

RECORD OF PROCEEDINGS

Minutes of Regular Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held January 3, 2017

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on January 3, 2017. Mayor Howland called the meeting to order with the Pledge of Allegiance and a Moment of Silence

Roll Call: Present: Mayor Howland, Vice Mayor Brewer, Ms. Russell, Mr. Bonnell, Ms. Evans Mr. Haskins. Mr. Brady was absent. Ms. Brewer made a motion to excuse Mr. Brady's absence. Ms. Evans seconded the motion. All voted yes.

Introduction and Presentation: With a request to approach the bench and City Council, Special Guest of Honor: The City of Milford Town Crier – William Knepp made it known that Milford is Clermont County's Soul City. With 2016 now being history and this, the inaugural session of a new council and a promising year of extended good government and achievements, to inform that the state of the city for 2017 is good. Two projects in the future: The Memorial honoring veterans and the historical area called Five Points. Look to the past of the use of the historical ground. Five Points could be the crossover from new (future) Milford to Old Milford (past). He was once told if you lead you will have advisories. And if you do lead and fail to rise to the occasion, you will have advisories. And if you do nothing at all, you will have advisories. Stated to council to stand tall, lead and make decisions in this New Year. And win your advisories over to friends as he has in the past 60 years that he has been here. William Knepp – City of Milford Town Crier – introduced his friend, associate and stabilizer, Corporal Louie Maskey from WWII and Korean War 1950-1953.

The Mayor and Vice-Mayor congratulated and presented William Knepp with a Proclamation and an Official Key to the City in honor of William Knepp Day December 6th in the City of Milford Ohio.

Mr. Knepp shared with council and the public some stories of his life and referred to how he dreamt of Milford while serving in Korea and how he was going to move here after coming back from the Army. And 2 years after being discharged from the Army – Mr. Knepp's family moved to the city. Mr. Knepp wanted to share his love for the city. You can love a city and an area, and each other. Never did he think that his son would serve on two council terms and then go on to become President of the Milford School Board. Those dreams never occurred to him but became a reality. Another story mentioned how the Milford Jaycees were one of the greatest things that could have happened to the Village of Milford at the time. He reflected on a great event that occurred when he went to Village Hall and a discussion about how dirty the streets were. And a councilman stated that if you do not like it then why don't you clean it up with a toothbrush? So the word got out how they were going to scrub downtown Milford with toothbrushes. 200 plus showed up with toothbrushes to clean the block in front of City Hall and how the Milford Fire Department came out and rinsed it. Out of that project, the city council approved to buy the city's first street cleaner. Mr. Knepp is the oldest living Town Crier and will leave his entire outfit to Mr. Michael Minniear. Mr. Minniear complimented Bill Knepp that he was very instrumental in getting people to come together in the mid 90's when the city was in turmoil and the key is well deserved. Council was given a bell to give to Karen Huff .The bell was a quiet bell. Council members and those in the audience were presented with a Spirit of '76 flag with a lapel pin of the current United States. He thanked all and the he mentioned that he has received a place in the Ohio Veterans Hall of Fame from 2011 and will have the Key to the City mounted next to it.

Proceedings: Mr. Bonnell made a motion to adopt the Proceedings from December 6, 2016; seconded by Ms. Evans. All others voted yes.

Correspondence: none

Financial Statements: none at this time

Public Comments: no public comments

Held 20

Standing Committee Reports:

Community Development

Community Development Committee
Meeting Minutes
December 13, 2016
Lisa Evans called the meeting to order at 6:00pm
Committee Members Present: Lisa Evans, Sandy Russell
Staff: Michael Doss, City Manager
Also Present: Charles Evans
2017 Landscape Bids
Michael Doss presented the committee with two bids for 2017 landscape services. The first bid was Louiso Lawncare in the amount of \$58,270 and the second bid was LTD Landscape in the amount of \$69,722. Mr. Doss indicated that both bids were reviewed and inspected by staff and were complete.
The committee agreed to make a motion to draft an ordinance authorizing the City Manager to enter into an agreement with Louiso Lawncare in the amount of \$58,270 for 2017 landscape services. Ms. Evans made a motion and Ms. Russell seconded the motion. All voted yes.
Mrs. Evans commented that if the landscape agreement is approved, the floral sub-committee will need to meet with the landscape company to discuss the types of flowers to be planted during the season.
New planters update
Mr. Doss updated the committee on the acquisition of the new planters for the city. According to Mr. Doss, the planters are set to be delivered in early January 2017.
There being no other business, the meeting was adjourned at 6:07 pm.

