

RECORD OF PROCEEDINGS

Minutes of Regular Meeting

Meeting

www.pipettibone.com FORM NO. 10148

Held January 19, 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 19, 2016. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence. Mayor Howland suggested that it would be appropriate to consider those who keep us safe within the City of Milford and throughout the country.

Roll Call: Present: Mayor Howland, Vice Mayor Brewer, Mr. Bonnell, Mr. Brady, Ms. Evans, Mr. Haskins and Ms. Russell.

Presentations: Police Chief Mills and City Law Director Mike Minniear came forward at this time to administer the Oath of Office to two new Police officers. Brandon Clark and his family were asked to come forth at this time. The Oath of Office was administered to Officer Clark. After being sworn in, Officer Clark thanked Chief Mills and the other Police Officers for their support. He indicated that it is an honor and privilege to work with the fine men and women who serve this department.

Mayor Howland congratulated Office Clark and stated that it is an honor and a privilege to have these new officers to represent the City.

Terry Chastain and family were asked to come forth. Mr. Minniear administered the Oath of Office to Officer Chastain at this time. Officer Chastain stated that this is a huge blessing and he thanked Chief Mills and the Police Department for their constant support and the offers of help the other officers extended to him.

Mayor Howland welcomed him to the City and thanked him for his desire to serve.

Doug Plunkett, Management Partners, came forward at this time. Mr. Plunkett stated that he was excited to meet the new Council members. He reiterated that he represents the company who has been engaged to find the next City Manager for the City. He indicated that he will have additional information to Council within the next week. Advertisement of the position will occur within a couple weeks. Mr. Plunkett asked if anyone on Council had any questions for him at this time. They did not. He indicated that they should call him with any questions or concerns they might have.

Proceedings: Ms. Brewer made a motion to adopt the Proceedings from January 5, 2016; seconded by Mr. Brady. All voted yes.

Correspondence: There was no correspondence.

Financial Statements: Ms. Evans made a Motion to Adopt the October, 2015 Finance Report; seconded by Ms. Brewer. All voted yes. Mr. Brady made a Motion to receive the November, 2015 Finance Report; seconded by Ms. Brewer. 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:
The Committee agreed to appoint Ms. Evans as Chairman of the committee.

Ms. Evans called the meeting to order at 4:30 p.m. on January 12th.

Present: Lisa Evans and Justin Bonnell
Staff: Pam Holbrook, Interim City Manager; Ed Hackmeister, Service Department Supervisor; and Lori Pegg, Community & Information Service Manager
Visitors: Karen Wikoff, MMTCC; Charles Evans, Parks and Recreation; Tim Sence, LTD Landscaping

Riverside Park Amphitheater CDBG Application

One of the elements identified on the Riverside Master Plan is an amphitheater, and although we are still going through the Master Plan process, staff is preparing a Community Development Block Grant application to submit to Clermont County for the amphitheater.

Ms. Holbrook stated that the application deadline for the next cycle of Community Development Block Grant applications is this month. As a part of the package the City needs a Resolution from Council authorizing the submittal of the application. Ms. Pegg distributed the concept plan that would be included in the package submittal.

The Committee agreed to make a motion to draft a Resolution authorizing staff to submit a Community Development Block Grant application to the Clermont County Board of Commissioners for the grant monies and the execution of a cooperation agreement upon grant application approval; seconded by Ms. Brewer. Ms. Brewer asked if it was possible to second the motion and then open discussion of the Resolution at that time. She stated that it was her intent to vote 'no' and wanted the opportunity to explain her objection. Ms. Brewer stated that it made no sense to attempt to obtain grant

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monies without plans showing the park and the amphitheater having been presented to Council for their approval. She said she isn't sure why Council is applying for grant money when they haven't been through step 'A'.

Ms. Evans stated that the Resolution is being presented at this time because the deadline for the grant application is fast approaching. She indicated that the plans were discussed in detail at the December meeting of the Steering Committee (The Steering Committee is a combination of the Parks and Recreation Committee and the Community Development Committee.) and will be brought before the public at the beginning of the next Council meeting. Ms. Evans indicated that the City is not locked into any sort of plans for the amphitheater on this grant application.

