be available for public inspection during regular business hours.

6. Conflicts of Interest

If a member of the Park and Recreation Commission believes that he may have a conflict of interest on any matter before the Commission, he shall do the following before that item of business is presented:

- 1. Announce the possible conflict and the reason for it.
- 2. Request to either be excused, if the member thinks he shouldn't vote, or to participate, if the member thinks that he can engage in the discussion and cast a fair vote.
- 3. The Law Director will be the final arbiter on whether a conflict exists.

4. If a member is excused due to a conflict, he shall leave the room for the duration of the item of business on which he has a conflict.
5. If the chairman is excused due to a conflict, the vice-chairman will preside over the hearing. If the vice-chairman is absent or cannot participate, the Park and Recreation Commission will elect a temporary presiding officer.

7. Procedures

- a. The agenda, staff reports, supporting documentation and other information for the forthcoming meeting shall be prepared by the Secretary and shall be transmitted to the Park and Recreation Commission in a timely manner prior to the regular meeting.
- b. All proceedings and decisions of the Commission shall be initiated by motion. Motions shall be voted upon only if seconded. The vote upon all valid motions shall be recorded in the minutes.
- c. The Park and Recreation Commission may direct the staff to review and render a decision on certain modifications to plans or agreements, if such modifications are anticipated by the Park and Recreation Commission. The authority to approve such modifications shall be limited to the items specified by the Park and Recreation Commission.

8. Amendments

- a. These rules may be amended or modified provided that such amendment is reviewed by the Park and Recreation Commission prior to Council action.
- b. These rules may be suspended, or their application varied, for a particular item of business by a motion and vote of 2/3 of those Commission members present at the meeting. Each item of business for which the rules are suspended or modified must be voted upon individually.



CLERMONT COUNTY PARK DISTRICT

2023 CPIP

GRANT APPLICATION

ATTN: GRANT AWARD COMMITTEE
CLERMONT COUNTY PARK DISTRICT
2156 US HWY 50
BATAVIA, OH 45103



Submitted by:
CITY OF MILFORD
745 Center Street, Suite 218
Milford Ohio 45150
City Manager, Michael Doss
(513) 576-5460



Clermont County Park District

2023 Community Parks Improvement Program

Grant Application

Political Subdivision: City of Milford

Community Park: Sem Villa Park

Park Address or Location: 5401 S. Milford Rd.; Milford OH 45150

Contact Person/Title: Michael Doss, City Manager

Mailing Address: 745 Center St., Suite 218, Milford OH 45150

Telephone: Daytime (513) 576-5460 Evening (513) 371-1363

Email Address: mdoss@milfordohio.org Project Priority # 1

Brief Description of Project:

Clean, Repair and Repaint 960 SY tennis/pickleball courts at Sem Villa Park.
(see attached **Exhibit A** for full description)

Project Cost Estimate Instructions

On the reverse side of this form you will find a worksheet which should simplify your project cost planning and assist the review committee in considering your request.

1. Provide a brief description of each component of your project in the left column. This should be detailed enough to allow the review committee to understand what the item is and the volume or quantity being planned. Copies of catalog pages work well for equipment descriptions if not provided on estimates.
2. Provide an estimated cost for each component. Attach copies of written estimates for each component. At least 2 estimates should be obtained for both equipment and services if your project is over \$2,000. Park District can provide assistance in locating vendors. The Committee prefers you use local vendors if possible. Fill out the application for the best estimates. Do not fill out an application for each estimate. Playground Equipment must be IPEMA Certified.
3. Provide a brief description of donated goods and services including supplier/group name and estimated value.
4. Maximum request is \$20,000. If requesting over \$10,000, you must provide 25% cash match.

Estimated completion date for the project: Summer 2023

PROJECT COST ESTIMATE WORKSHEET

Materials/Equipment-Please do not record donated materials & equipment in this section

Description	Cost Estimate
N/A	\$ 0
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Materials/Equipment	\$

Total Amount of Park District Grant Funding Requested	\$ 0 *
Total Amount Village/City/Township Share	\$ 0

Contracted Services-Please do not record donated services in this section

Description	Cost Estimate
	\$
Base Course Cleaning	\$ 3,043.20
Crack Filling	\$ 1,380.00
Tennis / Pickleball Court Color Coat	\$ 13,680.00
	\$
	\$
Total Contracted Services	\$ 18,103.20

Total Amount of Park District Grant Funding Requested	\$ 13,103.20 *
Total Amount Village/City/Township Share	\$ 5,000.00

Total Project Funding Requested from Park District (add 2 *totals above) \$ 13,103.20

