

RECORD OF PROCEEDINGS

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held February 7, 2017 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on February 7, 2017. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence. And with many fine men and women in blue tonight let us take a moment of silence for all of our Officers around the country and especially here in our hometown. Vice Mayor Brewer asked that we keep a special family close in your heart tonight and in your prayers.

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

Introduction and Presentation: Chief Mills introduced the two new officers to council: Tyler Fannin who is a 2011 graduate of Northwest High School, 2011-2015 US Marines and graduated from the Butler Tech Police Academy and Tara Dennis. The officers took the Oath of Office from Mr. Minniear. The ceremony is a computation of a process that began September 17<sup>th</sup>. We are very selective of who we let wear the uniform and wear the badge of the Milford Police Officer. Tonight they earn the right to wear that badge and are officially indoctrinated as a member of the Milford Police department. A family with a heritage that extends back to the 1800's. You are now also a member of the greatest professions on earth. Tonight the badges are new and shiny and over the years they will acquire scratches and scuffs. But it is your responsibility to insure that they remain untarnished. For when an officer tarnishes his or her badge they tarnish the badge of every police officer including those that have paid the ultimate sacrifice. The chief had the two new officers take the Solemn Pledge IACP – International Association of the Chiefs of Police Oath of Honor. The Officers were presented with their badges and their mother's applied the badge to their uniform. The Chief gave an explanation of why the badge is worn over the heart- 1. To remind you of your pledge to protect and 2.because the left arm carried the shield that would protect the heart while leaving the dominant hand to fight with a weapon. The name on your badge represents who you serve the name on your name plates that you will receive represents who raised you and it is your responsibility to represent both with honor and integrity. Both officers were then presented with an official Challenge Coin. For the Police department it is a symbol of honor and a constant reminder that we are doing something worthwhile. On the front of the coin it proudly displays the core values that every officer is committed to living by. And on the back, our motto: Am I doing the right thing, at the right time, in the right way, and for the right reason. The Chief stated that they are to carry this coin with them at all times. And they are also permitted in certain circumstances to give it to a resident or a citizen that exemplifies our core values. Every time you place that badge on your chest, for the rest of your career, I hope you will reflect on the feelings you have tonight and remember one of my favorite quotes: If you do this job properly there is nothing nobler that you will do with your life. Congratulations!

Mayor Howland welcomed the new officers and congratulated them as well. Mr. Minniear stated that he was honored enough to be included in the interview process and how impressed he is with these two individuals. We are glad and lucky to have them!

Mayor Howland then asked the first Milford Public Works Director-Nate Clayton to come forward and take the Oath of Office. Council welcomed Mr. Clayton with a round of applause. The Mayor mentioned that this was a position that was long coming to the city of Milford and it has been a goal of Amy Brewer and Michael Doss to get a Public Works Director for the city. It is something that we have needed for a while. We are very honored to have you fill that position. Your first week you were working on High Street as a leader of a crew of gentlemen out there with a shovel getting just as muddy as the rest of the crew and it was very impressive to see that. Thank you and welcome to the city!

Proceedings: Ms. Evans made a motion to adopt the Proceedings from January 17, 2017; seconded by Mr. Brady. All voted yes. A motion was also made by Ms. Evans to adopt the Proceedings from the January 24, 2017 meeting Seconded by Mr. Brady Ms. Brewer abstained. All others voted yes.

Correspondence: In the Matter of the Application of Duke Energy Ohio, Inc. for an Increase in Electric Distribution Rates for 2018. The correspondence will not be read into record. It will however be on record in the office.

Financial Statements: Ms. Evans made a motion to adopt November/December Financial Statements. Mr. Brady seconded the motion. All voted yes

Public Comments: no public comments



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Standing Committee Reports:

Administrative Services:

Administrative Services Committee Meeting Minutes January 25<sup>th</sup>, 2017

Ed Brady called the meeting to order at 5:00pm. Committee Members Present: Ted Haskins, Lisa Evans  
Staff: Michael Doss, Pam Holbrook, Dan Burke, Lori Pegg

**Software Solutions Upgrade** Dan Burke presented a software upgrade quote for VIP accounting software from Software Solutions in the amount of \$64,000. The current software that is used for financial management, utility billing and payroll has not been upgraded for at least 12 years. The purchase of this software was approved in the budget meetings. This new version of software will utilize FM, Utilities and Inventory; we will not be using the payroll module since we switched to Paycor. Software Solutions released this new version several years ago and the three phases we need are up and running and working properly and have been tested. This upgrade will last many years and give us better financial reporting ability. The committee asked about the process to transfer over to the new software and Mr. Burke noted that it will be an easy transfer since it is the same company we are used to. They will begin testing it mid-year and run it alongside the existing software for several months and then do the final data transfer by the end of the year. There is an annual user license and maintenance fee similar to that which we have been paying yearly with the existing software. Mr. Burke said that this new software will make the department more efficient and allow employees to submit requisitions electronically and move them through the approval process more efficiently. The software is secure and will be protected by the same procedures we have in place internally as far as the servers are concerned.

