

RECORD OF PROCEEDINGS

Minutes of Regular Meeting

Meeting

www.pipettibone.com FORM NO. 10148

Held August 18, 2015

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The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00 p.m. on August 18, 2015. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

Roll Call: Present: Mayor Howland, Vice Mayor Lykins, Mr. Brady, Ms. Brewer, Ms. Evans, Ms. Hinners, Mr. Pittman

Presentations: Ms. Howland came to the podium to present a Proclamation to retiring City Engineer Bud White. Mr. White received a standing ovation from City Council and those present at this time.

After the presentation Mr. White thanked City Council, the City Manager Jeff Wright and Law Director Mike Minniear for their constant support and many memories. He then thanked the Fire Department and Police Department stating that they are first class and have always been willing to assist with projects. Mr. White thanked the department heads stating that they, too, have offered him support and assistance whenever needed.

Ms. Howland stated that Bud will be greatly missed by the community. Ms. Brewer said that during her 10 years on the Public Services Committee she found that Bud was always willing to thoroughly explain projects and that he was always prepared prior to the meeting. She stated that it has been an honor to work with him. Mr. Wright indicated that Bud is a true public servant and that he has learned much from his example – that Bud taught him to be a better employee of the City. Mr. Minniear stated that besides being the expert that he is, Bud is also one of the nicest people he has ever met.

Proceedings: Mr. Pittman made a motion to adopt the Proceedings of the June 7, 2015 regular City Council Meeting; seconded by Ms. Evans. Mr. Pittman abstained; all other council members voted yes. Mr. Pittman made a motion to adopt the Proceedings of the June 28, 2015 Special Council meeting. Before the motion could be seconded, Mr. Brady suggested that the proceedings needed to be amended. He indicated that he would meet with the Clerk Pro Tem to make the correction. At that point the Proceedings for the July 28, 2015 Special Meeting with amendments was seconded by Mr. Brady. All voted yes. Mr. Pittman made a motion to adopt the Proceedings of the August 5, 2015 regular City Council Meeting; seconded by Mr. Brady. All voted yes.

Correspondence: There was correspondence from the Ohio Division of Liquor Control regarding the liquor license of Acapulco Restaurant. Mr. Lykins made a motion that Council would not require a meeting with the Liquor Board; seconded by Mr. Pittman. All voted yes.

Financial Statements: Mr. Pittman made a Motion to adopt the May, 2015 Financial Report; seconded by Mr. Brady. All voted yes. Mr. Pittman made a Motion to receive the June, 2015 Financial Report; seconded by Mr. Brady. All voted yes.

Public Comments: Mr. Ziegenhardt complimented the City on the repaving of Main Street. He then commented that the School District was again posting school events on their sign.

Bill Mitchell came to the podium and announced that he has been in communication with Mr. Minniear regarding property located (813 & 815 US 50) outside the City limits. He mentioned the Public Services Minutes of January 8, 2015 and asked if Council was familiar with it. Mr. Mitchell said that two different rates for sewer/water services are present; one being much higher for property located outside the City limits to encourage annexation. Mr. Mitchell stated that his client is prepared to pay the higher rate and the cost of 'hooking up' to the City system but does not want to be annexed into the City of Milford.

Law Director Mr. Minniear responded by asking why Mr. Mitchell's client did not want to be annexed into the City.

Mr. Mitchell indicated that there could be unforeseen costs, zoning issues and that while it is his client's personal decision to refuse annexation; he is willing to bear the cost of the hook up.

Mr. Minniear stated that the City has already said no and asked "Why don't you want to be annexed into the City?"

Mr. Mitchell stated that there could be zoning issues.

Mr. Minniear stated that there would definitely be zoning issues. He continued by saying he has been with the City since 1978 and in the case of all annexations there is a Pre-Annexation Agreement outlining the utilities, who is going to be paying for what and what the zoning will be upon annexation. He indicated that the City has never annexed anybody against their will; any one annexed has always come to the City requesting to be annexed. Mr. Minniear stated that he can say, and he is speaking for all of Council, when he says the City is not interested in extending utilities to your client unless he agrees to annex.

