

RECORD OF PROCEEDINGS

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held March 7, 2017 20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on March 7, 2017. Vice Mayor Brewer called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

**Roll Call:** Present: Vice Mayor Brewer, Ms. Russell, Mr. Brady, Mr. Haskins, Ms. Evans. Mr. Brady made a motion to excuse Mayor Howland and Mr. Bonnell Mr. Haskins seconded the motion. All voted yes.

**Introduction and Presentation:** Lori Pegg presented Fourth of July event: Sparks in the Park Celebration is being discussed at this time. : 5-7pm will be a Cruise In with old cars , after the Cruise In a music event with bands near the water plant out in the ballfield near the lagoon area 9:45pm Fireworks by Rozzi's. Also offering vendors from local restaurants an opportunity to have a type of Taste of Milford down at the ballpark. If agreed we will talk to the American Legion for a possible beer garden. Rozzi's Fireworks is insured and has walked the property with a very nice proposal for great presentation. The quote is \$10,000. Some of the bands: Taylor Shannon Band and interest from the Kevin McCoy band. They are both interested if we go forward with this. The budget is approximately \$15,000. The bands come with their own equipment. We are going to try fund this with sponsorships from some of our larger vendors and some of the businesses in the area if we can. Ms. Brewer mentioned that there will have to accommodate for Port O Lets as well at the event. We have about \$1250 in the budget and the restrooms will more than likely come to around \$700 to \$800 dollars. We would like to have a big sponsor, maybe an entertainment sponsor. At the budget meeting we talked about funding a Junction Trail Days event in the Fall and everyone was on board for that. That is no longer going to happen this Fall but possible for the event to take place in the Spring of 2018. The monies become available if we choose to use it now. Ms. Evans asked if there were to be one band or two bands. Ms. Pegg mentioned that the thought is to have two bands. The Taylor Shannon band will bring another band with him. Kevin McCoy band to play the entire time. Before the fireworks. One or the other band, not both will be playing at the event because there is not enough time to switch out of equipment for all the bands. Mr. Brady asked how much did we put away for the Junction Trails Days. Ms. Pegg said \$10,000 was budgeted for the event. Mr. Doss mentioned that this was more than just fireworks. It will include a car show and a Taste of Milford. We will be showcasing local restaurants and businesses which is good for the community. We would like to capture people here ahead of the fireworks and keep them here entertained, food provided, available to walk around downtown, and also shop. The budget of \$15,000 is not that bad and we wanted to roll this out in front of Council and get a feel from Council about this before we start soliciting vendors and before anyone is approached with questions regarding this event. Ms. Evans stated that possibly half could come from donations, and or sponsorships. Ms. Brewer mentioned that you will have to spend some money on advertising and marketing as well so that the residents are aware. Ms. Evans thinks it is a great idea! Ms. Brewer asked if all money is coming out of Park budget. Ms. Pegg said that she was not sure and would have to discuss with Mr. Dan Burke. Mr. Doss stated that we do have some discretionary money and we would like to get a decent budget together before we go out and solicit and then come back with a remaining amount. We would like to get a start on this due to all of the planning, organizing and coordination before the event date in July and we do anticipate the cost going down.

**Proceedings:** Ms. Evans made a motion to adopt the Proceedings from February 21, 2017; seconded by Mr. Brady. All voted yes.

**Correspondence:** Letter of Resignation from Council from Justin Bonnell.  
Dear Mayor, Council, and Staff,

*I Justin Bonnell resign from the position of City Council Member due to the reason of relocating out of City Limits. This resignation shall become effective 3/7/2017.*  
Justin Bonnell



Ms. Brewer stated that Justin will be missed. And if anyone is interested in serving on City Council to please send your letter of intent to Jackie Bain by March 28<sup>th</sup>. The instructions will be placed on the city website. The cutoff date for submission of applications will be due by March 28<sup>th</sup>. Staff will disburse and at the April 4<sup>th</sup> meeting all the applicants will come to Council and address Council and we will make a vote. If there are no applicants the Mayor will appoint.