**The Committee agreed to draft an ordinance to make a motion to draft an ordinance authorizing \$64,000 for the software solutions VIP software upgrade.** Mr. Minniear stated the Mr. Burke contacted Mr. Minniear late this afternoon and indicated that he would request that the amount be amended to \$69, 900.00 from the \$64,000.00. Mr. Brady made a motion to approve the software solution VIP software upgrade Seconded by Ms. Evans All voted yes

**Comprehensive Plan** Ms. Holbrook presented a proposal from Kleingers to facilitate the process of creating a comprehensive plan. A comprehensive plan is a long term look at the City and the identification of 10-12 key strategies to focus on for the future. The last time a comprehensive plan was created was 1994. Some states actually require a comprehensive plan, but Ohio does not. It is nice to have to create a focus for the City going forward and to make the City more competitive when applying for grant monies. Mr. Brady asked what the difference is between the strategic planning the Mr. Doss has discussed with Council the past, and the strategic plan. Mr. Doss stated that the strategic plan is more for short term goals, improvements and aesthetics, but there would be some overlap. Ms. Holbrook described the plan as outlining these 10-12 key strategies and then drilling down into action items for the future. Mr. Doss added that we intend to make this a living document that is followed and referred to when planning projects. The planning process will take about eight months and include a committee of representatives from City staff, business owners, residents, non-profits and members of the planning commission. This group will meet monthly with a final plan presented to Council for approval in October. If approved by Council, the first meeting will be held on March 8<sup>th</sup> at 6:00pm and should be a good start to the process. Pam Holbrook is asking for volunteers to serve on the committee. If you would like to be included contact her at [pholbrook@milfordohio.org](mailto:pholbrook@milfordohio.org) or at 831-4192. There will also be several public input sessions throughout the process.

The committee agrees that the price is reasonable for the product offered. The process will be facilitated by Jay Stewart from Kleingers who is a planner as well as an attorney and well-skilled in this process. They would like to see a diverse mix of volunteers, including some of the newer families and businesses in the City. **The Committee agreed to make a motion to draft an ordinance authorizing an agreement in the amount of \$15,750 for creation of a comprehensive plan by Kleingers.** Ms. Evans seconded the motion All voted yes

**ECONOMIC DEVELOPMENT INCENTIVES** Mr. Doss presented several new economic development incentives for consideration. The purpose of the economic development incentive draft is to provide an incentive for the attraction of new commercial or industrial business in Milford and key industry sectors. These programs may be used in conjunction with other financing and incentive programs available through the City of Milford as well as the federal government and the State of Ohio. Commercial or Industrial businesses can participate in the incentive program or continue in the program as long as the qualified business continues to pay all local, state and federal taxes, utilities and any other fees/charges associated with the City of Milford.

The First Incentive Mr. Doss presented was the **Milford Property Tax Rebate Incentive Program**. This program will allow any new or industrial business relocating or establishing operations in the City of Milford to receive an annual rebate of up to one hundred percent (100%) for five years for the City property tax collected. Qualifications: To qualify for this incentive, an enterprise must meet one of the following criteria: Total capital investment including construction is equal of greater than \$500,000The enterprise relocates from another area outside the City of Milford The existing enterprise located within the corporate limits of Milford expands their existing facility by equal or greater the 5,000 sq. ft. Only the expanded portion as a percentage of the entire facility is eligible for the annual rebate. Any enterprise classified in the following key industry sector shall be considered eligible for an additional five years of annual rebate of one hundred percent (100%) for city property tax collected: Green Technology Health Care Higher Education



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Advanced Materials and Manufacturing Agri-Business Research and Development

Capital investment includes the sum total cost for both a combination of tangible real and personal property for the commercial or industrial business. Capital investment is an investment in property, facility and/or equipment. Note: the annual rebate will be dispersed to the qualifying enterprise once the City of Milford has verification from Clermont County that the entity’s property tax is current and has been paid in full. The City of Milford will refund property taxes by March 1<sup>st</sup> of the following year. This incentive is not available for properties/businesses located in the Community Reinvestment Area (CRA) of Milford.