Ms. Brewer indicated that she understood that, but that the worst case scenario is that we are awarded the grant money and can't agree what to do with it when another community could have used the money for something else. She said it is a philosophical thing for her. She stated that she understands that it was discussed in the Steering Committee but that it was a new thing for her today. Ms. Brewer stated that the proper sequence is to take the plans to Community Development and then present it to Council for them to decide if this is what they want and then apply for the money. She indicated that she is just stating her opinion that it doesn't seem right to apply for this money when Council hasn't agreed what they want to do with it.

Ms. Evans stated that's because Council has talked about putting an amphitheater at Riverside for years and years. She stated that she knows there are new council members, but she, Justin and Sandy were present when the decision was made to bring it here.

Ms. Howland stated that Council has talked about it forever, but there has never been a consensus from Council that we needed an amphitheater or that we would build one. Ms. Howland went on to say that she was part of the Steering Committee and the decision to bring this Resolution before Council. She stated that this is the third masterplan that has been produced. She said the problem with masterplans is that we just put something out there disregarding the Masterplan and then we have to do a whole new Masterplan. Ms. Howland stated that she remembers that back in the fall she was against spending money on another Masterplan until there was a consensus from Council about what they wanted to spend on Riverside Park. She stated that her problem is that neither Council or the public have agreed on the Masterplan and yet they are now trying to build a piece of the Masterplan. She stated that that is where her confusion is; what if there isn't a consensus of Council to even build an amphitheater. Ms. Howland indicated that she is keeping an open mind regarding the type, cost, and options available. She stated that she feels she has never been given accurate information regarding the amphitheater. She said if there is a consensus that the City is building an amphitheater she wants to be sure we are building the right amphitheater for the City because it is going to be a permanent structure. Ms. Howland then stated that her other question is do we need an amphitheater? We have to show whether or not it will be used. Who is going to use it? Have we talked to community groups who may use it? Have we talked to HMA? She stated that she knows Frontier Days is not going to use it. Again, who is going to use it? Ms. Howland stated that she feels like she needs more information, more data on need or use. What she doesn't want to see happen is that we build it and then no need arises. She stated that if there is a huge demand for an amphitheater, is it for a \$40,000 amphitheater or for a \$120,000 amphitheater? Are we building it just to build it or are we serving a need? And what is that need?

Ms. Evans stated that Parks and Recreation, for the last five years, has been trying to get the money for an amphitheater and they have been told that they need a Masterplan. So that has been coming together. They have been criticized in the past for not having the money, and now they have an opportunity to get free money.

Ms. Brewer stated that she realizes that this is time sensitive but she feels that they are a long way from deciding that they need an amphitheater and that they are going to build an amphitheater. She said she knows this recommendation is coming from the Steering Committee, and even if we are awarded this money, we are a long way from having a plan to execute or implement this amphitheater.

Ms. Evans stated that it isn't an amphitheater, like Miami Township's amphitheater, it's more of a large picnic shelter that can also be used for an amphitheater. Ms. Evans stated that Frontier Days hasn't said they wouldn't use it.

Ms. Howland said they were asked and Mr. Evans told them they have to keep the bands on the concrete by the beer booths at Frontier Days. She then asked what they were locked in to. She said that never having seen the Masterplan, she wonders where the amphitheater would be located and second; do we really want this structure? She stated that we (City Council) haven't voted to accept the Masterplan.

Ms. Evans said there isn't a definite location locked in for the amphitheater.

Ms. Brewer stated that until the plan comes before Council, this is all premature.

Mr. Brady asked for clarification that staff had been given some sort of direction on this.

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Ms. Holbrook stated that this came from the last Steering Committee meeting in December.

Ms. Brewer suggested that the Steering Committee does not have the authority to direct Council.

Ms. Holbrook stated that it was a Resolution coming out of the Community Development Committee which is what Ms. Evans is reading.

Ms. Brewer then asked if the Steering Committee had then directed Ms. Holbrook and Ms. Evans to apply for the grant.

Both Ms. Evans and Ms. Holbrook said 'yes'.

Ms. Holbrook stated that all the Resolution is doing is authorizing staff to submit the application; it's not a lock in to anything. She indicated that there is not a guarantee that the City would be awarded any money.

Ms. Brewer asked the amount of money we are applying for.

Ms. Holbrook indicated that per Kleinger's recommendation, the amount is approximately \$70,000.

