

PUBLIC NOTICE

COMMUNITY DEVELOPMENT COMMITTEE MEETING

Chair: Ben Redman

Committee Members: Janet Cooper and Kyle Mitchell

Monday, May 15, 2023 at 4:30 p.m.

Council Chambers, 745 Center Street, Milford Ohio

AGENDA

Call to Order

Appointment of Committee Chairperson

Proceedings: Approval of the April 3, 2023, Community Development Committee Minutes

Agenda Items:

- Discussion: Park and Recreation Commission Duties & Responsibilities
- Discussion: Five Points Landing Park Change Order
- And all additional matters that may properly come before the committee

Adjourn

**Community Development Committee
Meeting Minutes
April 3, 2023**

Mr. Redman called the meeting to order at 4:00 p.m.

Present: Kyle Mitchell, and Ben Redman Mr. Mitchell and Mr. Redman excused Ms. Cooper

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

Visitors: none

Proceedings: Approve the proceedings from the March 1, 2023, Community Development Committee Minutes.

DISCUSSION: PARK AND RECREATION COMMISSION DUTIES & RESPONSIBILITIES

The Mr. Doss and the committee discussed in length the revisions that they would like to make to the draft Ordinance for Rules and Procedures City of Milford Park and Recreation Commission. Discussion included the Composition and Duties of the commission. Included were recommendations that Janet Cooper had also previously suggested. The committee agreed to have the revisions made and discussed at the next Community Development committee meeting that will be held before the next City Council meeting on April 18th.

DISCUSSION: FIVE POINTS LANDING PARK PAINTED CONCRETE

Mr. Doss reviewed and made the committee aware of information from DER regarding Five Points Landing Park concrete to add integral coloring to portions of the East side layout plan as indicated on an attached sketch. The total integral coloring change order total is \$5630.37. DER bid had included a \$50,000 contingency. The committee agreed to the change order. The committee was notified that Mr. Doss was implementing the change.

There being no further business, the meeting adjourned at 4:26 p.m. with a motion from Mr. Redman, Seconded by Mr. Mitchell

Respectfully submitted,
Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Mr. Mitchell and Mr. Redman on April 4, 2023"

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. Park and Recreation Commission members are volunteer positions.
- 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. Monitor the implementation of the Park and Recreation Master Plan.
 3. Recommend priorities for park capital improvements within the budget established by Council.
 4. Recommend park operation policies for implementation by the City Manager, including hours, rules, and use of parks by groups.
 5. Review and recommend other park-related items such as promotional materials, sponsored events, and community programs.
 6. Assist City Staff by volunteering with Parks and Recreation including events and 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.

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
- g. 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.

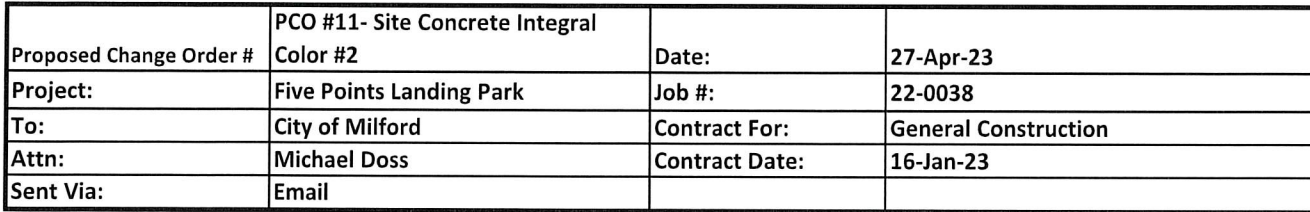
4. If a member is excused due to a conflict, he shall leave the room for the duration of the item of business on which he has a conflict.
5. If the chairman is excused due to a conflict, the vice-chairman will preside over the hearing. If the vice-chairman is absent or cannot participate, the Park and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



1. Add integral coloring to a portion of the West site layout plan as indicated on attached sketch. Approximately 8,349 SF of regular sidewalks to integral colored concrete walks (green) and 8,277 SF (red). The ready mix concrete supplier for the project does not carry Euclid products, rather Interstar. The integral coloring will be Interstar's attempt to match "Phoenix Tan" to the basis of design Euclid "Phoenix Tan."