Mr. Mitchell named several properties and asked if they were annexed in.

Mr. Minniear stated that the City is not bound by things in the past that might have been done; that that had happened many years ago.

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Mr. Mitchell asked about the Thornton's.

Mr. Minniear stated again that this is City's position today.

Mr. Mitchell reiterated that the City's position remains that utilities will not be offered to this property without annexation and indicated that the City's position in the Public Service Minutes wasn't clear.

Mr. Minniear disagreed stating that this position had been made very clear to Mr. Brown when they talked to him on that date.

Mr. Mitchell said the Minutes of the Public Services meeting weren't clear.

Mr. Minniear stated that the Minutes were perfectly clear and that they had told Mr. Brown "no" and that's when Mr. Brown indicated that the next step would be for him to sue us.

Mr. Mitchell thanked Council for their time and vacated the podium at this time.

Mayor Howland asked for a motion to adjourn into Executive Session to discuss personnel matters at the end of the regular session of City Council. Ms. Evans made a motion to adjourn into Executive Session to discuss personnel matters at the conclusion of the regular meeting of City Council; seconded by Mr. Pittman. All voted yes.

Standing Committee Reports:

Administrative Services:

Lisa Evans called the meeting to order at 4:30 p.m. on August 4th.

Other Committee Members Present: Ed Brady and Geoff Pittman

Staff: Jeff Wright, City Manager; Pam Holbrook, Assistant City Manager; Susan Ellerhorst, Assistant to the City Manager

Water Management and Sediment Control guidelines

Ms. Holbrook informed the Committee that the City has in place water management and sediment control regulations to ensure that builders and developers do not cause soil erosion or water runoff during construction projects. The regulations currently state that the plans shall be reviewed and approved by the City's Building Department. That has worked effectively for the past few decades since Bud White is a professional engineer who also comprises the Building Department. However, since those two functions will be divided and outsourced with Mr. White's retirement, it is more appropriate to have the contracted City Engineer review and enforce said guidelines.

The Committee agreed to make a motion to draft an Ordinance amending Chapter 931 of the Codified Ordinances, Water Management and Sediment Control, to replace all references to "Milford Building Department" with "City Engineer"; seconded by Ms. Brewer. All voted yes.

Creation of the Union Township -- City of Milford JEDD V

Mr. Wright informed the Committee that a contract has been drafted between the City and Union Township to create a fifth Joint Economic Development District (JEDD). The location of this JEDD is a 79 acre parcel on Bach Buxton Road. The property is being developed as the West Clermont Educational Complex.

In keeping with the terms of the first four JEDDs, it would be 30 years in length with options for two, twenty year renewals. The City will be made whole on our cost of collecting the 1% income tax with R.I.T.A. The balance will then be split 15% to Milford and 85% to Union Township. The purpose of the JEDD is to facilitate economic development to create employment opportunities. Mr. Wright stated that it is in the best interest of the residents of Milford for the JEDD to be created. The City is required to hold a public hearing on the matter after said hearing has been advertised in a newspaper for thirty days' notice. Staff can run a legal ad for a public hearing to occur at the September 15th City Council meeting.

The Committee agreed to make a motion to draft an Ordinance for the September 15, 2015 City Council meeting approving the Union Township -- City of Milford Joint Economic Development District V contract and authorizing the City Manager to sign agreements or other instruments contemplated by the Contract if deemed necessary or appropriate by the Law Director in order to achieve approval of the Contract within Union Township and to accomplish the purposes of the Ordinance and the Contract; seconded by Mr. Brady. All voted yes.

JEDD Boards Representative

Mr. Wright stated that he is the City's designated representative on each of the four existing JEDDs boards with Union Township. Since he will be resigning his position in October he recommends that Ms. Holbrook be the appointed representative on each of the boards. This can be done by voice vote of Council and does not require an Ordinance. The voice vote was unanimous in electing Ms. Holbrook to replace Jeff Wright as the JEDDs Boards representative.

