

Community Development Committee
Meeting Minutes
August 10, 2020

The meeting was called to order at 4:30 pm by Ted Haskins

Present: Ted Haskins, Ben Redman, Kyle Mitchell
Staff: Michael Doss, City Manager; Pat Wirthlin, Finance Director, Jackie Bain,
Administrative Assistant
Visitors: Ross Terrell and Rosa Terrell

Proceedings: *Approve the proceedings from the March 11, 2020 Community Development Committee Minutes Mr. Haskins made a motion to approve. Seconded by Mr. Redman. All yes*

Discussion: Possible parking lot expansion at Jim Terrell Park

Mr. Doss spoke about ideas on how to expand the parking availability at the park and to not lose any greenspace/picnic area at the park. This idea would incorporate approximately 8-10 additional parking spaces so that the park could be utilized more. This would include taking out the honeysuckle, invasive species of brush and dead trees and make the area a grassy park area and make the park a little closer to the river. We would essentially be shifting the area about eight to ten feet. The Conservancy District was not happy about removing the invasive species or any of the dead trees being removed to accommodate the shifting of the picnic tables 10 feet to have additional parking so that more people could enjoy the park and all the aspects of what the park has to offer. Mr. and Mrs. Terrell spoke of how their son Jim Terrell lent his name to preserve and protect the area and the history of the trails. It is utilized by many people. The committee members would like to meet and take a tour of the location to better understand the amount of greenspace being shifted into the wooded area. Mr. Doss said that he would approach the committee with some costs for the project and how we could do this in house.

Discussion: LWC Grant Funds for Riverside Park Walking Path vs CDBG Reimbursement
And Discussion of Quote for Design/Engineering/Bid Services for Riverside Park Walking Path

Mr. Doss said that in this discussion, item one and item two will go hand in hand. The discussion from item one will dictate how we proceed with item two.

Mr. Doss explained how the city applied for two grants a few years ago. One was for the Riverside Park shelter and the other was for a walking path at Riverside Park. The city was successful in securing funding for both a Community Development Block Grant through Clermont County Commission and a Land and Water Conservation Grant through the Ohio Department of Natural Resources. We made applications for both projects under the Land and Water Conservation. The total cost of the project projections was \$236,000.00 which included the shelter, the CDBG Funds that we received, plus some city funds which equaled about \$118,000.00 for the Grant application which was essentially half of the match required for the Land and Water Conservation Grant. You

can leverage other grant funds and other in-kind funds, City of Milford funds as your match for the portion of the Land and Water Conservation.

We had to complete the shelter because we were going to leverage the Community Development Block Grant plus the money that we had to put as part of our obligation to the shelter and we were going to use both of those monies to leverage against our match with the Land and Water Conservation Grant. Clermont County took it out to bid. No bids were received on the project. They put the bid out again and their bid was incomplete. There were three attempts through Clermont County to get the shelter out for bid and get it constructed. In the process, we had a deadline with our Land and Water Conservation Grant for the walking path. The shelter had to be completed before we could go on and do the path. In November of last year, Council passed an ordinance pushing that project into 2020 because it was set to expire at the end of 2019. The shelter was subsequently completed, and we received \$68,000 from CDBG, we had \$50,765.00 in City Funds and a Change Order for \$2,420 which made the total City Cash Funds for the shelter \$53,185.00. Plus \$68,000 satisfied this CDBG. Where we are at today, we must have the park walking path completed by the end of November. Before we have it completed there has to be some design work done. Mr. Doss presented two alternative designs by Kleingers if we were to bid this out. Kleingers did put a proposal together to help us prepare the bids. If we decide to do the path, we have about \$118,000, if we take it out for bid and it is over \$118,000 the city would have to pay the difference. We do have an option to now use the money we would receive for the Land and Water Conservation Grant, to actually pay us back through the Grant our \$53,185.00 that we used for the shelter. We could forgo the path and go back to Land and Water Conservation, since they said that they would pay for 50% of the project, and it would cover our 50% which is the \$53,185.00. If we do take the shelter out for bid, we would have to have a design first. A proposal from Kleingers, which includes two designs (short and long track designs), the topography survey, the site engineering and assist with getting the bids together. That cost is \$9,800.00. We must have that performed before we take it out to bid. That is money that is not included in the grant that we would have to pay. Mr. Doss said that he does not believe the bid will come in under \$118,000. The path does have to be 10 feet wide to meet ADA compliant. We do have to expend the money to get the design. And then it will be bid out. If it comes in at over \$118,000, we still have the option of saying that we will not proceed and try to secure the funds back from Land and Water Conservation which is the \$53,185.00. But if we do decide to take it out for bid, and it does come in over bid, and we reject it, we would be out the \$9,800 for the engineering design. The designs could be used on a different application later. The committee felt that even if the bid came in over the \$118,000, we should go for it. This has been a discussion for quite some time and the committee felt that we should move forward with the walking path. Ms. Wirthlin confirmed that we would have to put in \$118,00 in the budget and then get reimbursed sometime next year. Capital Projects, all funds are frozen until next year. We cannot take out of the Capital Fund and place in the General Fund. We could place in the Capital Fund or consider this as a Capital Project. Mr. Doss said as we move forward with this project, we will bid it out and see where the chips fall. The committee reviewed information on item two which is the Quote for Design/Engineering/Bid Services for Riverside Park Walking Path from Kleingers. The committee reviewed the information with Mr. Doss.

The Committee agreed to make a motion recommending that the Law Director Draft an Ordinance for the City Manager to Enter into a Contract with Kleingers For the Design/Engineering/Bid Services for Riverside Park Walking Path in The Amount Of \$9,800

There being no other business, Mr. Haskins made a motion to adjourn. Seconded by Mr. Mitchell All yes. The meeting was adjourned at 5:16 pm.

Respectfully Submitted,
Jackie Bain

"These minutes have been approved and adopted by Mr. Haskins, Mr. Redman and Mr. Mitchell via email on, August 12, 2020."