Eligibility: To qualify for the economic development incentive program draft, a commercial or industrial business must locate to the City and fit within one of the industry sectors: Advanced Materials and Manufacturing Health Care Restaurant Retail Hospitality (hotel, conference center) Green Technology Higher Education Agri-Business Research and Development Telecommunications and Nano-Technology

Mr. Doss reiterated that the rebate is only for City of Milford tax portion. The school and county will still get their normal property tax amounts. He also noted that this is a unique opportunity to make Milford even more business friendly and attractive to new businesses that may be looking at a location that is not located in the CRA, such as the location for the new Little Miami Brewing Company and a significant portion of the Milford Parkway. This would be another tool in the toolbox that we can offer new businesses that don’t fall into any of our other incentive programs. The committee asked how new businesses that lease space from a property owner can take advantage of this incentive. Mr. Doss stated that the property owner would realize the rebate and it is between them and the business as to how it is distributed. Any business that applies would need authorization from the property owner to receive it. All three of these Incentive Programs will abide by the same terms and conditions that apply to our existing incentive programs which are: Commercial or industrial businesses can participate in the incentive program or continue in the program as long as the qualified business continues to pay all local, state and federal taxes, utilities and any other fees/charges associated with the City of Milford. Commercial or industrial businesses agree to pay all applicable real and tangible personal property taxes and all municipal earnings tax amounts including payroll withholding owed by the business in a timely manner. If the business should become tax delinquent during the time period following the signing of the agreement, the business will have thirty (30) days to become current on taxes, or the entire amount of the incentive shall be reimbursed to the City.

Commercial or industrial businesses agree to pay all applicable water, sewer and stormwater charges to the City of Milford Utility Department in a timely manner. If the company should become delinquent on utility charges during the time period following the signing of the agreement, the business shall have thirty (30) days to become current on utility charges or the entire amount of the incentive shall be reimbursed to the City. In the event that the commercial or industrial business ceases its Milford operation and/or relocates its corporate headquarters to another community outside of the City of Milford, the business will be subject to the following repayment schedule: If the commercial or industrial business ceases its Milford operations or relocates its corporate headquarters out of the City five years after receiving the final incentive, the business shall return to the City fifty percent (50%) of the entire rebate tax incentive owed to the City for the entire length of the original agreement.

**The committee agreed to draft an ordinance authorizing a Milford Property Tax Incentive Program.**... Ms. Evans seconded the motion. Mr. Bonnell had a question regarding the 100% for the first five years as long as they meet the first criteria and if it is in one of those sub categories as far as a certain particular type of business then that 100% is then continued or extended for another five years? Mr. Doss yes. Potentially, if it meets that criteria. Mr. Bonnell then asked that if they then leave that goes to 50% of the entire time they were here or the last year that they were here. Mr. Doss said it would be 50% of the entire time that they were here. We are trying to retain the business for a long period of time. And it just applies to the city of Milford’s tax. So the county is still getting theirs as well and we will get assurances that the county is still getting paid that tax and received that tax before we rebate that back. Ms. Howland then asked if we are still getting our income tax. Mr. Doss said yes. If it was a substantial economic development business coming in then we do have another incentive that we have had in existence for a while that Council may have offered that would also convey with payroll tax. You could tie this in with other packages potentially. With the amount of capital investment good jobs created and total amount of jobs created play an impact on a very nice package. Ms. Brewer asked if it becomes effective once the ordinance is passed. Are all the details listed on the ordinance? There is a repayment schedule – and if the company defaults or goes under, how do we enforce this repayment schedule? It is basically enforced like a payroll tax. The same plan that we use when we have a payroll tax rebate. And working with Dan Burke – we have a plan in place based on the amount of time that they have been receiving this incentive. This is tied in the same way as far as paybacks are concerned. Ms. Brewer asked if a business like the Micro-Brewery would still qualify for this. All voted yes

The second incentive Mr. Doss presented for consideration is the **Milford Public Utility Discount and Tap Fee Reimbursement Incentive Program.** This program will make any new commercial or industrial business relocating or establishing operations in the City of Milford eligible to receive a twenty percent (20%) utility discount for water and sewer utility services. This discount applies to each bi-monthly utility billing cycle. This utility discount applies for a period of up to ten years for a business consuming over 500,000 gallons in a bi-monthly utility billing cycle. In order to qualify and receive this utility incentive, a business shall be in existence for a period of one year prior to the discount being applied by the City of Milford Utility Department. In addition, the business shall have and maintain an annual payroll earnings minimum of \$500,000. For Example: A business consuming 500,000 gallons bi-monthly

Bi-monthly utility (water/sewer) bill estimate \$4729.55 est. bi-monthly before discount



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Bi-monthly utility (water/sewer) bill estimate \$3783.64 est. bi-monthly after discount  
*Note: Bi-monthly billing cycle is defined as billed every two months* as an alternative to the utility discount incentive, a qualified new commercial or industrial business relocating or establishing operations in the City of Milford can elect to receive a full reimbursement on tap fees. In order to qualify and receive this utility incentive, a business shall be in existence for a period of one year prior to the full reimbursement being applied by the City of Milford Utility Department. In addition, the business shall maintain an annual payroll earnings minimum of \$500,000 for the one year period. This alternative shall not be combined in any way with the utility discount incentive. Mr. Doss noted that this is a unique incentive that not many communities offer. Only about three businesses currently exceed 500,000 gallons of usage per cycle in the City. These incentives are all job creation and capital investment driven. This incentive will cut out overhead for the tap fee which could be upwards of 40-50k for large industrial type businesses. The committee asked if a business could move into town and receive both of these incentives. Mr Doss said they can and it is really job creation that is the most important thing. They can also qualify for the third incentive that is being offered as well.