Ms. Howland asked that if the amount recommended is \$70,000 and this Council decided that they need something a little more substantial than a picnic shelter; that we need an actual amphitheater and that amount comes to \$150,000 would that null and void the grant or would that \$70,000 go toward the project?

Ms. Holbrook responded that this process is very similar to what was done with Memorial Park where we first submitted the application, with some basic ideas about what we wanted to do with Memorial Park. Then Clermont County came back and said 'we have awarded you \$70,000 for Memorial Park.' We then went back and prepared construction documents indicating exactly what we wanted to do. Ms. Holbrook then went on to say that in this situation we are applying for \$70,000. If we are awarded that then if the project plans come back with a cost of \$120,000 we would then be responsible for the remainder. She stated that if we submit the application then three months later Council decides they don't want it, we would simply withdraw the application and the money goes back 'into the pot' and would be awarded to another community.

Ms. Howland stated that if they are voting for the Resolution they are voting for an amphitheater at the same time.

Ms. Evans said that that wasn't the case.

Ms. Brewer stated that this is an improper procedure, that she hasn't seen any plans.

Ms. Howland stated that she is confused by the fact that if they are voting for a grant for an amphitheater, how is that not voting for an amphitheater.

Ms. Evans stated that Ms. Howland was quoted in the newspaper this past weekend talking about how wonderful this amphitheater is going to be.

Ms. Howland agreed saying that is right. She stated that she doesn't want to be locked into a price and in the position of building a cheap amphitheater. She said she wants to make sure they are building something that fits a need, not a 'want' but a 'need'.

Mr. Brady asked if during the time between applying for the grant and knowing whether or not we received it, we would have the opportunity to review the Masterplan and the plans for the amphitheater.

Ms. Holbrook said that if we were awarded the grant we would then prepare more formal plans as we did with Memorial Park where we had just a very basic concept then came back and prepared more comprehensive construction drawings.

Ms. Howland stated that we could always add on to what has been proposed if we need it to be more than what is proposed.

Mr. Bonnell stated that even though they are not voting on the amphitheater tonight, he has drawings of the most recent Masterplan and where the proposed location of the amphitheater will be as well as what it will look like if anyone on Council would like to see them. He indicated that the building is 25' by 40' and is labeled as a 'Kokomo Shelter'. He stated that it gives a base price and several other options that are available.

Mr. Brady stated that they had received those drawings with the Minutes of the Community Development meeting but it would be easier to make sense of it by looking at a larger version.

Ms. Brewer stated that as she understands it, the chances of being awarded this grant are slim to none because the City was already awarded a grant for Memorial Park; so she doesn't understand the urgency of passing this Resolution.

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Ms. Howland asked where they were with the Steering Committee.

Ms. Holbrook stated that they are coming for a Public Input session at 6:00 on February 2 and will have pictures of the proposed improvements available at that time.

Ms. Howland stated that as she understands it, any suggestions from the public will then go back to the Steering Committee for consideration at which time it will come before Council for approval. Then Council would prioritize what needs to be done. Ms. Howland asked if the City will get cost estimates from Kleingers on the different aspects.

Ms. Holbrook agreed and said the Steering Committee would then come up with a cost and phasing schedule. Kleingers will then come up with costs based on prioritizing the phases. She continued by saying that Council did budget money this fall for park improvements at Riverside.

Ms. Howland stated that this Resolution will still give the City 'wiggle room' to adjust the plans for the shelter before approving it.

Both Ms. Holbrook and Mr. Bonnell agreed.

Ms. Howland stated that this sounds more like a big picnic shelter than an amphitheater.

Ms. Evans stated that Council has been talking about this for years.

Ms. Howland stated that four people on Council have never even said they want an amphitheater so that is why we are still here trying to get over this hump so that when it comes to an amphitheater we have all of the information. Part of that information is what need does it fill?

Mr. Bonnell asked if that need was something that had to be determined before the Masterplan could include the amphitheater in it.

Ms. Brewer said it was.

Mr. Bonnell stated that the Masterplan as it is will be presented to the public as having an amphitheater on it on February 2nd. Then if the public gets excited about the amphitheater, can Council then decide it isn't what we want or need? Or, is this a decision Council needs to make before it is presented.

Ms. Howland said it needs to happen before. She stated that they need to come to a consensus about whether the City needs an amphitheater or a large picnic shelter. Is it an amphitheater that will sometimes be used as a picnic shelter or a picnic shelter that will sometimes be used as an amphitheater?