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Financial Statements: None

Public Comments: no public comments

Standing Committee Reports:

Public Services:

Public Services Committee Meeting Minutes

March 1,2017Called to Order: 8:00 a.m. by Amy Brewer

Present: Laurie Howland, Amy Brewer, Ed Brady

Staff Michael Doss, City Manager; Nate Clayton, Public Works Director; Lori Pegg, Community Services Manager; Ed Hackmeister, Service Dept. Supervisor; Dave Walker, WW Dept. Supervisor; Matt Newman, Asst. Public Works Director
Bay Road Siphon Line Replacement—Engineering Services. Newman presented three quotes for engineering services to prepare improvement plans for the design and replacement of the three existing damaged siphon lines on Bay Road. The three quotes were from McGill Smith Punshon (MSP) for \$11,500, Strand Associates for \$29,900 and The Kleingers Group for \$36,615. Mr. Newman commented that he had not worked with MSP in the past, but had good experiences with Kleingers. Mr. Walker mentioned that he had worked with MSP in past and they had done good work. The committee questioned the large price differences and there is really not a differentiation in the scope of work that would explain the large price differences, they all seem to cover what was asked for in the project. Based on Mr. Walker's recommendation and the pricing for the project everyone was in agreement that the verbiage be added in that the contract was not to exceed \$11,500 The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a contract with McGill Smith Punshon for an amount not to exceed \$11,500 for engineering services to prepare improvement plans for the design and replacement of three existing damaged siphon lines on Bay Road. Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. All voted yes
High Street Sanitary Sewer Main Improvements. Newman presented three quotes for engineering services to prepare improvement plans for the design and installation of High Street sewer main improvements. The three quotes were from McGill Smith Punshon (MSP) for \$8700, Strand Associates for \$20,100 and The Kleingers Group for \$24,000. Again there was discussion about the difference in price. The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a contract with McGill Smith Punshon for an amount not to exceed \$8700.00 for engineering services to prepare improvement plans for the design and installation of the High Street Sanitary Sewer Main Improvements. Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. All voted yes
Storm Sewer Headwall Replacement at 208 Mill Street

The headwall for the storm sewer at 208 Mill Street was found to be crumbling and falling in to the river after the demolition of the existing building on the lot where the Little Miami Brewery will be constructed. Mr. Clayton asked for three quotes to repair the headwall. The quotes were submitted by DER Construction for \$11,920, SP Drilling & Contracting for \$15,000 and WE Smith Construction for \$21,000. Mr. Clayton recommended DER Construction for the job which can be simultaneously during construction of the brewery and another contractor will not have to deal with right of entry issues.

The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a contract with DER Construction to replace the storm sewer headwall located at 208 Mill Street for a contract price of \$11,920. Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. All voted yes
City of Milford Entrance Sign

Several months ago the sign at the intersection of 126 and 50 was destroyed in a car accident. Mr. Doss presented a new design and quote from Sign Graphics and Design, who has designed the other signs throughout the City for \$14,350. We were reimbursed \$4860 for the demolished sign from the car owner's insurance company. Total cost after reimbursement is \$9490.

The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a contract with Sign Graphics & Design for a new sign at the corner of SR126 & 51150 in the amount of \$14,350. Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. All voted yes

2X Loser Mower Purchases

Mr. Hackmeister presented a quote from Clermont Equipment for two Laser Z Series 60" Lawn mowers at a price of \$9919 each for a total of \$19838. The mowers that are being replaced are a 2000 and a 2004. This purchase was presented in the budget meeting and was approved at that time. Ms. Brewer wanted to clarify that it was discussed in budget and agreed that the money was in budget but approved was not quite the verbiage to use. We did not approve to buy anything in the budget session. We agreed to budget and then have the discussions in committee. The purchase price was presented in the budget at that time.

The committee agreed to make a motion to draft an ordinance authorizing the purchase of two Lazer ZX Series 60" mowers from Clermont Equipment in the amount of \$19838.00.