Revised Manning Level Document

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Ms. Ellerhorst distributed the current Manning Level document with a proposed revision to add a position of Class III Water Treatment Plant Operator. She explained that this Committee and Council previously approved the creation of the position in order to employ a new employee with higher credentials and supervisory responsibilities in the Water Department. The proposed revision to the Manning Levels will simply align the document with the future position.

The Committee agreed to make a motion to draft an Ordinance amending the Manning Level Positions Ordinance Number 14-1117 to establish the position of Class III Water Treatment Plant Operator; seconded by Mr. Brady. All voted yes.

Surveys for Possible Park Facilities Levy

Ms. Ellerhorst distributed copies of the parks survey/research proposal received in April from a marketing researcher that had previously been discussed. The market survey has been used in other jurisdictions to determine possible voter support for additional projects and/or levies. Knowing that there was not yet a consensus among Council due to concerns over expense of a scientific random sampling survey and questions of rather or not a levy even needs to be considered, Ms. Ellerhorst has been working on optional resources that may be more affordable to conduct a scientific survey. She gave the Committee copies of an agreement for a citizen perception survey that was done recently for Sharonville by the Wright State University Center for Urban and Public Affairs. She stated that she has asked Wright State for a preliminary scope of services and cost for a similar project. She also is waiting to hear back from the Northern Kentucky University Masters of Public Administration program as to whether or not they have the resources next semester to conduct a survey.

Ms. Evans stated that she sees value in such a scientific survey results, but it can cost a lot of money and she would prefer to use a more affordable method.

The Committee discussed that potential questions may include: What parks do you use the most? What new park features would you use the most? and What is your willingness to pay for additional parks or improvements?

Mr. Brady stated that the City may be making a historic change in park development and therefore it seems appropriate to spend a sum of money to determine the level of community support.

The Committee asked Ms. Ellerhorst to obtain additional proposals from area universities for comparable surveys.

There being no further business, the meeting adjourned at 5:15 p.m.

Community Development:

Laurie Howland called the meeting to order at 8:30 a.m. on July 21st.

Present: Laurie Howland, Lisa Evans
Staff: Jeff Wright, City Manager; Pam Holbrook, Assistant City Manager
Visitors: Erik Brown, Brownstone Design;

Branding and Wayfinding

Ms. Holbrook stated the City has been working with Erik Brown, Brownstone Design, to develop a cohesive signage and wayfinding system for the downtown which would better direct people to available parking, Riverside Park and the Library.

Mr. Brown stated that he completed a comprehensive inventory of existing downtown signage. He stated that there is the perception that there isn't enough parking; however, he didn't believe that was the case. The parking areas that are there are not visible enough and the parking signs are small, poorly placed and do no stand out.

Mr. Brown reviewed existing conditions of parking, gateway, directional, park/trail, and street signs. He then presented several concept styles from which a signage family could be created: Concept A, was in the arts and crafts style and Concept B, was a strong, bold style. The committee discussed the options, but felt that Concept A, the arts and crafts style, better represented Milford.

The committee discussed priorities:

1. The 126/50 Gateway and Bike Trail Signs
2. Old Milford Sign at Five Points; remove bushes and relocate pots to this area.
3. Remove the 'Welcome to the Old Mill District' sign in the triangle downtown.
4. Banners on the bridge.
5. Place a gateway sign at Old Bank Road.
6. Service Department to paint the light poles and garbage cans.
7. Place the Milford logo at the top of the gateway fences.

Mr. Brown will create design drawings and a preliminary cost estimate to be brought back to staff.

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Landscape Pots

The committee discussed the lack of color in the flower pots this year and stated they were disappointed in how they turned out. They noted that there are pots blocking the sidewalk near the 1 Main Gallery. The members felt the pots would have more impact if they were distributed better. They recommended relocating the pots from in front of the Auto Parts store to the Five Points area.

Cemetery Fence

The committee recommended adding 30 feet of fencing (with an angle down at the end) on each side of the entrance of the cemetery.

