

RECORD OF ORDINANCES

~~Regular Meeting~~

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. December 19, 2017 *Passed* _____, 20____

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on December 19, 2017. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence for the City of Milford and all the people that help it function everyday from our Police Officers, our Firefighters, our store owners that open their store doors and the residents that call Milford home. Thank you.

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

Introduction and Presentation:

Proceedings: Ms. Evans made a motion to approve the Proceedings from December 5, 2017 City Council Meeting; seconded by Mr. Brady. All voted yes.

Correspondence:

1: Hamilton County Board of Commissioners Adopted a Resolution levying and additional Five-dollar (\$5.00) Motor Vehicle License Tax for Hamilton County, State of Ohio pursuant to section 4504.02 of the Ohio Revised Code. The information will be posted at City Hall.

2: Ohio Division of Liquor Control – Krust Co DBA Pizza Napoli Request for a hearing. Council voted not to request a hearing.

Financial Statements: None

Public Comments: None

Standing Committee Reports:

Administrative Services:

Administrative Services Committee December 15, 2017Minutes

Ed Brady called the meeting to order at 4:30pm Committee Members Present: Ed Brady, Ted Haskins, Lisa Evans Staff: Michael Doss, City Manager; Pat Wirthlin, Finance Director; Jackie Bain, Admin Assistant; Lori Pegg, Community Services Manager

2017 Annual Budget Transfer Ms. Wurthlin presented the annual budget transfers and appropriation amendments need for 2017. These would be the maximum amounts needed at the end of the year. Transfer \$295,000 from Capital Fund (415) to Bond Retirement Fund (415) to establish the public works facility debt reserve. This would be the extra left over from the construction of the public works facility and will be used to pay down principal and interest on the facility. Transfer \$295,000 from the General Fund (101) to Capital Improvement Fund (415) to cover capital projects outside of the public works facility debt reserve. The \$295 can't be used for other capital projects, and the fund needs a positive balance. Transfer \$150,000 to General Fund (101) to Bond Retirement Fund (329) to cover annual debt payments for the Municipal Building and Public Works Facility. These debts retire in 2025 and 2032, respectively. Building bond (ends 2025) P:100,000 + I: 51,440 less (1663 beg balance) Transfer \$142,000 from General Fund (101) to Street Fund (210) to cover the annual street paving program. There is not enough cash in the fund...most of the revenue comes from gas tax. Transfer \$58,000 from the General Fund (101) to Cemetery Fund (207) to cover the annual General Fund Subsidy. The transfer was \$50,000 last year and is expected to be \$75,000 next year. Revenues are down because sales of burial plots have slowed and the trend is that the cemetery is going to require more and more general fund subsidy. Transfer \$23,000 from General Fund (101) to Water Utility Fund (502) to subsidize operations. This transfer may not need to be made, but it might. 2018 GF subsidy budget is \$90,000 for air stripper media replacement.

Ms. Wurthlin also presented the following appropriation changes for City Council approval. These changes were all part of the 2017 forecast she presented to City Council during the 2018 budget work session. 2017 had a lot of activity past the original budget. Council previously approved the projects, so we need to make the changes. These appropriations are at the fund level and are to cover spending. Appropriate an additional \$15,000 to the General Fund (101) for lawsuit payments and tax incentive payments made to the school.

The lawsuit settlements cost the nearly \$90,000 over the past two years that was not planned for. There was a tax payment to the schools that was missed in 2016 that we have to make up for. Appropriate \$6500 to the Drug Enforcement Fund (203) for equipment. Motorola radios and online radios were purchased out of this fund. It is good to spend out of these types of funds. Appropriate \$21,000 to the Cemetery Fund (207) for equipment and operating costs. This is a mix of several items that were unbudgeted line items including a portion of the hot box, a public works salary allocation, a casket lowering device, landscaping and plot buyback. Appropriate \$98,000 to the Street Fund (210) for health insurance, street projects and equipment. \$26,000 is for health insurance that was inadvertently not budgeted last year, a portion of the sr 28 project, repaving of sr 28 and several pieces of equipment. Appropriate \$5200 to state highway fund (211) for traffic light utility costs. These costs have been increasing and Ms. Wurthlin recommends looking into a utility pool. Appropriate \$24,000 to Fire/EMS Levy Fund (215) for communications and special election fees.