Donated Goods and Services-Not included Above

Description	Estimated Value
N/A	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Donated Goods and Services	\$ 0

Attach supplemental information to this form.
Return by 4:00 PM Friday, March 31, 2023 to

**Grant Award Committee
Clermont County Park District
2156 US HWY 50 (new address)
Batavia, OH 45103**

Clermont County Park District 2023 Community Parks Improvement Program Checklist

Application Guidelines

1. X There will not be an informational meeting this year for the grant program. If you have questions concerning the grant application or process please contact Chris Clingman at 513-260-6562 or cclingman@clermontcountyohio.gov
2. X Complete Grant Application form and Project Cost Estimate worksheet (example enclosed). One (1) project per form; maximum of two (2) project applications per grant cycle. Number your applications in order of priority, #1 being the highest priority. **For projects more than \$2,000-Attach at least two estimates or your application will not be reviewed.**
3. X Include a Resolution of Support from the governing body – Village or City Council, Township Trustees – supporting the grant application (example enclosed).
4. X Include a Statement of Responsibility from the governing body – Village or City Council, Township Trustees – supporting the proposed project (form enclosed).
5. X Deadline for returning completed applications is: 4:00 PM **Friday, March 31, 2023**
6. X Address how the project(s) will be a benefit to 1) *health and wellness and/or* 2) *safety issues* of the community and the park area.
7. X Please include a photograph of the project site area and/or recreational equipment that may be affected.
Return your application to:
**Grant Award Committee
Clermont County Park District
2156 US HWY 50 (new address)
Batavia, OH 45103**

Award Rules

In order to exercise prudent management of funds voted by Clermont County taxpayers, Clermont County Park District requires the following information before distributing grant funds awarded through our Community Parks Improvement Program:

1. X Copies of all paid receipts, canceled checks and/or other documents proving expenditures covered by the grant award.
2. X Pictures of completed project with proper Park District Grant signage in place.
3. X The appropriate village/city/township authority ***must*** provide Clermont County Park District with a letter stating the date the project has been completed and ask for reimbursement.
4. X If actual expenditures are less than the amount awarded, the actual amount will be reimbursed.
5. X All approved projects must be complete and final paperwork ***must*** be submitted within one year of the award date in order to be reimbursed.

**Clermont County Park District
2023 Community Parks Improvement Grant Program**

STATEMENT OF RESPONSIBILITY

The Village/City/Township of Milford hereby states that it will be responsible for the expenditure of \$ _____ awarded by Clermont County Park District through the Community Parks Improvement Program for the purpose of Sem Villa Park Tennis/Pickeball Court
Repair, Restoration and Repainting (description of project).

It is understood that the funded project must be completed and required completion paperwork submitted by one year from award date for awarded funds to be disbursed. It is further understood that the Grant Program Sign provided by Clermont County Park District must be placed at the project site. The Village/City/Township also states that it will take appropriate measures to assure that the project described above is adequately maintained for the present and future benefit of citizens of the community.

Signed _____
(Appropriate village/city authority)

Title _____

**Clermont County Park District
2023 Community Parks Improvement Grant Program**

COUNCIL RESOLUTION

WHEREAS, the Village/City/Township of Milford desires to see its residents enjoy the benefits of a community park;

BE IT RESOLVED: that the Village/City/Township of Milford expresses its support for a Community Park Improvement Grant application to be submitted to Clermont County Park District, which application will reimburse expenses for the improvements listed on said application to the community park of the Village/City/Township known as the Sem Villa Park.

BE IT RESOLVED: that the Village/City/Township understands that reimbursement of approved expenses will only take place if and when all deadlines are met and requested documentation is submitted.

Approved this day of February, 2023.

Signed:

EXHIBIT A

❖ PROJECT DESCRIPTION

❖ SEM VILLA PARK – PROJECT IMAGES

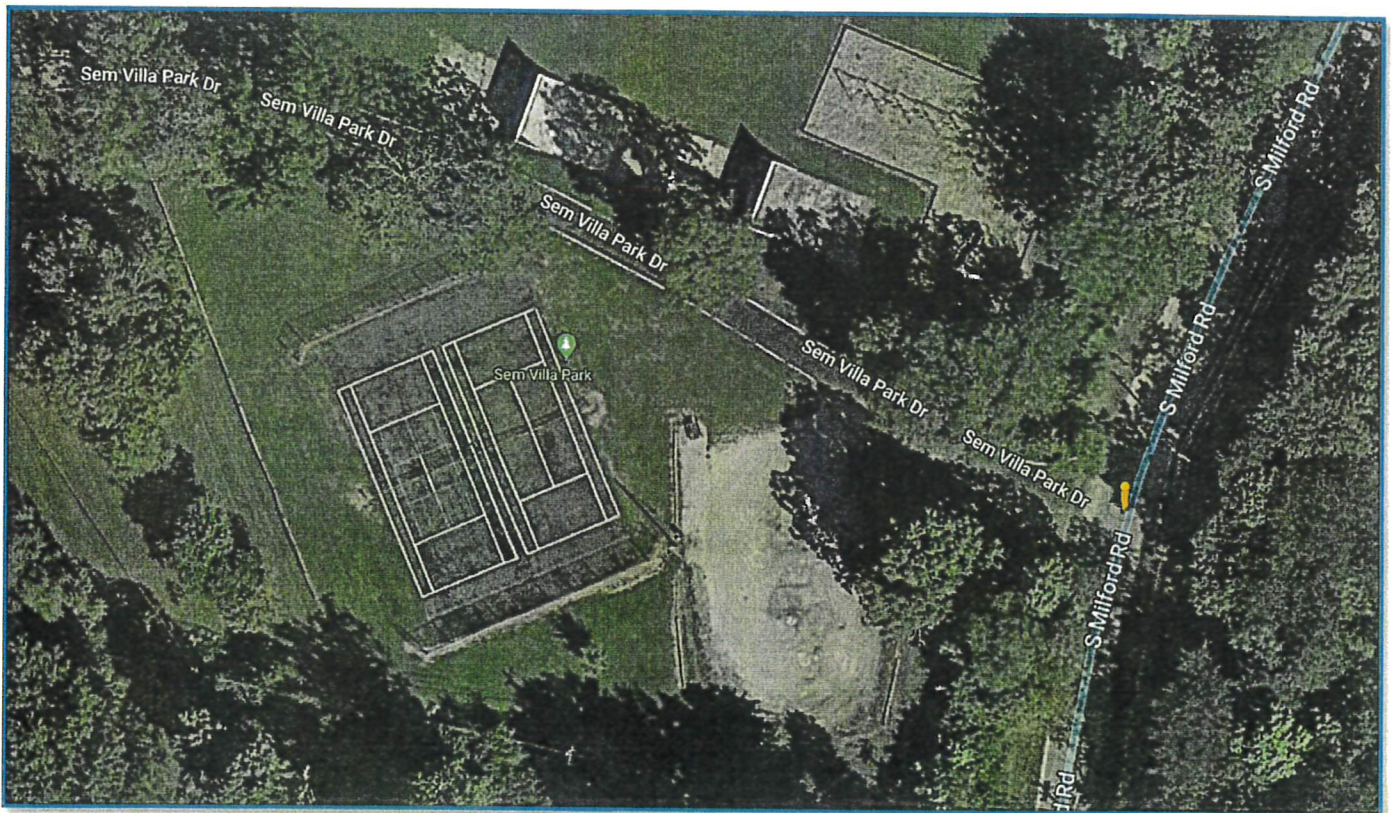
EXHIBIT A

**SEM VILLA PARK
5401 SOUTH MILFORD RD.
MILFORD OHIO, 45150**



PROJECT DESCRIPTION:

Sem Villa Park is located at 5401 South Milford Drive, in Milford Ohio. This public park is nestled on beautiful grounds between Sem Haven, Sem Villa, Sem Laurels and Sem Terrace Campuses and St. Andrew's Cemetery. The park offers picnic tables, a playground, rebound wall courts and two (2) tennis courts (one of which currently includes pickleball court lines). The objective is to repair and resurface the existing tennis courts which are in disrepair as you will see in the forthcoming photos. The desired focus of the project will be offering pickleball courts at the only public tennis courts within the city limits.



PROJECT DESCRIPTION CONT'D:

To properly repair the existing surface, at a minimum, it will be necessary to first clean and strip the course of any vegetation, debris and oil. Then it will be necessary to add a uniform layer of crack filler. Once completed, the next step would be to address the cracks based on size and if not able to be filled, they will need to be patched. The largest of which will need to be milled out and patched. Lastly, the courts will be resurfaced, repainted and lines added for tennis/pickleball courts as desired.

BENEFITS TO USERS:

- ✚ The proposed restoration will offer residents a revitalized location to promote health and exercise outdoors in a park setting.
- ✚ Those who would not utilize these courts due to their current condition will have safe, flat, crack-free courts reducing the risk of possible injuries. (The senior community that surrounds this location may be more apt to participate once upgraded).
- ✚ Bring awareness to our residents about hidden gems such as this park in our city and in turn awareness to the Clermont County Park District as well.