Ms. Evans stated that she feels the public needs to be given the opportunity to give their opinion about what they want unless you just want to take it off the plan completely.

Ms. Howland replied that she doesn't want to take it off the plan; she just wants to make sure it's the perfect thing and that they need the public's input.

Mr. Brady stated that if we apply for the grant, we could get lucky and be approved for money for some sort of structure at the park, or we might not get anything. He indicated that they had put money aside through the budget as something we want to do.

Ms. Brewer asked if this is our only opportunity to apply for grant money.

Ms. Holbrook said that the Community Development Committee was aware of the grant deadline in December when they met. She indicated that she and Lori Pegg went to the Steering Committee and said there is an opportunity to receive grant money. She stated that it was not the intent to bypass anyone; it was simply an opportunity to receive grant money for the Park. No one would be locked into anything at this time; it would have just been an opportunity to have funds available for an amphitheater if that was what was wanted.

Ms. Brewer said she is trying to avoid a conversation, if we got lucky, that says 'now we have the money, we have to do it'.

Ms. Holbrook stated that we would not have to do anything.

Ms. Brewer stated that the perception would be 'Oh my gosh, I can't believe they have this money and they are not going to do it.' By some people while others would be saying 'we have this money and we're not even sure we're going to build it.' She stated that that was what she is trying to avoid. She indicated that in her head it makes more sense to iron everything out before applying for the money.

Ms. Holbrook said there may be another opportunity to apply for CDBG money next year.

Mr. Minniear stated that if the discussion is finished, there is a procedure that is as follows: This came out of Committee, this is merely a pro forma vote, and out of respect and courtesy to the Committee the vote to

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present the Resolution should be 'aye' then the up or down vote will come out of New Business where you will have the opportunity to vote against the Resolution. But now we're just voting on presentation of the Resolution. Typically that is a courtesy you give the Committee then you vote no under New Business.

The Clerk indicated that she would start the vote over at that time. Ms. Brewer voted no, all other members of Council voted yes.

2016 Landscaping Contract

Ms. Holbrook informed the committee that the Invitation to Bid for the 2016 Landscaping Contract was advertised in December. A pre-bid meeting was held on December 9th and the bid opening was held on December 18th. Four contractors submitted bids by the due date; Louiso, HuDawn, LTD, and Adleta. Louiso and HuDawn did not meet the requirement of including a Bid Guaranty as required in the Invitation to Bid, and therefore were not included in the final evaluation.

LTD's one-year bid totaled \$60,147 and Adleta's one year bid totaled \$84,782.71. The committee discussed several issues with LTD's previous work. They would like to see more color in the flower pots, fuller plantings and more attention to detail in the parks, etc. These items will be discussed in more detail at the next Community Development meeting. The committee agreed to award the contract to LTD for one year.

The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to sign a contract with LTD Landscaping for Contract No. LA-2016 Landscaping for one-year in the amount of \$60,147; seconded by Mr. Haskins. All voted yes.

The committee discussed downtown street trees. Staff stated that the goal is to plant new street trees in the spring. Since the electric will need to be redone during the plantings the members felt this would be a good time to add some additional conduit to allow for speakers.

The committee also discussed the multi-use trails signs and Milford logo (with the website) signs on the gateway fencing. Staff stated they would purchase and install.

The meeting was adjourned at 5:05p.m.

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:

CITY MANAGER

Price Road is now open. Special thanks to Ed Hackmeister and his crew for coordinating with Miami Township to use their hotbox so we could get the road patched and opened up.

The City will hold a Riverside Park Master Plan public input session on February 2nd at 6PM. This session will be held prior to the City Council meeting, and everyone is invited to attend.

Amy Braden was offered the part-time clerk position at the cemetery and accepted. Her first day was January 11th. She has an extensive genealogy background so we anticipate that this will be a very good fit for both the City and Amy.

SERVICE DEPARTMENT

Ed Hackmeister, Service Department Supervisor reports that the department will 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. Residents do not need to call to request that their Christmas tree be removed.

WASTE WATER DEPARTMENT

Dave Walker, Waste Water Supervisor, reports that they are working on a repair in front of PNC bank. D & M Carter has been called in and should begin work tomorrow. The east bound lane of Main Street will be closed during the repair; however, traffic will be able to use the center lane.