Appropriate \$19,176 to Bond Retirement Fund (329) for Public Works Facility debt interest. This is the interest only. Next year the payment will be P:\$125,000 and I:\$56,000 for a total of \$181,000. Appropriate \$11,000 to TIF Fund (330) landscaping and bank fees. Appropriate \$337,000 to the Stormwater Utility Fund

RECORD OF ORDINANCES

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(501) for SR 126 emergency sinkhole repair, SR 126 rock culvert lining, and SR 28 downtown corridor project. We were reimbursed \$130,000 for the sinkhole repair but need to list the full amount as the appropriation. Appropriate \$160,000 to Water Capital Fund (516) for water purchase, line lagoon cleaning and chemicals. This amount had to be reallocated from water utility because there is no cash left in utility. We are now spending out capital. The next two the county will send back if original budget appropriations exceed original budget revenue. Decrease Parks & Recreation fund appropriations by \$12,500 for projects pushed to 2018 and to maintain positive cash balance. Decrease water utility fund (502) appropriations by \$114,000 for projects allocated to Water Capital Fund (516) and to maintain positive cash balance. Traditionally, the City does three transfers and appropriation changes per year, 2017 has been a busy year so we need to make the additional changes and transfers to maintain a positive cash balance. The committee agreed to make a motion to draft an ordinance authorizing transfers in the following funds: Capital Fund (415) to Bond Retirement Fund (415): \$295,000General Fund (101) to Capital Improvement Fund (415): \$295,000General Fund (101) to Bond Retirement Fund (329): \$150,000 General Fund (101) to Street Fund (210): \$142,000General Fund (101) to Cemetery Fund (207): \$58,000General Fund (101) to Water Utility Fund (502): \$23,000 Ms Brewer seconded the motion. All voted yes

The Committee agreed to make a motion to draft an ordinance authorizing appropriations amendments in the following funds: General Fund (101): \$15,000Drug Enforcement Fund (203): \$6500 Cemetery Fund (207): \$21,000Street Fund (210): \$98,000State Highway Fund (211): \$5200 Fire/EMS Levy Fund (215): \$24,000Bond Retirement Fund (329): \$19,176TIF Fund (330): \$11,000 Stormwater Fund (501): \$337,000Water Capital Fund (516): \$160,000Park & Recreation Fund (204): decrease by \$12,500Water Utility Fund (502): decrease by \$114,000 Ms. Evans seconded the motion. All voted yes

The committee agreed to make a motion to draft an ordinance to make appropriations for the current expenses and other expenditures of the City of Milford during the fiscal year ending 2018. Seconded by Ms. Brewer All voted yes

2017 Comprehensive Plan Mr. Doss gave an overview of the comprehensive plan that the steering committee and Assistant City Manager, Pam Holbrook have been working on in 2017. Mr. Brady asked what the next step is with the Comprehensive Plan? Mr. Doss explained between the Comprehensive Plan and the Capital Improvement Plan that was passed earlier in the year, it gives staff a reference when dealing with projects and questions that may come up when planning for the future. The committee agreed to make a motion to draft an ordinance authorizing adoption of the Comprehensive Plan. Ms. Evans seconded the motion. All voted yes

2018 Office Copier Lease Agreement Ms. Bain presented a new lease agreement for the copiers in the Administrative Office and the Police Department for consideration. She solicited bids from five copier companies. We have had an agreement with Millenium for the past several years and they have offered excellent customer service and competitive pricing. Out of the five companies that submitted bids, they are the only one that has the sharpdesk application, which is used by many people in the office. The lease agreement in the amount of \$571.21 per month for five years, which is a 3% savings over the past few years. The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a 5-year contract with Millenium for the Administrative and Police Department copiers. Ms. Brewer asked if the price included toner. Ms. Bain said that it includes all toners and services. Ms. Evans seconded the motion. All voted yes

2018 Compensation of non-union employees Mr. Doss asked the committee to consider 2018 merit pay increases for non-union employees in a lump sum of \$22,233. This amount represents a 2.5% increase for full-time employees employees which is in line with the bargaining unit employees

The Committee agreed to make a motion to draft an ordinance authorizing merit pay increases for non-union employees excluding the City Manager and Law Director, in an amount not to exceed \$22,233, effective the first pay period in January. Ms. Evans seconded the motion. All voted yes

Classification of Public Works Director and Assistant Public Works Director as Exempt Positions within the City of Milford Mr. Doss presented information from the Law Director regarding the Public Works Department with an amendment to Ordinance 16-1230 in certain respects.

The committee agreed to make a motion to draft an ordinance amending ordinance 16-1230 in the following respects:

1. The Public Works Director shall be appointed and may be removed by the City Manager with approval by a two-thirds (2/3) vote of the full legal Counsel
2. The Assistant Public Works Director shall be hired by the City Manager and serves at the will and pleasure of the City Manager.
3. The Public Works Director and Assistant Public Works Director shall be considered exempt positions pursuant to SEC 10.03 of the Milford City Charter.
4. This Ordinance shall amend and supersede any ordinance, Resolution, Policy, Procedure Rule or Regulation which is inconsistent herewith. Ms. Evans seconded the motion. All voted yes

There being no other new business, the meeting was adjourned at 5:00pm

RECORD OF ORDINANCES

Ordinance No. _____ Passed _____, 20_____

Community Development:

Community Development Committee Meeting Minutes December 18, 2017
The meeting was called to order at 4:30pm by Lisa Evans Present: Mayor Laurie Howland, Lisa Evans, Sandy Russell, Charles Evans Staff: Michael Doss, Lori Pegg, Nate Clayton
2018 Landscape Bid Mr. Doss presented the 2018 Landscape Bids. The City received three bids: Louiso Lawn Care (1 year:\$65,015; 3 year: \$195,045), LTD Landscaping (1 year:\$67,429; 3 year: \$205,299) and Alex Holt Lawns By Design (1 year: \$140,760; 3 year:\$394,780.) Over the past several years we have just gone with a one year contract, but for sustainability and to build on work that has been done over the past year staff recommends a three year contract with Louiso’s Lawncare.
The Committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a three-year contract with Louiso Lawncare for Landscape Services. Ms. Howland seconded the motion. All voted yes 2018 Cemetery Grounds Maintenance Contract Mr. Clayton presented the 2018 Cemetery Grounds Maintenance Bids. The City received three bids: Alex Holt, Lawns by Design (1 year: \$38,954; 3 year: \$118,850) Louiso Lawn Care (1 year: \$50,317; 3 year: \$150,951) and A&A Lawncare (1 year: \$51,315; 3 year: \$153,945). A&A Lawncare has held the contract for the past three years and the City has been very happy with them, but there is a \$13,000 difference in the bid from Lawns by Design. In the pre-bid meeting the expectations were laid out regarding timing and quality of work. The contract states that either party can terminate the contract with 30 days notice, so if the quality of work is not consistent with what we have had in the past we can address it. Their references have been checked and staff recommends a one year contract with Lawns by Design. The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a one year contract with Lawns by Design for Cemetery Grounds Maintenance. Ms. Russell seconded the motion. All voted yes. Riverside Park Survey and Site Engineering Services Mr. Clayton presented a proposal from Kleingers for a Limited Topographic Survey and Site Engineering Services for the Riverside Park Shelter in the amount of \$11,400. The construction management will be done in house by the City Engineer. Kleingers has been working on this project from the beginning before we had a City Engineer and has updated this proposal three times for us at no charge. Mr. Clayton also presented a proposal from an architect for the shelter design services in the amount of \$2000, since the shelter is not a prefabricated structure as was originally proposed it will be have to be designed. The City has to provide the design to the County for bid purposes. Staff will begin working with the architect on shelter design asap. The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into a contract with the Kleingers Group for Riverside Park surveying and Site Engineering Services. Mr. Brady seconded the motion. All voted yes
There being no further business the meeting was adjourned at 4:50pm.

City Manager’s Report:

MEMORANDUM TO: City Council CC: Mike Minniear, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: December 19, 2017RE: Manager’s Report CITY MANAGER Public Works Facility – The pouring of the building column foundations should commence in the next couple of weeks. There is an issue with an incorrectly marked and located storm line that runs across a small corner of the proposed building. The storm line should not impact the immediate columns of the building, but will have to be addressed before the concrete pad is poured at the site. The next step for addressing the storm line issues are: Excavate and locate the existing storm pipe between Garfield and the building pad to determine impact location on the northwest corner of the building pad. Determine most cost effective method to bridge storm pipe if it is located within the bearing area of the column foundation. Potential solutions include: Excavate to an elevation of acceptable soil and install a grade beam perpendicular to the storm sewer to carry the load of the building. Drill and install a foundation pier to support the column load. Excavate the entire area and replace with acceptable fill material to support the column load. The remainder of the existing storm line is in a state of deterioration and will need to be replaced in the near future as part of a larger storm replacement project for the Clertoma subdivision. Milford/Main Site Fencing Update - The temporary inner fencing located on the Milford/Main site is scheduled to be removed by the end of this week. The service division will replace the fence with no parking signs and also place concrete parking blocks on the existing parking lot. PUBLIC WORKS State Route 28/Main Street – Adleta Construction is finishing up concrete curbing and sidewalk replacement this week. The contractor anticipates that the project will be approximately 95% completed by the end of this week and SR 28/Main Street will be fully opened for traffic. Mill and asphalt overlay is scheduled to be completed in the early spring of 2018.Price Road Stabilization- This project received 2018 OPWC funds. Public Works is getting proposals for design and will make recommendations in late January 2018 for the design firm. SR 126 Stabilization- This project received 2018 OPWC funds. Public Works is getting proposals for design and will make recommendations in late January 2018 for the design firm. Laurel Storm- The City is looking at potentially phasing the project to make it affordable since it didn’t score well for 2018 OPWC funds. Public Works is getting proposals for design and will make recommendations in late January 2018 for the design firm. STANDING COMMITTEE MEETINGS: none at this time but Safety Services and Public Services will hold meetings early in the year.
REMINDERS None at this time