Asphalt Hot Box Purchase Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. All voted yes

Mr. Clayton presented a quote from Stepp Manufacturing for the purchase of an asphalt hot box for state contract pricing of \$32,099. The service department has been using cold patch, which does not last as long as hot patch or borrowing the hot box from Miami Township when needed to repair asphalt. With the addition of the



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hot box, the Service Department will be able to make some of the larger repairs that they have to call in a contractor to do now instead of having to plate them and put up cones until available. This purchase was presented in the budget meeting and approved at that time as well. Ms. Brewer asked Mr. Clayton, PWD to approach council to discuss the purchase of the hot box – a couple of years ago Miami Township bought a hot box and we borrowed it last year, and it was our first year to borrow the equipment. There were a couple of times that we tried to use it and it was not available. It is especially valuable during the winter months. You cannot just go to the closest asphalt plant – the closest one is approximately 30 minutes away in a dump truck one way. And then another 30 minutes back. With hot asphalt, it has to stay hot. It was a challenge to keep the asphalt hot. We have had the benefit of trying to use Miami Townships in the last year. The biggest challenge being that it is not always available. During the cold months they are using it when we want to use it. We can use it to fill potholes and other things as they occur and can still be used the next day or two since it is kept hot. Ms. Evans asked what the life span is of the hot box. Mr. Clayton is going to run preventative maintenance on the equipment. Ms. Brewer said that she thought it was more of a luxury item than more of a need but now that she has a better understanding of the how this works it does make more sense to purchase this item. Mr. Clayton mentioned that we are trying to do more jobs in house so some of the larger patches that we may have we have the capability to repair up to a 3 ton job.

The committee agreed to make a motion to draft an ordinance authorizing the purchase of an asphalt hot box from Stepp Manufacturing in the amount of \$32,099. Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. All voted yes

Main Street/SR 28 Project Update

New Business

Ms. Pegg stated that the City was not awarded the Land & Water Conservation Fund grant that was applied for to complete the phase 2 development of Riverside Park, which included the walking trail. In the interest of timing, she asked permission to present this to the Public Services Committee for authorization instead rather than calling a Community Development meeting for just this matter. She asked the committee for authorization to submit the same application to Clermont County for their Community Development Block Grant program.

**The committee agreed to make a motion to draft a resolution authorizing the submission of an application to the Clermont County Board of Commissioners for grant monies to financially assist in the undertaking of the Riverside Park Phase 11 project.**

Respectfully Submitted, Lori Pegg Mr. Brady moved to draft the ordinance Seconded by Ms. Russell. Ms. Brewer voted no All others voted yes.

City Manager’s Report:

MEMORANDUM TO: City Council CC: Mike Minniear, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: March 7, 2017RE: Manager’s Report CITY MANAGER Economic Development – The City continues to receive inquiries from businesses interested in locating to Milford. In particular, there have been increased inquiries in development on the Milford Parkway and Chamber Drive. More information to come in the near future. Public Works Facility – Staff received a revised design layout February 17 from MSP. We are awaiting the geotechnical report from Alt & Witzig, before MSP can start structural drawings. Final design is anticipated in late March with an updated cost estimate. If the facility is approved by Council, the city anticipates starting construction in July with a completion date by the end of December 2017.