Public Services

Public Services Committee Meeting Minutes December 21, 2016 Called to Order: 8:00 a.m. by Amy Brewer Present: Laurie Howland, Amy Brewer, Ed Brady Staff: Michael Doss, City Manager; Matt Newman, Assistant Public Works Director; Lori Pegg, Community Services Manager

Professional Service Agreement for SR28/Main Paving Project
Mr. Doss presented three quotes for professional design services for the SR 28/Main St paving project to be completed in the spring. The bids were submitted by Strand Associates for \$17,280; MSP (McGill Smith Punshon) for \$22,000 and Kleingers for \$23,900. These bids are to design and get the project out to bid. Mr. Newman added that Strand had done another project in the same area and already had the survey information so that is why their bid is lower than the other two. He has used them in the past and they are easy to work with. Mr. Doss also mentioned that once the project is designed and bid we will have our Public Works Department working on some of the construction management so that should defray the costs in the next phase. The committee agreed to make a recommendation to draft an ordinance awarding the professional service agreement for the SR 28/Main Street design services to Strand Associates for \$17,280. Motion seconded by Ms. Evans. All voted yes.
Professional Service Agreement for the public works facility
Mr. Doss presented two quotes for professional design services for the Public Works facility. The bids were submitted by MSP for \$39,750 and Strand Associates for \$97,500. MSP has been involved in the project from the beginning and designed a similar facility for the City of Lebanon, which has been visited by the Mayor and City Manager. They have also received input from the current Service Department employees regarding design. Strand is not familiar with the project and some of their questions were unable to be answered regarding ventilation and may not be as familiar with this type of design, so their bid came in very high and could be adjusted as the process proceeds. This bid is for the design and getting the project out to bid. Mr. Doss anticipates breaking ground in July/August, and the facility probably won't be finished by the end of year. There is a 60 day window with bond council, so we will need a more definitive cost and then get the final interest rate. Mr. Burke would likely get the bond secured by end of March or early April, then we can award bids mid to end summer. The committee agreed to make a recommendation to draft an ordinance awarding the professional services agreement for the design of the Public Works Facility to MSP (McGill Smith Punshon) Motion seconded by Ms. Russell. All voted yes.
Brooklyn Avenue Water Run-off
Ms. Brewer asked about an ongoing problem at the top of Brooklyn Avenue that is causing water to run down the hill. Mr. Newman confirmed that is a leak on the Clermont County side of the water service, not on the City side. He has contacted the water department at the county several times with no resolution and will bring it to the attention of the Water Resources Engineer today. Respectfully submitted, Lori Pegg

