

# RECORD OF PROCEEDINGS

Minutes of Regular Meeting

Meeting

www.pfpettibone.com FORM NO. 10148

Held January 5, 2016

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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 January 5, 2016. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence. Mayor Howland suggested that as it is the beginning of a new year, it would be appropriate to be cognizant of the future of both the City of Milford and the country.

**Roll Call:** Present: Mayor Howland, Vice Mayor Evans, Mr. Brady, Ms. Brewer.

Mr. Minniear stated that the Mayor has requested that each new Council member be sworn in separately to enable their families to stand with them. Mr. Minniear called Justin Bonnell to the podium and administered the Oath of Office to him. He then called Sandy Russell forth to be sworn in. Mr. Haskins was sworn in next. After Mr. Haskins, Mr. Minniear called newly re-elected Councilman Ed Brady to the podium to administer the Oath of Office to him.

Mr. Minniear then explained the process by which the Mayor and Vice Mayor would be elected. Mr. Minniear stated that he will open the nominations for Mayor. If there is only one nomination, someone can move to elect by acclamation which is an oral vote. If there is more than one nomination, the Mayor will be elected by secret ballot. At that time Council will vote for the Mayor. When that has taken place, Council will elect and vote for the Vice-Mayor in the same manner. After the voting process is completed, the Mayor and Vice Mayor will be sworn in.

**Election of the Mayor:** Ms. Brewer made a Motion to nominate Laurie Howland to the office of Mayor for the City of Milford; seconded by Mr. Bonnell. Ms. Brewer made a motion to close the nominations; seconded by Mr. Brady. All voted yes to re-elect Laurie Howland as Mayor.

**Election of the Vice Mayor:** Mr. Brady made a motion to nominate Lisa Evans to the office of Vice Mayor. Mr. Bonnell asked if he seconded the motion could another still be nominated. Mr. Minniear stated that another person could be nominated. Mr. Bonnell seconded the motion to nominate Lisa Evans to the office of Vice Mayor. Ms. Howland nominated Amy Brewer to the office of Vice Mayor; seconded by Ms. Russell. Ms. Russell made a motion to close the nominations; seconded by Mr. Brady. Mr. Minniear who had distributed ballots now collected the ballots and read them aloud. The result of the ballot was 5-2 in favor of Ms. Brewer.

Ms. Howland was then sworn in as Mayor for the City of Milford. Ms. Brewer was then sworn in as Vice Mayor for the City of Milford.

After being sworn in, Ms. Howland thanked Council for their vote of confidence. She thanked the new Council members for their desire to serve the City of Milford. She then thanked the people who voted not only in this election but in past elections for past Council persons and put their faith and trust in them.

**Presentation:** Retired Chief John Cooper came to the podium to formally introduce Mark Baird as the new Chief. He stated he has worked with Chief Baird for three years to allow him to get to know the Fire Department staff, City staff, Council and residents to make for a smooth transition. Chief Cooper indicated that the Fire Department is privately contracted with the City and he is confident that Chief Baird is the man who can lead the Fire Department and the City into the future. He then formally presented Chief Baird with his badges.

Chief Baird stated that he is honored to work with the City of Milford. He stated that he has been fortunate in his career and that he has been in positions where he was able to learn from others. He indicated that this position has been a career goal and that he looks forward to continuing to partner with the City to provide excellent service to the residents of the community.

Ms. Howland spoke on behalf of Council welcoming Chief Baird.

**Proceedings:** Mr. Minniear indicated that the new Council members should abstain from adopting the Proceedings from the previous City Council meeting. Ms. Evans made a motion to adopt the Proceedings from December 15, 2015; seconded by Mr. Brady. Mr. Bonnell, Mr. Haskins and Ms. Russell abstained; all other members of City Council voted yes.

**Correspondence:** There was no correspondence.

**Financial Statements:** Ms. Evans made a Motion to receive the October, 2015 Finance Report; seconded by Mr. Brady. All voted yes. Ms. Evans made a Motion to receive the November, 2015 Finance Report; seconded by Mr. Brady. All voted yes.