PUBLIC WORKS Capital Improvements Plan – Kleingers continues to update the CIP and a final draft of the plan is expected by the end of this week .Memorial Park –JD Construction will be in later this week and next week to finish pouring concrete as the weather permits. Staff anticipates the project being completed by the end of March. Stormwater Division2017 Storm/Flood Update – The department temporarily closed several areas including Wooster Pike, Water Street and South Milford Bridge. All areas in the city are now open and the river is back to normal flow. Minimal damage to neighborhoods and city properties occurred during and after the storm. Street Division City Hall Exterior Maintenance – The department is in the process of obtaining estimates to repair the Dryvit (stucco) and ceramic tiles. State Route 28/Main Street Update –The department anticipates a final design and cost estimate by the end of March. The project planning is on schedule and is expected to begin in May and be completed by mid-summer. Wastewater Division Sewer Treatment Plant Storm Update - Due to high river levels from the flood, the city had to shut down the treatment plant last Wednesday morning. The plant facility is back in full operation and required testing has been submitted to the OEPA.2017 Sewer Lining Project – The project is being advertised and the bid opening is now scheduled for March 16. The department videoed the deeper lines and made the video available to all interested contractors. The areas to be lined include: Mound Street, Cleveland Avenue, Laurel Avenue and Gatch Street.



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STANDING COMMITTEE MEETINGS

None scheduled at this time

REMINDERS:

Special Joint Work Session with Planning Commission March 8 at 6:00 p.m. at City Hall discussion Comprehensive Plan  
Milford Miami Township Chamber Event – State of the City presentation March 15 at 8:00 a.m. at Miami Township Civic Center

**Police department report:** Milford Police *Interoffice Communication* Date: March 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 February. **TRAINING** Probationary police officers Tyler Fannin and Tara Dennis were assigned to field training officers. Assistant Chief Mahan and the sergeants attended the annual Police Executive Leadership College Alumni Training in Columbus. **NOTABLE CRIME OCCURRENCES** We recovered a missing juvenile for the Warren County Sheriff's Office and received information regarding sex crimes in three different jurisdictions. There were two reports of theft from unoccupied vehicles. The Milford School District reported a fraud through the lunch accounts. Detective Rogers followed up on the report and forwarded it to Miami Township. One of our patrol units was struck by another vehicle while it was parked at the Oakwood apartments. The driver did not report the accident or Leave any information. The case remains under investigation. **UPCOMING EVENTS** Officer Kenney will receive an award from MADD at their annual awards luncheon on March 23rd. We will be one of the co-hosts at the March meeting of the Hamilton County Police Association. **ADMINISTRATIVE** A low-level use of force was used to apprehend an intoxicated driver who had fled the scene of an auto accident. A citizen complaint was filed on an officer for neglect of duty. An administrative investigation resulted in the officer being disciplined and retrained. **COMMUNITY RELATIONS** 1. A resident reported a problem with speeders on Beech Street. Officers are stepping up patrols and will ticket drivers found driving at unsafe speeds.

OUTSIDE MEETINGS AND ASSOCIATIONS

I met with Clermont County Jail Administrator Joe Palmer to discuss housing defendants from the Milford Mayor's Court

I met with the planning committee for a multi-jurisdictional table top exercise that will be held on May, 5th.

ATTACHMENTS

1. A thank you card from Den 7.

Fire and EMS Report:

February 16, 2017

Chief Mark Baird

Milford Community Fire Department 687-B US 50

Milford, OH 45150

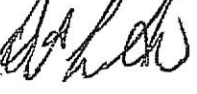
Dear Chief Baird:

On December 7, 2016, your emergency medical service was visited by representatives of the Academy of Medicine of Cincinnati's Site Visit Committee. The report was presented to members of the Emergency & Disaster Services Committee and recommended for a five-year approval to function under the auspices of the Academy of Medicine of Cincinnati.

Thank you for your cooperation with the site visit process. 'You can be proud of the personnel and systems you have in place to provide pre-hospital emergency care to the citizens of your community. A copy of the site visit report is enclosed for your records.

If you have any questions, please feel free to call (513-317-8046) or email me at [vanziljw@ucmailLuc.edu](mailto:vanziljw@ucmailLuc.edu).