Depicted below - crack protrudes and runs the width of the court:



Current condition tennis court:



Current condition pickle ball court:



Current size of surface is not large enough for both tennis courts (nets extend into grass):



Deep cracks in court surface:



EXHIBIT B

❖ TWO (2) QUOTES

- Neyra Paving
- The JK Meurer Corp.

EXHIBIT B



Neyra Paving, Inc.
10750 Evendale Drive
Cincinnati, OH 45241
513-733-1001

www.neyrapaving.com

SEM VILLA PARK - TENNIS COURT OPTION 1

Date: 01/23/2023

Labor Type: STANDARD WAGES

Tax Exempt: TAX-EXEMPT

Plans: ATTACHED IMAGES

Dear Ms. Taryn Egner

Neyra Paving is pleased to submit our proposal for the above referenced project. Please review the following specs. Please do not hesitate to contact Gus Madden with any questions.

This proposal is based on upon mitigation of cracks. There is no guarantee that all the cracks will be eliminated completely.

BASE COURSE CLEANING

- a. Clean base course as required for surface paving.

CRACKFILLING

- a. Using Neyra Heat Lance System apply high pressure jet heat to burn/blow all vegetation, debris and oils as needed.
- b. Apply Neyra Industries Thermo-Seal Crackfiller to a uniform 3" width.

Note:

- c. Any cracks less than 1/8" wide and 1/4" deep will not accept Crackfiller and cannot be filled.
- d. Crackfilling work mentioned above should not be applied to Alligatoring or Spider-webbed areas.
- e. Alligatoring or Spider-webbed areas should be Patched.
- f. Any cracks over 3/4" should be Milled out and Patched.

TENNIS COURT COLOR COAT

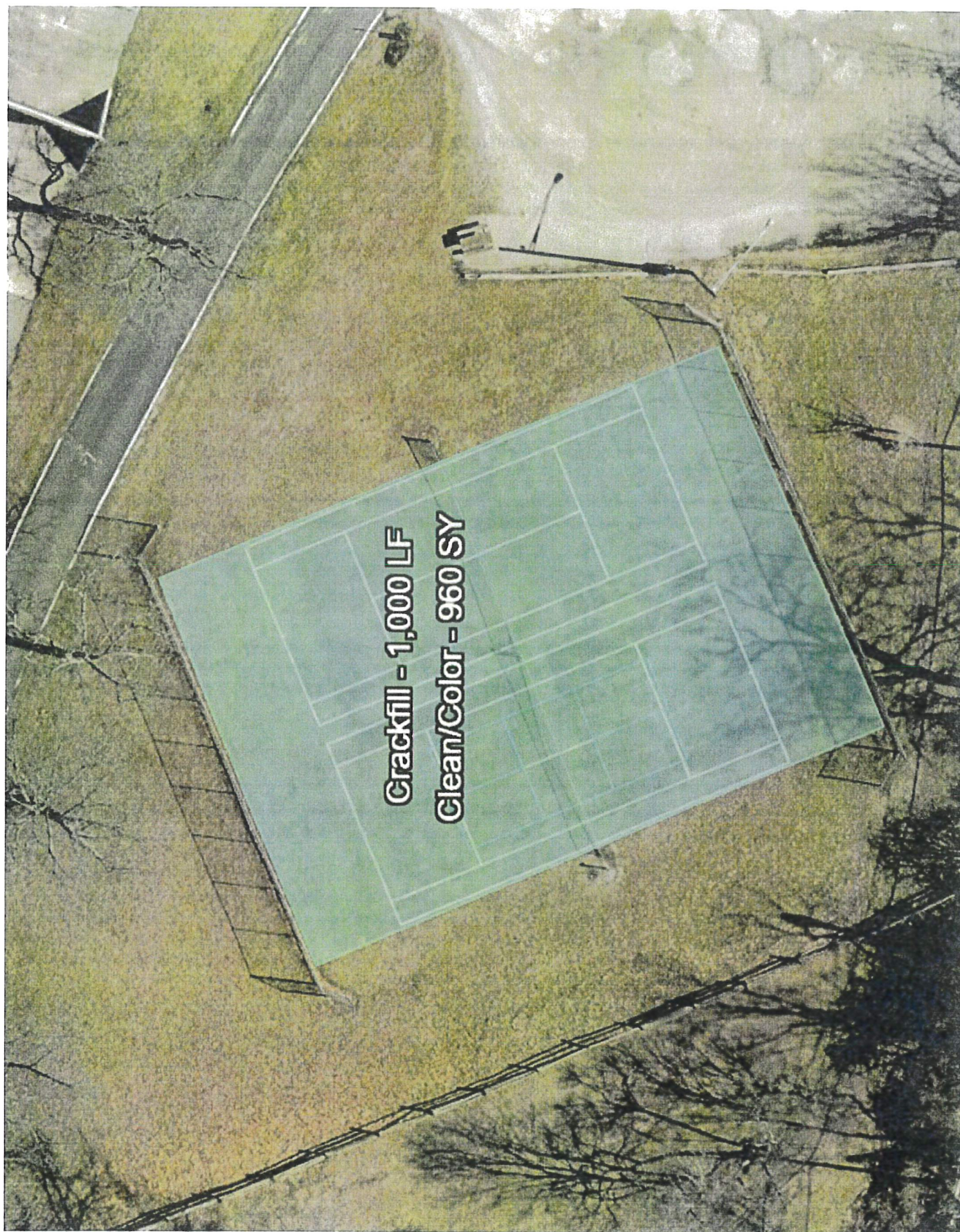
- a. Clean courts thoroughly.
- b. Furnish and install 1 coat of Neyra Resurfacer.
- c. Furnish and install 3 coats of Neyra Dynaflex tennis court coating.
- d. Layout and stripe 2 tennis courts and 1 pickleball court.