**The committee agreed to draft an ordinance authorizing the creation of Milford Public Utility Discount and Tap Fee Reimbursement Incentive Program.** Ms. Evans seconded the motion All voted yes Ms. Brewer had a question. Regarding the water rates and the fund considered before we offered discounts. Mr. Doss spoke with Dan Burke and Matt Newman and they found that there are not many businesses that exceed that constantly exceed that 500,000 galloon use. Matt’s stance basically stated that we can provide this incentive up to ten years and we are still coming out better in the long run. As far as the tap fee was concerned, it is either or. You can have the utility incentive or the tap fee. If we have a customer that is exceeding the 500,000 galloon minimum he would be content to waive that tap fee because he is getting a substantial amount of revenue in off of that user. Paying that money up front may save an industry 40, 50 up to 9 60 depending the size of the tap and along with the tap it will bring substantial water use customer. It is a one-time discount if they go with the tap fee. IF they go with the utility discount, they have to be in the program for a year. The plan is reviewed annually. We need water customers. Even if taking the 20% off the top, we are still getting much needed revenue. The third incentive Mr. Doss presented was a **Milford Building and Zoning Permit Discount Incentive Program.** This incentive would offer a new commercial or industrial business relocating or establishing operations in the City of Milford a ten percent (10%) discount for all City of Milford building and zoning permits. This discount applies to a new business relocating or establishing operations in the City of Milford as well as an existing business expanding in the City. This discount shall apply to any expense associated with obtaining building permits, zoning applications and City inspections. In order to qualify for the ten percent (10%) discount the following criteria must be present. Eligibility: A new commercial or industrial business relocating or establishing operations in the City of Milford must have a total capital investment including construction equal or greater than \$1,000,000An existing commercial or industrial business expanding operations in the City of Milford must have a total capital investment including construction equal or greater than \$250,000. This applies only to the new construction of the business. Capital investment includes the sum total cost for both a combination of tangible real and personal property for the commercial or industrial business. Capital investment is an investment in property, facility and/or equipment. Mr. Doss stated that we would be giving away our 10% that we receive back from NIC who receives 90% of the fees, but it is a nice option for us to offer when we have new businesses. Mr. Brady also noted that this will also go along with our small business incentive program that was recently updated to include some interior permits.

**The committee agreed to make a recommendation to draft an ordinance authorizing the creation of a Milford Building and Zoning Permit Discount Incentive.** Ms. Evans seconded the motion All voted yes There being no other business the committee adjourned at 6:05pm.

Mr. Haskins thanked Mr. Doss on all his hard work on this information. It was very well thought out and it is a win, win for Milford and the businesses.

Safety Services

Safety Services Committee Meeting Minutes January 26, 2017Called to Order: 8:30 a.m. by Ted Haskins  
Present: Amy Brewer and Laurie Howland Staff: Michael Doss, City Manager; Police Chief Jamey Mills; Administrative Sergeant Sean Mahan, Nate Clayton, Public Works Director and Lori Pegg, Community Services Manager. Police Vehicles Chief Mills stated that he budgeted one new Tahoe in 2017. The vehicle being replaced is a 2008 Dodge Charger patrol vehicle with over 130,000 miles. The Chief is requesting to make the following purchases: a Chevrolet Tahoe from Taylor Byers Chevrolet in the amount of \$39,120 and an Upfit from Camp Safety in the amount of \$18,159.25.

**The Committee agreed to make a motion to draft an ordinance authorizing the purchase of a 2017 Chevrolet Tahoe from Byers Chevrolet in the amount of \$39,120 and an Upfit from Camp Safety for \$18,159.25.** Ms. Brewer seconded the motion All voted yes

Assistant Chief Position Chief Mills presented the job description for the Assistant Chief of Police Position. This position is currently in the City Charter and was active from 1994-2000. In 2000, the new Police Chief chose not to fill this position and went to a five sergeant staffing plan. Chief Mills would like to reinstate the Assistant Chief of Police position, he believes that it is the most effective and professional way to structure the police department. This was one of his original goals when hired as Chief. The position will not increase the headcount at the police department, one of the sergeant positions will be reclassified and the position will go from non-exempt to exempt. The Assistant Chief will be acting Chief of Police when the Chief is on vacation. This position will be advertised internally and will be hired from within. The



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Ms. Brewer did move to go into Executive Session at the conclusion of tonight's agenda pursuant to section 3.053 of the Milford City Charter to discuss with the City Law Director pending court action involving the city. Ms. Evans seconded the motion all voted yes

[illegible]