Sincerely,

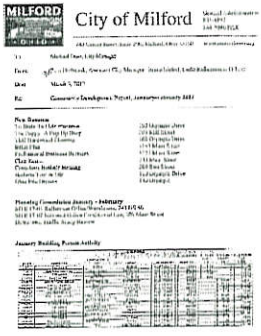


Property Maintenance/Code Enforcement Report:

Michael Doss, City Manager From: Pam Holbrook, Assistant City Manager

Bruce Molett, Code Enforcement Officer Date: March 3, 2017

ReCommunity Development Report, January-February 2017



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Public Comments: none

Council Comments: Mr. Minniear wanted to read a letter that was addressed to Council -  
Good evening,

I just wanted to take a minute and personally thank all of you for the impact you have had in my life over the last few years. I have learned a lot along the way and appreciate each of you. I will remain in touch and will obviously still be around as I have to begin the rebuilding/fixing process on the house. I wish the city and all of you the best of luck in the future, and look forward to keeping an eye on what happens in this great city moving forward. You all have my cell phone number please do not hesitate to reach out to me if you ever need anything.....(A.k.a especially dryer and dryer vent services ☺)

Thanks again, Justin Bonnell

New Business:

Ordinances and Resolutions

Ordinances and Resolutions

17-602 A Resolution Authorizing the Submission of an Application to the Clermont County Board of Commissioners for Grant Monies to Financially Assist in the Undertaking of The Riverside Park Phase II Project Ms. Evans made a motion to adopt. Seconded by Mr.Brady Ms. Brewer voted no. All others voted yes

17-1263 An Ordinance to Enter Into an Agreement for Engineering Services For The Bay Road Siphon Line Replacement Ms. Evans 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. Ms. Russell seconded the motion. All voted yes.

17-1264 An Ordinance to Enter Into an Agreement for Engineering Services For The High Street Sanitary Sewer Improvements Ms. Evans 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. Mr. Brady seconded the motion. All voted yes.

17-1265 An Ordinance to Enter Into an Agreement for Construction of a Storm Sewer Headwall Replacement Located At 208 Mill Street Ms. Evans made a motion to suspend the rules and read by title only Seconded by Mr. Brady All voted yes Mr. Brady made a motion to adopt. Ms. Brewer seconded the motion. All voted yes.

17-1266 An Ordinance Authorizing the Construction of a New City of Milford "Entrance Sign" Located At Main Street and State Route 50 Ms. Evans 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. Ms. Russell seconded the motion. All voted yes.

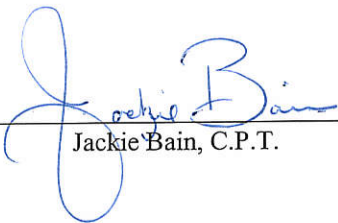
17-1267 An Ordinance Authorizing the Purchase of Two Lazer Mowers for The City of Milford Public Works Department Ms. Evans made a motion to suspend the rules and read by title only Seconded by Mr. Brady All voted yes Mr. Brady made a motion to adopt. Ms. Russell seconded the motion. All voted yes.

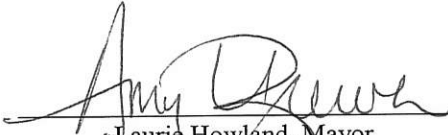
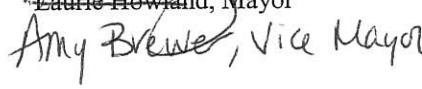
17-1268 An Ordinance Authorizing The Purchase of an Asphalt Hot Box for the City of Milford Public Works Department Ms. Evans made a motion to suspend the rules and read by title only Seconded by Mr. Brady All voted yes Ms. Evans made a motion to adopt. Ms. Russell seconded the motion. All voted yes.

Mr. Clayton mentioned to update council that the Brooklyn Avenue water main break hole has been patched and then as soon as the water main was turned on again, the water line broke again. Clermont County serves the location and we do not know at this time when the water will be back on.

Old Business: none

Adjourn: There being no further business to come before the City Council; Vice Mayor Brewer adjourned the meeting at 7:55 p.m. with a motion from Ms. Brady; Seconded by Ms. Evans. All voted yes.

  
Jackie Bain, C.P.T.

  
Laurie Howland, Mayor  
  
Amy Brewer, Vice Mayor