

PUBLIC NOTICE

COMMUNITY DEVELOPMENT COMMITTEE MEETING

Chair: Ted Haskins

Committee Members: Lisa Evans and Sandy Russell

Monday, September 23, 2019 at 5:00 p.m.

Council Chambers, 745 Center Street, Milford Ohio

AGENDA

Call to Order

Proceedings: Approval of the August 13, 2019 Community Development Committee Minutes

Public Comments:

Agenda Items:

- CDBG Application for Parks
- 2020 Budget Parks and Recreation Projects Priorities Discussion
- And all additional matters that may properly come before the committee

Adjourn

**Community Development Committee
Meeting Minutes
August 13, 2019**

The meeting was called to order at 3:00 pm by Ted Haskins

Present: Ted Haskins, Lisa Evans, Sandy Russell

Staff: Michael Doss, City Manager; Ed Hackmeister, Service Department Supervisor and Pat Wirthlin, Finance Director

Visitors: None

Approval of Proceedings: *The committee unanimously approved the proceedings from the August 1, 2019 Community Development Committee meeting.*

Parks Tour and Evaluation – City of Milford, OH 8.13.2019

General Summarization: Toured the parks in order to recommend general maintenance and suggest short- and long-term improvements/ideas.

Detailed Summarization below:

- Baseball – Softball Riverside Field
 - Continue discussion to receive donated tractor – store in old service building.
 - Level the ground beneath the bleachers.
 - Clear brush to create better sight lines from the top of the viewing hill.
 - Investigate cost of various dugout configurations.
- 5-Points
 - Could use 1 or 2 picnic tables.
- Carriage Way Park
 - Dog bag station?
 - Replace garbage cans and lids.
 - North end SR fence needs replaced with the matching south entrance Iron Fence or new SR fence.
 - 2 Picnic tables need replaced.
 - Insert new basketball hoop in parking lot.
- Riverside Park.
 - NA
- Memorial Park
 - NA
- Jonas Park
 - Continue to cut back honeysuckle and pear trees.
 - Create new parking facilities along Cash Street.
 - Contact Gaskins family to inquire about donating land to connect current parks.
 - Add a security camera
- Riverwalk Park
 - Rearrange River and Trail Access signs and possibly the entrance gates.
 - Dog Park?

- Bike Trail
 - SR fence between the parking lot and trail must be removed and replaced.
 - Replace with new SR or brick similar to MC parking lot.
 - Ed will measure and get quote from Redi-Rock.
 - Parking lot sink holes need filled or excavated and filled.
 - Remove SR fence along the exit road.
 - Clear out vegetation next to sign along 126.
 - Relocate small shed/office for future use as Santa Workshop.
 - Reconfigure parking stripes/lines to create more spots for easier in and out
 - Adding a sign at the exit of trailhead pointing people to eat and shop in Milford.
-
- Terrell Park
 - Add entrance sign to same side of street on Wooster Pike/50.
- Sem Villa Park
 - Add a ramp for future access to ADA swing, Bucket swing or Platform Wheelchair swing.
- Garfield Park
 - Add ADA swing(s).
- Clertoma Park
 - Remove Tether Ball pole.
 - Repair leaning fence.

Recommendation: The park tour with City Council Reps, City Manager and Service Supervisor should be an annual event.

Thank you,

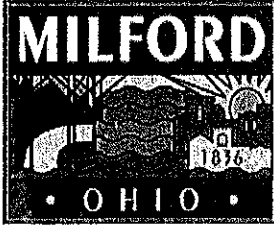
Ted Haskins – City Council

There being no other business, the meeting was adjourned at 4:49 pm.

Respectfully Submitted,

Jackie Bain

"These minutes have been approved and adopted by Mr. Haskins August 16, 2019, Ms. Evans August 16, 2019 and Ms. Russell August 16, 2019 via email."



CITY OF MILFORD
745 Center Street, Suite 200, Milford, OH 45150
Phone: 513-831-4192
Fax: 513-248-5096
www.milfordohio.org



Clermont County Parks Grant
Due: October 1, 2019

Item	Price	quantity	total
Black Picnic Tables 8ft	\$ 689	6	\$4134
Trash Cans-dome lid	\$ 600	6	\$3600
Benches	\$ 900	3	\$2700
Pet Waste Stations	\$ 150	5	\$750
Pre Fabricated Dugout 20x10	\$5995	2	\$11990
Concrete 20x10	\$2000	2	\$4000
Bleachers 15ft long (30 seats)	\$1250	2	\$2500
ADA Swing (add to set)	\$600	2	\$1200
72" basketball hoop	\$2000	1	\$2000