66	West Mallon	300	\$41.88	\$65.48	\$77.95	N/A	
67	Westside City	300		\$40	\$63.63	\$65.18	
68	Westdale	1500		\$34.48	\$64.55	N/A	
69	Williamstown Cwd	125	\$67.80	\$39.42	\$40	N/A	
70	Washington	2000		\$24	\$62.10	\$64.22	N/A
71	Zealand City	1500	\$61.67	\$35.77	\$36.65	N/A	
72	Zealand City	600	\$61.67	\$4.57	\$36.15	N/A	
73	Wright Patterson AFB	2,500	N/A	\$24.00	\$72.00	\$72.00	
74	Young Charles		\$4.00/200 ea. min	\$4.50	\$4.00	N/A	\$5.00
75	Additional Participation		Yes	No	Yes		WFL: 10/24/2017
76	Young Charles		\$4.00	\$4.00	\$4.12/1.00		\$9.00

**CITY MANAGER** Capital Improvements Plan Update - The city is in the process of developing a sustainable long term capital improvements plan. This plan will incorporate all sectors of the city including the following: infrastructure, utility and public safety. This plan will be utilized in project planning as well as future financing and budgetary purposes. The city was updated by Kleingers regarding the proposed capital improvements plan. Kleingers recently submitted a draft of the CIP which was provided to the



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Public Works department for further review and input. City staff continues to evaluate the CIP and provide additional information to Kleingers associated with the CIP. The city anticipates that the final draft of the CIP will be available for committee and council approval by the end April.I-275 Milford Parkway Exit Landscape Enhancements -The city is working to partner with Union Township and a landscape architect to design possible landscape enhancements for the I-275 Milford Parkway exit. These landscape enhancements could include the following: trees, landscape beds and signage all designed to improve the aesthetic of the area and improve potential interest in future development. Economic Development - Construction work continues on the Little Miami Brewing Company and the new Chez Renee French Bistrot is in the process of hiring employees. An architectural and engineering firm from Erlanger, Kentucky has decided to establish offices in downtown Milford. The firm is looking to tap into the eastern Cincinnati area market and believes that Milford is a prime area to establish another office in Ohio. In addition, office staff met with a developer which has a client interested in establishing a medical office facility in uptown Milford. The city did receive a contact from a legal firm in Indianapolis expressing that there is a potential buyer for the MarkAndy/3M building on SR 50 (more details to come as the City is notified of their intent). PUBLIC WORKS Public Works Facility – MSP was awarded the design contract for the facility. We had a schematic design review meeting January 24, 2017. Comments were transmitted to MSP January 27, 2017. Final design is anticipated in February, with an updated estimate. Once approved by Council, the city anticipates starting construction in July and completing in December 2017. This project will provide a new facility for the City of Milford Public Works Department. The proposed facility will replace the existing service department garage which is an advance state of disrepair. The new facility will house all service department equipment, provide a training room for staff and much needed office space for our personnel. If funding and the project receive final approval, the facility is anticipated to break ground in the summer and be operational by the end of the calendar year. Street Division State Route 28/Main Street – Strand was awarded the design of the project. The department had a kickoff meeting with Strand on January 23rd and expect a schematic design by the end of February. This project will encompass paving from the Five Points intersection to Castleberry Court. The street improvements will also include curb and gutter, manhole replacement, greenspace areas and installation of new conduit for future decorative street lights. The project is the first phase of the downtown Milford corridor project which will bridge downtown Milford, the Milford/Main property with both uptown Milford including SR 28/Main Street and SR 50/Lila Avenue. The downtown Milford corridor will be phased in over a five year period. Upon completion of the corridor, it will provide a uniform look for the aforementioned areas and include other aesthetic enhancements like brick paved crosswalks, tree addition and replacement, greenspace, curb and gutter replacement and new decorative street lighting. The downtown Milford corridor project will help build continuity between the downtown business district and the uptown business district located beyond the Five Points intersection. The project is expected to begin in May and be completed by mid-summer. Wastewater Division High Street Sewer Project Update – High Street sewer lateral was repaired to alleviate some sewer flow issues for 500 Main Street. The road was closed between Sycamore St and Main Street Wednesday January 18th-20th. Pavement was restored the following week. The sidewalk will be repaired when the weather allows proper concrete curing. 2017 Sanitary Sewer Lining – The department has prepared and forwarded bid documents for advertisement in the next couple weeks. The areas to be lined include: Mound Street, Cleveland Avenue, Laurel Avenue and Gatch Street. The bid opening is scheduled for March 3rd. Once the bids have been inspected for compliance, the department will submit the recommended bid for committee/council approval. High Street Sanitary Sewer Main – The city has solicited design proposals from engineering firms. We anticipate design commencing this month. The scope of this project includes installing a new 12” sanitary sewer main. This project will improve the sanitary sewer flow and eliminate any future possibility of overflows. Project is expected to begin in the early summer and be completed by August. Sanitary Sewer Siphon Line – The city has solicited design proposals from engineering firms. We anticipate design commencing this month. The scope of this project will eliminate an existing 3” siphon line and direct sanitary sewer flow to a new 15” sanitary sewer line which will replace an aging 3”, 8”, 10” siphon line system. The new sanitary sewer line will eliminate the potential of any future discharging. Project is expected to begin in the early summer and be completed by August. \*Both aforementioned sanitary sewer projects received funding from the Ohio Public Works Commission Water Division Miscellaneous Items - The department performed work on the lime lagoon including cutting down and removing seven trees impacting the lining as well as installation of a new sign indicating outfall to the river. The department completed the five year inspection for the NPDES permit. The new lead rules passed down from the State of Ohio and the EPA are requiring water utilities to map out all services in the City that are known to have lead. The department is currently taking a proactive approach and has starting preparing this map for OEPA. The department rebuilt hydrants on Little Creek Drive and Mohawk Trail and continue to work on work orders and utility locates. STANDING COMMITTEE MEETINGS None scheduled at this time REMINDERS: Planning Commission Meeting February 8 at 6:00 p.m. at City Hall discussion 2017 Comprehensive Plan Special Work Session of City Council February 28 at 7:00 p.m. at City Hall discussion Milford/Main property The City of Milford and the Milford Community Fire Department invite you to attend a movie at the Firehouse on Friday, February 10th beginning at 7pm. There will be snacks, crafts and a short fire safety presentation before the showing of "Inside Out!" There is still space available. If you are interested Please email [jbain@milfordohio.org](mailto:jbain@milfordohio.org) or contact the City Administrative Office at 831-4192, between the hours of 8:30-4:30, Monday-Friday.