[illegible]

SUBMITTED BY:

<i>WaltHoe</i>	27-Apr-23
DER DEVELOPMENT CO. LLC	DATE

AUTHORIZED ACCEPTANCE, Michael Doss	DATE
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SCALE IN FEET

Project Number	17613.01
Drawing Scale	1" = 20'
Sheet Number	C101
File Number	17613



Proposed Change Order #	PCO #13 – Lila Parking	Date:	11-May-23
Project:	Five Points Landing Park	Job #:	22-0038
To:	City of Milford	Contract For:	General Construction
Attn:	Michael Doss	Contract Date:	16-Jan-23
Sent Via:	Email		

DESCRIPTION OF WORK:

Per MSP's drawings "Owner Changes" dated May 5, 2023

1. Add asphalt parking spaces accessed from Lila Ave including new concrete curb, asphalt paving, striping, parking bumpers. Note this work will require removal of approximately 400 LF of new concrete curb, patched asphalt & stone base as well as compacted fill and rough placed topsoil already complete in the footprint of the subject additional parking. Site demo debris and excess spoils to be hauled offsite. Includes general conditions, layout, grading, concrete joint sealants, labor/handling of temporary construction fence, traffic control with combined resources between DER & City of Milford, reduction of seeding.

\$ 86,440.00

PRICING:

Item 1		Total
	\$	86,440.00
	Subtotal	\$ 86,440.00
	OH&P (15%)	\$ 12,966.00
	Bond/Insurance (1%)	\$ 994.06
	CAT Tax (0.3%)	\$ 301.20
*Pricing is valid for 30 days	Total	\$ 100,701.26

CONTRACT TIME:

SUBMITTED BY:

William H. Roe Project Manager

William H. Roe

11-May-23

DER DEVELOPMENT CO. LLC

DATE

AUTHORIZED BY:

AUTHORIZED ACCEPTANCE,
Michael Doss

DATE



Proposed Change Order #	PCO #14 – Masonry Seat Walls	Date:	11-May-23
Project:	Five Points Landing Park	Job #:	22-0038
To:	City of Milford	Contract For:	General Construction
Attn:	Michael Doss	Contract Date:	16-Jan-23
Sent Via:	Email		

DESCRIPTION OF WORK:

Per MSP's drawings "Owner Changes" dated May 5, 2023

1. Add approximately 100 LF of masonry seat walls over four sections surrounding the splash pad. Foundations to match existing details with spread footings and stem walls. Masonry to be CMU backup grouted solid with brick veneer both sides & cast stone cap. Includes general conditions, layout, spoils hauled offsite, concrete foundations, masonry, concrete joint sealants, horizontal sealant under cast stone cap and reconfiguration of landscaping.

\$ 64,411.00

PRICING:

Item 1		\$	Total	64,411.00
Subtotal		\$		64,411.00
OH&P (15%)		\$		9,661.65
Bond/Insurance (1%)		\$		740.73
CAT Tax (0.3%)		\$		224.44
*Pricing is valid for 30 days			Total	\$ 75,037.82

CONTRACT TIME:

SUBMITTED BY:

William H. Roe Project Manager

William H. Roe

11-May-23

DER DEVELOPMENT CO. LLC

DATE

AUTHORIZED BY:

AUTHORIZED ACCEPTANCE,
Michael Doss

DATE



Proposed Change Order #	PCO #15 – Festoon Lighting / Colored Walk	Date:	11-May-23
Project:	Five Points Landing Park	Job #:	22-0038
To:	City of Milford	Contract For:	General Construction
Attn:	Michael Doss	Contract Date:	16-Jan-23
Sent Via:	Email		