**Public Comments:** There were no public comments at this time.

**Standing Committee Reports:**

**Administrative Services:** There was no report at this time.

**Community Development:** Ms. Evans presented the following report:

**Present:** Laurie Howland, Charles Evans, Melissa Dunlap, Geoffrey Pittman, Charlene Hanners  
Lisa Evans

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Staff: Lori Pegg  
Visitors: Jay Stewart from Kleingers

The meeting was called to order by Charles Evans at 5:10 p.m.

This meeting was in conjunction with the Community Development Committee, and serves as a Steering Committee for the Riverside Park Master Plan that will be developed in 2016. The Memorial Park construction documents were also discussed.

### Memorial Park Construction Documents

Changes from the previous plan were discussed and there were some question as to the meaning of the alternate 1 plan. Jay will check with the designer and get back to Pam with the answer.

The Committee agreed to make a motion to draft a Resolution approving the final construction documents and authorizing the documents to be submitted to the Clermont County Board of Commissioners to be put out to bid for the Milford Memorial Park Project; seconded by Mr. Brady. All voted yes.

### Riverside Park Master Plan

Jay Stewart from Kleingers presented a first draft of the Master Plan for Riverside Park, based upon the discussion from the steering committee at the November meeting.

Elements in the draft included:

- The addition of a "front door" with landscaping and a pedestrian bridge on the corner with the swale, that flows from Memorial Park. The committee would like to see a natural type of bridge incorporating rocks.
- A bike hub situated next to the entrance that will welcome bikers coming from the bike trail.
- A 1/3 mile walking trail around the perimeter of the park, with fitness stations and educational stations or sensory activities
- A multipurpose prefab shelter
- Expanded and more defined parking along Victor Stier Dr. and shrubs/tree buffer added
- A natural playground next to the existing playground

The tentative plan is to make a few small design changes and present the plan to the public for feedback at the first City Council meeting in February.

### Movies on the Miami 2016

Movie selections for the two movies in 2016 were discussed; they included Inside Out, Minions, PAN, Shawn the Sheep and the Lego Movie. We are going to run a facebook poll the week between Christmas and New Years to get feedback from the community regarding their choices.

The meeting was adjourned at 6:15pm

**Parks & Rec:** There was no report at this time.

**Public Services:** There was no report at this time.

**Safety Services:** There was no report at this time.

**City Manager's Report:** Ms. Holbrook presented the following report:

Tim Casto, City Engineer, Miami Woods HOA, and I met with the Price Road construction contractor on site last week. We met with the contractor again yesterday for an update. Unfortunately, the contractor is about 2 weeks from completing the project (January 18<sup>th</sup>). The contractor's next step is to pour the concrete headwall. Once the concrete has been poured, it will have to cure for several days. Then they will be able to back fill behind the wall, and add some additional rip rap. The final step is to make some repairs to Price Road.

Myrt Allen, Cemetery Clerk, officially retired December 30<sup>th</sup>. Last week Ed Hackmeister, Lori Pegg and I interviewed three individuals for the part-time Cemetery Clerk position. In the meantime, all requests from funeral homes, cemetery deeds and duplicate deed requests will be handled by Sharon Waldmann with assistance from service department personnel familiar with the operations of the cemetery.

### COMMUNITY AND INFORMATION SERVICE MANAGER:

Residents are invited to vote for the Movies on the Miami selections for 2016. The choices are *Inside Out*, *Minions*, *Shawn the Sheep* and *the Lego Movie*. Comment on the Milford, Ohio Facebook page, or contact Lori Pegg at [lpegg@milfordohio.org](mailto:lpegg@milfordohio.org), or 248-5092 with your vote by January 11<sup>th</sup>, 2016.

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## SERVICE DEPARTMENT

Ed Hackmeister, Service Department Supervisor reports that leaf collection ended the last week in December. The department will now pick up Christmas trees every Wednesday in January. The trees must be devoid of all lights and ornamentation including tinsel. Trees not meeting these requirements will be left at the curb. Brush continues to be picked up on a call-in basis. Residents need to call 831-7018 and leave a message to request this service. Residents do not need to call to request that their Christmas tree be removed.

## WASTE WATER DEPARTMENT

Dave Walker, Waste Water Department Supervisor, reports it is business as usual for that department.

## WATER DEPARTMENT

Matt Newman, Water Department Supervisor, reports it is business as usual for that department.