WATER DEPARTMENT

Matt Newman, Water Department Supervisor reports that they completed 5 work orders and 6 utility locates last week. The patching on Lila Avenue has been finished; thank you to Ed and the service department for getting the hot box from Miami Twp. He reports that they repaired a broken coupler on the hydrant in front of the old Michele Tire store.

The Filter Media Replacement Project went out for bid on Wednesday. They have had two contractors visit this week. The bid opening is set for Thursday, January 28th at 11:00 a.m.

STANDING COMMITTEE MEETINGS

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Administrative Services Committee: Not scheduled at this time

Community Development Committee: 4:30p.m. Tuesday, January 26, 2016

Public Services Committee: Not scheduled at this time

Safety Services Committee: Not scheduled at this time

REMINDERS:

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

Parks & Rec: 5:30 p.m. Monday, February 8, 2016

Planning: 6:00 p.m. Wednesday, February 10, 2016

Police Department Report: Chief Jamey Mills came to the podium at this time to deliver the following report. He stated that the latest edition of 'Roll Call', the official news video of the Milford Police Department is available and encouraged residents to check it out. He also suggested that residents apply for Nixle to keep them informed of Snow Emergencies, road closures, water main breaks and the like.

Fire Department Report: There was no report at this time.

Public Comments: Charlie Evans approached the podium at this time. He indicated that he has been the Chairperson for the Parks and Recreation Committee for several years and wished to clear up any misconceptions regarding the amphitheater. He stated that updating the Masterplan for the Riverside Park area has always been a goal of the Committee and the inclusion of a larger pavilion has always been part of the design. He indicated that Riverside has a large very welcoming grassy area for families to use and is the ideal place for a pavilion like structure. The pavilion would present an area for musicians. He stated that there are other grants available to provide funds for procuring bands of different types and that sponsorship might also be available; however, these plans hinge on having a place for the performers to perform. Mr. Evans stated that the pavilion would also offer residents a place to picnic with their families during Frontier Days. He then stated that the importance of applying for grant money at this time is that the criteria may change if it were to be put off until next year. He said that although at this time there is no clear plan for what the amphitheater would look like or where at Riverside Park it would be built, if we wait to apply for funds another year, it could be at least two years before it is built. He stated that the funds for the Memorial Park upgrade were awarded to the City last year but it is only now going to bid.

Council Comments: Ms. Evans stated that she is against Council paying \$1,400 for pictures. She suggested that Council seek a less expensive solution.

Ms. Howland stated that they can't have their pictures taken on site because of the lighting issues and that the last time Council had photos taken it was a huge waste of money for that reason.

Mr. Brady stated that although the cost isn't enough to warrant seeking bids, perhaps they should widen the selection.

Ms. Evans stated that she feels \$700 per head is too much to spend.

Ms. Brewer stated that the photographer selection had been discussed through e-mails among Council members.

Ms. Evans stated that she had not been privy to those e-mails.

Mr. Bonnell indicated that being new to Council he doesn't have the experience to offer an opinion.

Mr. Minniewar stated that he would present the Rules of Council to be adopted at the next Council meeting.

Mr. Bonnell stated that he has some information regarding upcoming events. For the Movies on the Miami events, the movie on July 9th will be 'Inside Out' and the movie on August 13th will be 'Minions'. The annual Eggstravaganza will be held Saturday, March 19th from 10:00 a.m. until 11:30 a.m. These events will be held at Riverside Park.

Ms. Holbrook stated that these events will be advertised on the website.

New Business:

16-1201 An Ordinance authorizing an agreement with LTD Landscaping for landscaping services for the City of Milford; Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr. Brady. All voted yes. Ms. Brewer made a motion to adopt the Ordinance; seconded by Mr. Brady. All voted yes.

16-597 A Resolution to authorize the City Manager to submit to the Clermont County Board of Commissioners a grant application for the Riverside Park amphitheater; Ms. Evans made a motion to adopt the Resolution; seconded by Mr. Brady. Ms. Brewer voted 'no', all other members of Council voted 'yes'.

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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 8:00p.m. with a motion from Ms. Evans; seconded by Mr. Brady. All voted yes.


Sharon Waldmann, C.P.T.


Laurie Howland, Mayor