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Police department report:

Interoffice Communication Date: February 2, 2017 To: Michael Doss, City Manager

From: Jamey Mills, Chief of Police Subject: Monthly Report to City Council

This report summarizes the various activities and functions of the Milford Police Department during the month of January. TRAINING1. All sworn members received one hour of Anti-Bias Policing training from the Police One On-line Academy. 2. All members, sworn and non-sworn, reviewed our Biased Based Policing policy and passed a written proficiency examination. 3. Officer Kenney attended one day training on Investigating Overdose Deaths. 4. Administrative Sergeant Sean Mahan attended two-day training on Supervisor Liability. 5. Newly hired officers Tyler Fannin and Tara Dennis completed 16 hours of orientation training that included report writing, ethics, accreditation, firearms, less-lethal weapons, and use of force policy. NOTABLE CRIME OCCURRENCES 1. On January 6, officers responded to a call of a person with a gun inside theater #7 at the Cinemark Movie Theater. On arrival, officers were informed by multiple witnesses that an intoxicated female was acting erratic and dropped a handgun, causing panic and evacuation. The female was taken into custody without incident and identified as Shauna J Lambert, a fifty year-old female, and an off-duty Cincinnati police officer. There were no shots fired and no one was injured. Lambert is pending trial on charges of Weapons While Intoxicated and Inducing Panic. 2. A burglary was reported on January 11th at 609 Garfield Ave. On arrival, officers found the suspect with a stab wound to his neck. The suspect was transported to the hospital for his injuries and subsequently transported to the Clermont County Jail. 3. An auto theft report was filed on January 21st. The vehicle has been recovered and two suspects have been identified. The case is pending further investigation. 4. A hit-skip accident occurred on January 7th. Thanks to tips from our Facebook page, the vehicle owner has been located and a suspect has been identified. The case remains under investigation. 5. A report of cruelty to animals was filed on January 22nd. Subsequent investigation determined that the offense took place in Goshen. UPCOMING EVENTS1. A swear in ceremony will take place at the February 7th City Council meeting for newly hired officers Tyler Fannin and Tara Dennis. 2. The annual command staff retreat to the Police Executive Leadership College will take place February 15- 17. ADMINISTRATIVE1. The Department assisted with the funeral of Retired Sergeant Raymond Butler on January 13th. 2. I met with Miami Township Police Chief Sue Matson on January 19th to review an after action report from a critical incident. 3. I presented a command staff restricting to the Safety Services Committee on January 26th. 4. I attended a meeting to review the results of the Downtown Traffic Study on January 30th. 5. I attended a meeting on January 30th at the Hamilton County Administration Building to discuss the status of outdoor warning sirens. 6. I met with members of the Drug Free Coalition on January 31st. COMMUNITY RELATIONS 1. I attended the Community United Quarterly meeting on January 10th. 2. I participated in the Pattison Elementary DARE graduation on January 13th. 3. I attended the ribbon cutting ceremony at The Main Cup on January 31st.

Ms. Howland commented Chief Mills on how impressive his presentation at tonight's council meeting was and thanked him.