DESCRIPTION OF WORK:

Per MSP's drawings "Owner Changes" dated May 5, 2023

1. Provide additional section of concrete walks, with Phenix Tan integral color; ten (10) electrical poles on concrete bases with commercial string lighting (not light duty type as specified). Includes general conditions, layout, spoils hauled offsite, grading, concrete joint sealants, seeding/topsoil reduction. \$ 62,106.00

PRICING:

Item 1		\$	Total	62,106.00
	Subtotal	\$		62,106.00
	OH&P (15%)	\$		9,315.90
	Bond/Insurance (1%)	\$		714.22
	CAT Tax (0.3%)	\$		216.41
*Pricing is valid for 30 days	Total	\$		72,352.53

CONTRACT TIME:

SUBMITTED BY:

William H. Roe Project Manager

William H. Roe

11-May-23

DER DEVELOPMENT CO. LLC

DATE

AUTHORIZED BY:

AUTHORIZED ACCEPTANCE,
Michael Doss

DATE



Proposed Change Order #	PCO #16 – Lila Gateway	Date:	11-May-23
Project:	Five Points Landing Park	Job #:	22-0038
To:	City of Milford	Contract For:	General Construction
Attn:	Michael Doss	Contract Date:	16-Jan-23
Sent Via:	Email		

DESCRIPTION OF WORK:

Per MSP's drawings "Owner Changes" dated May 5, 2023

1. Add a typical Gateway to a third location, on Lila, to match the original gateway design. Includes general conditions, layout, spoils hauled offsite, concrete foundations, masonry, misc steel, electrical, substitute concrete walk for brick pavers underneath gateway, with a section of concrete walk at the curb to remain.

\$ 34,033.00

PRICING:

Item 1	\$	Total	34,033.00
Subtotal	\$		34,033.00
OH&P (15%)	\$		5,104.95
Bond/Insurance (1%)	\$		391.38
CAT Tax (0.3%)	\$		118.59
*Pricing is valid for 30 days	Total	\$	39,647.92

CONTRACT TIME:

SUBMITTED BY:

William H. Roe Project Manager

William H. Roe

11-May-23

DER DEVELOPMENT CO. LLC

DATE

AUTHORIZED BY:

AUTHORIZED ACCEPTANCE,
Michael Doss

DATE




Proposed Change Order #	PCO #18 – Site Demo Hauled to Landfill	Date:	12-May-23
Project:	Five Points Landing Park	Job #:	22-0038
To:	City of Milford	Contract For:	General Construction
Attn:	Michael Doss	Contract Date:	16-Jan-23
Sent Via:	Email		

DESCRIPTION OF WORK:			
1. Costs to move equipment to Bay Road and provide operator labor to relocate debris piles to alternate location on March 9 per City's request.	\$		1,080.00
Additional costs to haul excess site debris to a landfill in lieu of the City's dump site on Bay Road as directed by the City			
2. Trucking fees at 75% proration for greater distance to haul	\$		1,196.25
3. Landfill Dump Fees	\$		1,620.00
4. Trucking costs to haul and pay dump fees remaining material stockpiled onsite as of 5-12-23.	\$		1,600.00

PRICING:		Total	
Item 1	\$		1,080.00
Item 2	\$		1,196.25
Item 3	\$		1,620.00
Item 4	\$		1,600.00
Subtotal		\$	5,496.25
OH&P (15%)		\$	824.44
Bond/Insurance (1%)		\$	63.21
CAT Tax (0.3%)		\$	19.15
*Pricing is valid for 30 days	Total		\$ 6,403.05

CONTRACT TIME:

SUBMITTED BY:	
William H. Roe	Project Manager
	12-May-23
DER DEVELOPMENT CO. LLC	DATE
AUTHORIZED BY:	
AUTHORIZED ACCEPTANCE,	
Michael Doss	DATE