RECORD OF ORDINANCES

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Police department report: Chief Mills presented the department’s report to council. Reporting that they helped 22 local kids with the Shop with a Hero Program. Funded entirely with fund raisers. Some of their top donors are By Golly’s, Greater Milford Historical Society, Milford Gun Club, and a lot of anonymous donors. It was one of the most heartfelt outreach programs of the year. Squad 1 identified one of their children from the program and this child could probably use a little more help than others, they dipped into their own pockets and bought the family some extra Christmas presents, a Christmas tree and a gift card to Kroger’s so that they would have a nice meal. Wal Mart contacted the department with information that some of their employees collected money to buy gift cards and wanted the police department to place them in hands that could really use them. Chief Mills asked for a voice vote to re elect Lori Pegg and Chief Mills to the Volunteer Peace Officers Dependent Fund. All in favor: All voted aye.

Fire and EMS Report: none at this time

Community Development Report:

Public Comments: Tim Howland/First Man of Milford with The First Kid of Milford, Alex, gave a beautiful speech to and about his wife – the honorable Mayor Howland. Standing ovation after Mr. Howland’s speech. Mayor Howland expressed her thanks. Thanks to staff and residents and gave a beautiful heartfelt speech to everyone. And to the City of Milford, it has been her honor and privilege to sit up here as your Mayor. I am grateful and I am looking forward to enjoying this city as a mere resident. Thank you! Standing ovation from everyone at City Hall for Mayor Howland.
Ms. Brewer said to Mr. Howland that it was one heck of a speech and tribute to his wife. It was the most beautiful thing for a man to tell his wife. And how proud he was of her really showed. It has been her pleasure to work alongside her. We are better because of her. And she will be greatly missed.
Mr. Minniear said that he has been here a long time. And two words that describe Laurie would be tenacious and a fighter. She has left the city in a far better shape than when they got here. It has been a pleasure to work with her and an honor to be her law director.

Council Comments: none at this time
New Business:

Ordinances and Resolutions

17-1320 An Ordinance Authorizing Merit Pay Increases for Non-Union Employees 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. Mr. Brady seconded the Motion All voted yes
17-1321 An Ordinance to Make Appropriations for The Current Expenses and Other Expenditures of The City of Milford During the Fiscal Year Ending December 31, 2018 Mr. Brady made a motion to adopt. Ms. Howland seconded the Motion All voted yes
17-1322 An Ordinance Authorizing the Transfer of Funds Employees 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. Mr. Brady seconded the Motion All voted yes
17-1323 An Ordinance Amending Appropriations Ordinance No. 16-1246 Mr. Brady made a motion to adopt. Ms. Russell seconded the Motion All voted yes
17-1324 An Ordinance Authorizing an Agreement with Louiso Lawn Care, Inc. For Landscaping Services for The City of Milford Employees Ms. Brewer 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. Evans seconded the Motion All voted yes
17-1325 An Ordinance Authorizing an Agreement with Lawns by Design for The Greenlawn Cemetery Grounds Maintenance Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady All voted yes Ms. Howland made a motion to adopt. Ms. Russell seconded the Motion All voted yes
17-1326 An Ordinance Authorizing an Agreement with The Kleingers Group for Site Design Services for The Riverside Park Shelter and Path Project Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady All voted yes Ms. Howland made a motion to adopt. Mr. Brady seconded the Motion All voted yes
17-1327 An Ordinance Adopting 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. Howland made a motion to adopt. Mr. Brady seconded the Motion All voted yes
17-1328 An Ordinance Authorizing an Agreement with Millennium Business Systems for A Copier Lease for Administration and The Police Department Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady All voted yes
Mr. Russell made a motion to adopt. Ms. Russell seconded the Motion All voted yes
17-1329 An Ordinance Amending Ordinance No. 16-1230 Regarding the Public Works Director and Assistant Public Works Director Positions Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Mr. Brady All voted yes Ms. Howland made a motion to adopt. Mr. Brady seconded the Motion All voted yes

RECORD OF ORDINANCES

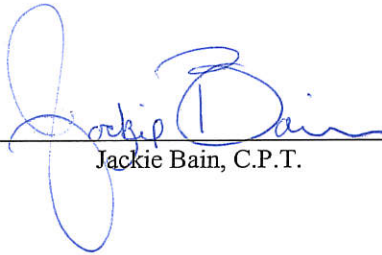
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Ordinance No. _____ Passed _____, 20____

Old Business

Adjourn:

There being no further business to come before the City Council; Mayor Howland wished everyone a very Merry Christmas and a very safe New Year. The Regular Session of Council was adjourned at 7:40 with a motion from Ms. Evans; seconded by Mr. Brady. All voted yes.



Jackie Bain, C.P.T.



Laurie Howland, Mayor
FRED ALBRECHT,