Fire and EMS Report:

Chief Baird mentioned the Free Movie Night at the Firehouse on Friday. There have been two Lieutenant promotions from within: Jeffrey Nagelhout and Laura Engled. Both of these individuals did very well throughout their assessment process. We have successfully built our officer team. We now have our Chief, Assistant Chief, 4 Captains (3 on one shift); the fourth one is the Administrative Captain who is in charge of basically making everything work around the station. We have our three Lieutenants who work under each of the three shift Captains and each of them will have one of the full-time firefighters with them. Our daily staffing on a good day will be 3 full time people and 4 part time people plus the available officers. The department is very pleased to have those two promotions. Chief Baird wanted to thank the Wyler Automotive family for the use of the corporate training facility on Milford Parkway for our departments fourth annual Fire Safety Inspector Continuing Education Program. We started this back in 2014 and we are at about 100 attendees this year. We extend the invitation to firefighters throughout SW Ohio because it is a very specific niche of continuing education. Those of us that are certified as our vocation, have to have this. Three of our Captains: Miles Miller, Jim Nickel and Nicholas Thiele complete the first of several fire officer classes. All four of the Captains have that level of certification.

Public Comments: Donna Luecke –new resident of Milford. Asked if there was an Ordinance regarding littering. Who is responsible for liter clean up along Brooklyn Avenue – Is it the property owners responsibility or the city's? Is it a right of way? It is ridiculous.

Mr. Minniear stated that we do have a littering ordinance. To actually charge someone with littering you have to actually see them do it. As far as cleaning it up, if it is in the street or right away, then it is the city's obligation and if it is on private property it is the property owner's responsibility. Ms. Luecke asked how you determine the right of way vs. the beginning of the property line. Ms. Brewer mentioned that all of Brooklyn Avenue is not in the city of Milford. Part of Brooklyn is in Miami Township. Oakbrook on down, on one side, is in the city of Milford, but to your point, we can certainly address this. Ms. Luecke said that it puts a black eye on the city.

Council Comments: Ms. Howland mentioned that Main Cup in Downtown Milford Re-opening under new ownership. Their bakery goods are amazing! They will be adding a little mini book shop in addition to being a coffee shop. We are looking for volunteers to join the Planning Commission. The Comprehensive Plan – if you would like to be involved please call Pam Holbrook at 513-831-4192. They will meet about once a month for approximately the next 8 months.



RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held 20

Ms. Evans asked if the funds for the Milford Parkway exit project. Would the money come from Park Funds or General Funds? Mr. Doss said that it will probably come from General Funds. We are in an interesting spot. The cloverleaf of the parkway is actually all in Union Township. We have contacted Union Township and we have a meeting with their Administrator next week. If we were to do something there we would have to get their blessing. They are interested in participating with us. AT this time I not ready to talk about any financial commitment until we meet with Union Township. Ms. Brewer asked if the information will go through Community Development. The project will go through the committees. Ms. Evans also asked if the Public Works Facility – felt that the process is going really fast, and has seen nothing regarding plans. Is Council going to see plans? Mr. Doss stated that MSP is doing a design and once the design is done, we shall have costs of what that facility will be. We will present that through committee and that will be part of the report. And once we have that cost we will essentially hit the pause button and bring council back up to speed with the costs. And then we have to go through Bond Council because it will probably be between 1.6 and 2 million and we do not have those monies at this time so there is a financing process that can take up to 60 days. At this time we are looking at the design portion of the plan and getting some harder costs and then that information will be brought back to committees. Ms. Evans asked if they would be able to give some input on the design. Mr. Doss said that the Public Works Department and Particularly the Service Department since they will have their equipment at the facility. And in trying to forecast our needs right now and where the city is going to be five to ten years from now to 15 to 20 years from now – and trying to accommodate that all and space is very important. A lot of this building is going to be a shell to house all of their vehicles, equipment, office space and a training room as well. We can include council. Ms. Evans mentioned that maybe have the committee meeting when more can attend. Ms. Brewer said that it was all hypothetical. Mr. Doss stated that we have to keep the machine going in a sense that we have so much going on this year, which is good, but we do not want to saddle the Public Works department and Nate Clayton in particular. With everything that we have going on from a project standpoint, some of this will be contracted out. But there will be other things that we will be doing in the city throughout the summer. We are trying to strategically plan. We are optimistic and because it is going to be 6 months or more for the PW facility and trying to cookie cutter this out. This process could completely stop if the design comes in and if something that the committee and council feel that we do not want to handle this, then it will die at that point and we will just have a design. But in order to get to the point to have that discussion, we have to get the costs in and Dan Burke can take the costs to Bond Council if we do proceed. Ms. Howland stated that regarding the design aspect, the people that know what that building needs will be the people that will be using the facility. Mr. Doss addressed with Ms. Evans that the good thing about MSP is that they do this for a living. We would like a facility that not only looks good but also something that the PW personnel will be proud of as well. We want to consider what we will be doing in the future.