MOBILIZATION

- a. Cost to mobilize men and Equipment

Description	Quantity	Unit	Unit Price	Total
BASE COURSE CLEANING	960	SY	\$3.17	\$3,043.20
CRACKFILLING	1,000	LF	\$1.38	\$1,380.00
TENNIS COURT COLOR COAT	960	SY	\$14.25	\$13,680.00
MOBILIZATION	1	EA		Included
Total Project Cost				\$18,103.20





Crackfill - 1,000 LF
Clean/Color - 960 SY

EXHIBIT B

 **JK Meurer Corp.** 33 Glendale Milford Road | Loveland, Ohio 45140
(513)831-7500 | www.jkpavement.com

RECIPIENT:

City of Milford

745 Center Street
Milford, OH 45150

Estimate #1737

Sent on Feb 02, 2023
Project Name SEM Villa Park Tennis Court
Project Manager Kain Meurer
Payment Terms Due Upon Completion

Total \$49,625.00

PRODUCT / SERVICE	DESCRIPTION	TOTAL
Asphalt Overlay - 997 square yards	1) Remove the existing tennis net posts and nets and replace them with one new Douglas tennis net system and one new Douglas pickleball net system. 2) Broom clean the existing asphalt to remove excess dust and debris and haul the spoils from the job site. 3) Install Petrotac crack sealant tape over large singular cracks 1/2" and wider to mitigate reflective cracking. 4) Apply a tack coat to the existing asphalt to create adhesion between the new asphalt and the existing surface. 5) Install 2" 448 Type 1 asphalt surface course over the existing surface. 6) Apply 2 coats of NOVA Resurfacer to the new asphalt. 7) Apply 2 coats of NOVA Combination surface in two colors of your choice. 8) Line stripe the courts with tennis and pickleball markings.	\$49,625.00
Asphalt Upgrade	Additional cost to install 448 Type 1 Virgin asphalt surface course in lieu of 448 Type 1 asphalt surface course. This lessens the amount of rust spots that will appear on the acrylic surface by removing pyrite from the asphalt mix.	\$2,615.00
Note	This proposal has been figured with regular wages and does not include taxes.	

Not included

Total

\$49,625.00

SEM Villa Park

5401 S Milford Road
Milford, OH 45150

Legend

-  Pickleball Markings
-  Tennis Markings



Google Earth

60 ft



CITY OF MILFORD
PROPOSED - SUMMER SATURDAY SERIES
2023 BUDGET ESTIMATE - REVISED

Item	Provided by	Costs	
Week #1 - 06/10/23	Musician / Preformer	\$	750.00
Week #2 - 06/17/23	Musician / Preformer	\$	750.00
Week #3 - 06/24/23	Musician / Preformer	\$	750.00
Week #4 - 07/08/23	Musician / Preformer	\$	750.00
Week #5 - 07/15/23	Musician / Preformer	\$	750.00
Week #6 - 07/22/23	Musician / Preformer	\$	750.00
Week #7 - 07/29/23	Musician / Preformer	\$	750.00
Week #8 - 08/05/23	Musician / Preformer	\$	750.00
Week #9 - 08/12/23	Musician / Preformer	\$	750.00
City Staff Overtime +/-	PWC and/or T. Egner	\$	1,500.00
Base Total		\$	6,750.00

Option # 1: Add-On			
Portable Restroom <i>(1 accessible) 9 wks.</i>	Rumpke	\$	1,100.00
Total w/ Option # 1		\$	7,850.00

Proposed Budget:		\$	7,500.00
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