Canoe Access at Terrell Park

The committee moved the meeting to Terrell Park to meet with Mark Bersani, Loveland Canoe and Kayak; Ryan, Scenic River Excursions, and Scott Puthoff, a local canoeist. Mr. Bersani opened his kayak business this year on a parcel of land that he purchased in 2004; this parcel is just north of Terrell Park. Since the property has been vacant for a number of years, many paddlers have assumed that the property is public access and have used the property freely. Since opening his canoe and kayak business in Milford this year, Mr. Bersani would prefer that paddlers not use his access due to liability issues. The committee discussed the possibility of purchasing the portion of the access ramp, but it would require a bit of research.

The committee also discussed the public access at Terrell Park and opportunities to improve it so that it was more clearly marked and easier to use. Recommendations included trimming bushes back, grading, adding mesh fencing to the landing, and a public access sign. Staff will also follow up with Eric Partee of Little Miami Inc. for recommendations.

Sidewalks

The committee reconvened on Cleveland Avenue to discuss sidewalk inspections. The members noted that there were several sidewalks that needed to be added to the sidewalk inspection list. Since Milford is promoting itself as a walkable community it is important to make sure that sidewalks are in good repair; the members also noted that there were several sidewalks that needed to have grass and weeds removed from in between the blocks because that also was a tripping hazard. The committee recommended contacting the south Milford neighborhood association so there could be coordination among property owners to complete sidewalk repairs.

At the close of the Minutes, Ms. Brewer asked what had happened to the 'Welcome to the City of Milford' sign that had previously been displayed at the 275 exit on St. Rt. 28.

Mr. Wright indicated that the sign had been removed during the construction at that site. He said he has asked Miami Township about the sign but has not been given an answer regarding when it will be re-erected.

Ms. Brewer then asked about the two sections of fence at the corner of Milford Parkway at US 50.

Ms. Evans stated that they were in place to hold banners and posters advertising upcoming events in the City.

There was a discussion among the members of Council regarding various signage needs throughout the City.

Parks and Recreation: Mr. Pittman stated that both of the Movies on the Miami were very well attended. He indicated that the Parks and Rec Committee is in the process of seeking bids and designs for directional signage relating to the parks through the Community Development Committee.

Public Services: There was no report at this time.

Safety Services: There was no report at this time.

City Manager's Report:

CITY MANAGER

I had my monthly Clermont County TID meeting Friday morning. The County will likely have the SR 131 road improvements for the new Seipelt Elementary School near McCormick Trail start in the spring of 2016.

Susan and Ed met with Lewis Tree Service to see the areas where Lewis will be pruning trees around Duke Energy power lines. Susan has placed the notice on our Facebook page and Lewis Tree Service will do door-to-door notices of affected streets.

Main Street, Kirgan Lane and Hudson Avenue were all repaved last week. The line painting subcontractor for the paving contractor made a mistake on the placement of lines on Main Street near Milford Main and St. Andrew's. Bud and Ed noticed it Friday morning, called the painting contractor to have them come back this week to correct it, and Ed informed St. Andrew's to let them know we are aware and will have it corrected. Bud and Ed also had them improve the crosswalks at Five Points when they return.

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SERVICE DEPARTMENT

Ed Hackmeister, Service Department Supervisor, reports that his staff has been kept busy with the usual summer mowing and trimming of parks and City-owned property and delivering gravel to residents upon their request. To request gravel, residents should call 831-7018 and leave a message regarding their gravel needs. The Service Department is also making some asphalt improvements on Lakefield Drive.

A new gate on Cash St. was installed at Critchell Park and a "Public Access" sign was put on it.

WASTE WATER DEPARTMENT

Dave Walker, Waste Water Department Supervisor reports that his staff unloaded storm pipe and manholes for the alley storm water/wastewater separation project.

David then met with Bud and went over the plans for the alley project. Work for this project will began this week. The Miller Pipeline Project involving the sewer relining improvements will be completed this Wednesday.