Clermont County Park District 2019 Community Parks Improvement Program Checklist

Application Guidelines

1. _____ Attend the informational meeting at the Pattison Park Lodge with any questions you might have. Tuesday, August 13, 2019 at 1:00 PM, or at 6:30 PM.
2. _____ 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. _____ Include a Resolution of Support from the governing body – Village or City Council, Township Trustees – supporting the grant application (example enclosed).
4. _____ Include a Statement of Responsibility from the governing body – Village or City Council, Township Trustees – supporting the proposed project (form enclosed).
5. _____ Deadline for returning completed applications is: 4:00 PM **Tuesday, October 1, 2019.**
6. _____ 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. _____ 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
2228 US HWY 50
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. _____ Copies of all paid receipts, canceled checks and/or other documents proving expenditures covered by the grant award.
2. _____ Pictures of completed project with proper Park District Grant signage in place.
3. _____ 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. _____ If actual expenditures are less than the amount awarded, the actual amount will be reimbursed.
5. _____ 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
2019 Community Parks Improvement Program
Grant Application**

Political Subdivision: _____

Community Park: _____

Park Address or Location: _____

Contact Person/Title: _____

Mailing Address: _____

Telephone: Daytime _____ Evening _____

Email Address: _____ **Project Priority #** _____

Brief Description of Project: _____

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. If requesting over \$10,000, you must provide 25% cash match.

Estimated completion date for the project: _____

PROJECT COST ESTIMATE WORKSHEET

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

Description	Cost Estimate
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Materials/Equipment	\$ _____
Total Amount of Park District Grant Funding Requested	\$ _____ *
Total Amount Village/City/Township Share	\$ _____

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

Description	Cost Estimate
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Contracted Services	\$ _____
Total Amount of Park District Grant Funding Requested	\$ _____ *
Total Amount Village/City/Township Share	\$ _____

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

Donated Goods and Services-Not included Above

Description	Estimated Value
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Donated Goods and Services	\$ _____

Attach supplemental information to this form.

Return by 4:00 PM Tuesday, October 1, 2019 to:

**Grant Award Committee
Clermont County Park District
2228 US HWY 50
Batavia, OH 45103**

**Clermont County Park District
2019 Community Parks Improvement Grant Program**

COUNCIL RESOLUTION

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

BE IT RESOLVED: that the Village/City/Township of _____ 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 _____ 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 _____, 2019.

Signed:

**Clermont County Park District
2019 Community Parks Improvement Grant Program**

STATEMENT OF RESPONSIBILITY

The Village/City/Township of _____ 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 _____
_____ (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
2019 Community Parks Improvement Program
Grant Application Example

Political Subdivision: Village of Union City, OH

Community Park: Railroad Park

Park Address or Location: Located at the southwest corner of Fourth and Main Street

Contact Person/Title: John Doe, Park Board President

Mailing Address: P.O.Box 123, Union City, OH 45678

Telephone: **Daytime** (513) 000-0000 **Evening** (513) 000-0000

Email: unioncityadmin@unioncity.gov **Project Priority #** 1

Brief Description of Project: Installation of a new playground gym which will increase the safety of the children using the park. This new playground set will allow a safe avenue for more children to play in the park. Because of the age and condition of the previous playground equipment liability from injury will be reduced as well. Union City will contract with XYZ Excavating to prepare the playground base, purchase sand from XYZ Sand and Gravel and utilize man power from the Community Service Program to install and compact sand. Signs will be designed by a volunteer, fabricated by Acme Signs and installed by the volunteers. Park District signs will be mounted in accordance with requirements.

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. Fill out the application for the best estimates. Do not fill out an application for each estimate.
3. Provide a brief description of donated goods and services including supplier/group name and estimated value.
4. If requesting over \$10,000, you must provide 25% cash match.

Estimated completion date for the project: 04/01/19

PROJECT COST ESTIMATE WORKSHEET

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

Description	Cost Estimate
<u>1 Giant Tumble Gym (3 estimates attached)</u>	<u>\$ 4385.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Materials/Equipment	<u>\$ 4385.00</u>
Total Amount of Park District Grant Funding Requested	<u>\$ 3000.00</u> *
Total Amount Village/City/Township Share	<u>\$ 1385.00</u>

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

Description	Cost Estimate
<u>Equipment Base Preparation (2 estimates attached)</u>	<u>\$ 600.00</u>
<u>Fabrication of 6 historical signs @ \$100 per sign (4 estimates)</u>	<u>\$ 600.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Contracted Services	<u>\$ 1200.00</u>
Total Amount of Park District Grant Funding Requested	<u>\$ 1200.00</u> *
Total Amount Village/City/Township Share	<u>\$.00</u>

Total Project Funding Requested from Park District (add 2 *totals above) \$ 4200.00

Donated Goods and Services-Not included above

Description	Estimated Value
<u>Community Service Workers – 40 man hours@\$8/hr</u>	<u>\$ 320.00</u>
<u>Designing signs by volunteer</u>	<u>\$ 800.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Donated Goods and Services	<u>\$ 1120.00</u>

Attach supplemental information to this form.

Return by 4:00 PM Tuesday, October 1, 2019 to:

**Grant Award Committee
Clermont County Park District
2228 US HWY 50
Batavia, OH 45103**