## STANDING COMMITTEE MEETINGS

Administrative Services Committee: Not scheduled at this time

Community Development Committee: Not scheduled at this time

Public Services Committee: Not scheduled at this time

Safety Services Committee: Not scheduled at this time

## REMINDERS:

**Parks & Recreation:** 5:30 p.m. Monday, January 11, 2016

**Planning:** 6:00 p.m. January 13, 2016 This meeting has been cancelled due to lack of agenda items.

**BZA:** 7:00 p.m. January 28, 2016

**Police Department Report:** Chief Jamey Mills came to the podium at this time to deliver the following report:

## NOTABLE CRIME OCCURENCES

1. There were five breaking and entering offences at businesses during the month of December. It's unknown at this time if they are connected. A NIXLE Advisory was issued to the public and officers are stepping up foot patrols in the business districts.
2. On December 10<sup>th</sup>, officers responded to a pedestrian fatally struck on Main Street. The Ohio State Highway Patrol handled the investigation with our assistance.

## UPCOMING EVENTS

1. The Annual Police Awards Ceremony will be conducted at the February 2<sup>nd</sup> City Council Meeting

## ADMINISTRATIVE

1. Sergeants Mahan and Belcher assisted Pattison Elementary with a lock-down drill.
2. Officers Wilson, Clark and Fatute successfully completed their probationary period.
3. Detective Liming invited Awareness Advocate Beth Bullock of Brave Choices to attend our evening roll call to provide us with free resource packets to distribute on heroin overdoses.

## COMMUNITY RELATIONS

1. Operation Holiday Patrol was a huge success. Police officers and volunteers handed out hundreds of stuffed animals that were donated by Pet Smart.
2. Shop with a Hero was conducted on December 17<sup>th</sup> and included twenty students from Pattison Elementary.
3. Officer Bogan was a guest speaker for the St. Andrew 8<sup>th</sup> grade class on December 16<sup>th</sup>.
4. Sgt. Belcher was the guest speaker at the Second Sunday program at the Milford First United Methodist Church.
5. Officers Mike and Gary Green donated gift cards that were handed out on routine traffic stops on Christmas Day.

**Fire Department Report:** Chief Mark Baird came to the podium at this time to deliver the following report: Chief Baird stated that Santa Sunday was a great event and that he appreciated the help from volunteers the preceding Friday as they readied the treat bags Santa would distribute. He stated that he is very grateful for the smooth transition from retired Chief John Cooper; indicating that not everyone has the opportunity to work in an area three years prior to becoming the Chief to get to know the City and people.

**Public Comments:** There were no Public Comments at this time.

**Council Comments:** Mr. Minniear stated that the Executive Session is to consider the purchase of property. He went on to state that when he came to the City 35 years ago, Chief Cooper was synonymous with the Fire Department and that he has now become synonymous with the City itself.

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Ms. Howland stated that she will be in contact with Council members to ascertain which of the standing committees they are most comfortable with. She then suggested that Council have photos taken and asked Ms. Holbrook where she was on that.

Ms. Holbrook stated that Lori Pegg is working on locating a photographer and that she will report back to Council as soon as she has the information.

Ms. Brewer asked if the Rules of Council would be reviewed at the next meeting of Council.

Mr. Minniear stated that the Rules of Council will be discussed at the Charter Review meeting he is holding on January 14<sup>th</sup> and if Council requests it, at the next meeting of Council as well.

## New Business:

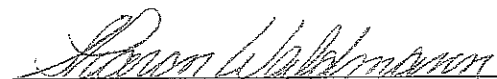
### Resolution


16-596            A Resolution authorizing submission of the final construction documents for the Milford Memorial Park Project to the Clermont County Board of Commissioners; Ms. Brewer made a Motion to Adopt the Resolution; seconded by Mr. Brady. 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 at 7:35p.m. to enter into Executive Session with a motion from Ms. Brewer; seconded by Mr. Brady. All voted yes. At 7:55p.m. the motion to adjourn from Executive Session was made by Ms. Brewer and seconded by Mr. Brady. All voted yes. Ms. Brewer made a Motion to adjourn from the City Council meeting; seconded by Ms. Evans at 7:58p.m. All voted yes

  
Sharon Waldmann, C.P.T.

  
Laurie Howland, Mayor