WATER DEPARTMENT

Matt Newman, Water Department Supervisor reports that they pressure washed and painted their out buildings last week including wells 1 & 2 and the chlorine building.

Matt reports that they repaired a water main break Friday evening on Belt Street. Water main breaks are sometimes found when water breaches the surface of the street. However, often the water breaks can be found only by checking catch basins to ascertain whether they show running water. That was the case in this situation; the Water Department crew checked catch basins on most streets of east Milford before finding the break on Belt Street. Residents were notified of the water break and that the water would be off through social media, a Nixle alert and flyers on doors.

Earlier in the week Matt worked with the Water Main Replacement contractor on a traffic detour plan for the upcoming Main Street project.

STANDING COMMITTEE MEETINGS

Administrative Services Committee: Not scheduled at this time

Community Development Committee: Tuesday, September 8, 2015 at 5:30 p.m.

Public Services Committee: Wednesday, August 26, 2015 at 8:00 a.m.

Safety Services Committee: Not scheduled at this time

REMINDERS:

Planning Commission: 6:00 p.m. Wednesday, September 9, 2015

Longstone Street Fest: September 12, 2015

Parks & Recreation: 5:30 p.m. Monday, September 14, 2015

BZA: 7:00 p.m. Thursday, September 24, 2015

The summer schedule being over, City Council meetings will take place as usual on the first and third Tuesdays of every month beginning with the September 1st meeting.

Police Department Report: Police Chief Jamie Mills delivered the following report:

Chief Mills reminded residents that school starts Thursday and asked them to be cognizant of children at bus stops and along the sidewalks. He also warned those present that students at St. Andrew would be crossing Main Street during their lunchtime. Chief Mills stated that most requested reports can be found on the Police Department website and facebook. He then encouraged residents to sign up for the Civilian Police Academy which is presently gearing up for the fall session. Applications can be found on their website.

Ms. Howland and Mr. Brady both encouraged people to sign up for this training indicating that it was not only very informative but fun.

Fire Department Report: Chief Cooper reminded residents of the annual September 11th observation sponsored by the Fire Department. The event will begin at the Fire Department at 9:30 a.m.

Public Comments: Karen Wikoff thanked the supporters of this year's Street Eats. She stated that a 'counter' had estimated the attendance of 11,000 persons who attended this event. She thanked the Police and Fire Departments and Lykins Energy for their support. Ms. Wikoff then explained that the two sections of fence on Lila Avenue are in place to offer an avenue to publicize current City events. She stated that it is the intent to have that area landscaped and to display other signage when not advertising events.

Council Comments:

Mr. Brady stated that he had a great time at Street Eats and encouraged any who had not attended to attend next year.

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Ms. Evans asked that the Service Department mow in front of the Bob Evans restaurant. Mr. Wright indicated that he would make that request of the Service Department the next day.

New Business:

15-1177 An Ordinance amending Chapter 931 Water Management and Sediment Control, of the Codified Ordinances of the City of Milford; Ms. Brewer made a motion to suspend the rules and read by title only, seconded by Mr. Pittman. All voted yes. Ms. Brewer made a motion to adopt the Ordinance; seconded by Mr. Pittman. All voted yes.

15-1178 An Ordinance amending the Manning Level Positions Ordinance 14-1117 regarding the establishment of the position of Class III Water Treatment Plant Operator; Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr. Pittman. All voted yes. Ms. Hanners made a motion to adopt the Ordinance seconded by Ms. Evans. All voted yes.

Old Business: There was no old business to be discussed.

Adjourn:

There being no further business to come before the City Council; the meeting was adjourned to enter into Executive Session to discuss personnel matters at 7:50 p.m. with a motion from Ms. Hanners; seconded by Ms. Evans. All voted yes.

The Executive Session was adjourned into regular City Council at 8:45 p.m. with a motion from Mr. Pittman, seconded by Ms. Howland. All voted yes. Ms. Brewer made a motion to close the regular City Council meeting at 8:50 p.m.; seconded by Ms. Evans. All voted yes.

Sharon Waldmann, C.P.T.

Laurie Howland, Mayor