Mr. Bonnell brought up that he recently took the steps to start his own business. That process has taken off. In the process and moving forward with the business and family growing, we made the decision to put our house up for sale. We received an offer and have accepted. The closing is March 15, 2017. So unfortunately I will have to turn in my resignation from Council effective immediately. I wouldn't mind to stay on. I will be in my home until April 1<sup>st</sup>. I hope you know that regardless of how long I remain here that even though I am leaving, the decision I make and the opinions I voice, I truly think in the best interest of the city. The City Charter states that once I turn in my resignation that it has to take effect within 7 days. If council wants to uphold that charter and I can fill the seat until the end of February or March that is okay. This has been an awesome experience! It has been eye opening. I have learned a lot and have met a lot of people. I am very grateful for the position and would like to staff, council, Police department, Fire department, residents, and those that voted me to this position, I am very grateful and I appreciate it. I am excited for my family and the future and wish everyone the best of luck. Council members wished Mr. Bonnell Good Luck and Congratulations! Ms. Brewer would like to see Mr. Bonnell stay on until the last minute/April is her vote. Ms. Howland mentioned laughingly on that note that if anyone is interested there is now a position to fill on council. It is a learning experience and you meet a lot of wonderful people. Especially here within city staff. Please consider this if you have ever thought about getting involved with your community and if you have any questions, don't hesitate to give any of us a call. Mr. Bonnell has been a great asset we hate to see him go. And thank you to Mr. Bonnell for all the things that he has brought over to council within the last year and a half to two years to the city. He has stepped up and now here you are serving on council. Thank you and you have to put your family first. I respect that.

Ordinances and Resolutions

17-1255 An Ordinance Authorizing the Purchase of a Vehicle from Byers Chevrolet and an Upfit from Camp Safety Ms. Brewer made a motion to Suspend the Rules and read by Title only. Seconded by Mr. Brady All voted yes Ms. Evans made a motion to adopt. Seconded by Mr. Bonnell All voted yes



RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held 20

17-1256 An Ordinance Reclassifying a Sergeant Position to the Assistant Chief of Police Position Ms. Brewer made a motion to Suspend the Rules and read by Title only. Seconded by Mr. Brady All voted yes Ms. Evans made a motion to adopt. Seconded by Ms. Russell All voted yes  
17-1257 An Ordinance Authorizing the Purchase of Road Salt 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. Seconded by Mr. Brady All voted yes  
17-1258 An Ordinance Authorizing the Purchase of Software from Software Solutions Ms. Brewer made a motion to Suspend the Rules and read by Title only. Seconded by Ms. Russell All voted yes Ms. Evans made a motion to adopt. Seconded by Mr. Bonnell All voted yes  
17-1259 An Ordinance Authorizing an Agreement with Kleingers for the Update of the City of Milford Comprehensive Plan Ms. Brewer made a motion to Suspend the Rules and read by Title only. Seconded by Mr. Brady All voted yes Ms. Brady made a motion to adopt. Seconded by Ms. Evans All voted yes  
17-1260 An Ordinance Authorizing the City of Milford Property Tax Rebate Incentive Program Ms. Brewer made a motion to Suspend the Rules and read by Title only. Seconded by Ms. Russell All voted yes Mr. Brady made a motion to adopt. Seconded by Mr. Bonnell All voted yes  
17-1261 An Ordinance Authorizing the City of Milford Public Utility Discount and Tap Fee Reimbursement Incentive Program Ms. Brewer made a motion to Suspend the Rules and read by Title only. Seconded by Ms. Russell All voted yes Ms. Brewer made a motion to adopt. Seconded by Mr. Brady All voted yes  
17-1262 An Ordinance Authorizing the City of Milford Building and Zoning Permit Discount Incentive Program 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. Seconded by Mr. Brady All voted yes

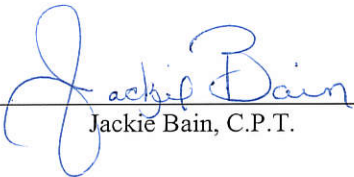
Old Business: Ms. Howland Congratulated Ms. Brewer on her upcoming wedding this Saturday to Ralph Vilardo who was is a former Mayor of Milford.

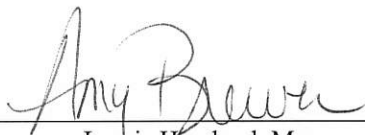
Ms. Howland asked for a motion to adjourn into Executive Session and we will be returning to regular session at the conclusion of the executive session in order to adjourn for the evening. Ms. Evans moved to adjourn and go into Executive Session. Mr. Bonnell seconded the motion. All voted yes.

Adjourn:

There being no further business to come before the City Council; Mayor Howland adjourned the meeting at 8:20 p.m. with a motion from Ms. Evans; Seconded by Mr. Bonnell. All voted yes.

Executive Session ended at 8:55 with a motion from Mr. Bonnell Seconded by Ms. Russell. All voted yes

  
Jackie Bain, C.P.T.

  
Laurie Howland, Mayor  
Vice Mayor