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held 20

City Manager's Report:
MEMORANDUM
TO: City Council **CC:** Mike Minniewar, Law Director Jackie Bain, Administrative Assistant/Clerk
FROM: City Manager **DATE:** January 3, 2017**RE:** Manager's Report
CITY MANAGER Economic Development An upcoming meeting with a health care provider interested in possibly expanding operations and services is scheduled for tomorrow. In addition, another meeting is scheduled for later this month with an engineering and architectural firm interested in relocating their offices to downtown Milford from Kentucky. The office continues to finalize three possible additional economic development incentives to encourage new commercial and industrial businesses to located and/or expand operations in Milford. The incentives focus on property tax rebates, public utility discounts and fee/permit discounts. An administrative services meeting will be scheduled for later this month to present the finalize incentives.
Memorial Park Clermont County, as the grant administrator, is having issues with the contractor on the Milford Memorial Park improvement project. The contractor has missed the deadline to comply. The county will have to rebid the project.
Public Works Department The City of Milford Public Works Department is in operation. Nathan Clayton was hired as the new public works director. Mr. Clayton begins his employment January 16.
SERVICE DEPARTMENT The department spread salt twice last month on High Street and Main Street because of a continuous water run off issue on High Street. The department continues to clean out catch basins and operate the leaf truck in some areas. In addition, the department will continue to pick up used real Christmas trees the rest of this week and possible next week. Ms. Howland asked where should the residents place the trees? Mr. Doss asked that the residents place in a greenspace off the roads would be greatly appreciated.
WASTE WATER DEPARTMENT General preventative maintenance was performed on the lift stations. The department worked on the Castlebury lift station and replaced belts on the digester blower at the Clean Signal Hill lift station. The department submitted the annual sludge report to OEPA.
WATER DEPARTMENT The department repaired two main breaks: Center St and Miami Ave/Crestview. The department responded and replaced a damaged fire hydrant at SR 28 and Castlebury Court. The hydrant was struck by a vehicle and the breakaway failed to break. The department repaired leaking fire hydrants on US 50, Milford Parkway by fire house, and Osage. Matthew Gordon was hired as the new operator in training (OIT). Mr. Gordon started work today 1/3.
STANDING COMMITTEE MEETINGS Administrative Services Committee: Not scheduled at this time
Community Development Committee: Not scheduled at this time
Public Services Committee: Not scheduled at this time
Safety Services Committee: Not scheduled at this time
REMINDERS: None

Police department report:
Interoffice Communication Date: December 30, 2016 **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 December.
TRAINING 1. Detective Liming attended a one-hour webinar on Digital Forensics. 2. All sworn members reviewed the Clermont County Prosecutor's Office newsletter.
3. I attended a seminar on the impact of medical marijuana on the workplace. 4. I participated in a webinar on changes to the Ohio Law Enforcement Collaborative. **NOTABLE CRIME OCCURRENCES**
1. A burglary was reported at 26 Concord Woods Drive on December 14th. 2. A burglary was reported at 850 Garfield Ave on December 24th. 3. A breaking and entering report was filed on Crestview Drive on December 29th. 4. A street robbery was reported on Rivers Edge Drive on December 29th.
UPCOMING EVENTS 1. The quarterly meeting of Community United will be held on January 10th.
2. The annual MPD Awards Ceremony will take place at the January 17th City Council meeting.
ADMINISTRATIVE 1. The year-end command staff meeting was held on December 15th.
2. An officer received a letter of counseling for causing damage to Car 711 by accidentally striking a light pole in the parking of Rave Cinemas. 3. A low-level use of force was necessary to restrain a violent shoplifter at Kroger. The officers' actions were reviewed by Sergeant Kibby and found to be in compliance with policy. 4. Interviews with the top three candidates for police officer positions were held on December 29th. 5. Officers Clark and Chastain successfully completed their 3rd quarter probationary reviews.
COMMUNITY RELATIONS 1. Operation Holiday Patrol was very well received during the month of December. The members of Squad 3 were treated to dinner for submitting the most photographs.
2. Cub Scout Pack 120 toured the police facility. 3. Shop with a Hero was conducted on December 15th.
OUTSIDE MEETINGS AND ASSOCIATIONS 1. I attended the quarterly Criminal Justice Coordinating Council meeting on December 21st.

Fire and EMS Report: None at this time

Public Comments: None at this time

Council Comments: None at this time

New Business:
Ordinances and Resolutions

RECORD OF PROCEEDINGS

Minutes of

Meeting

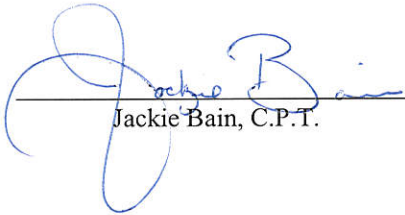
DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20_____


- 17-1250** An Ordinance To Proceed With The Ballot Issue For A 12.50 Mill Tax Levy For Fire Protection Services And Emergency Medical Services For Three Years For The City Of Milford, Ohio Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Ms. Evans. All voted yes. Ms. Brewer made a motion to adopt. Seconded by Ms. Evans. All voted yes
- 17-1251** An Ordinance Authorizing The Clermont County Community Development Block Grant Program Administrative Agreement With The Clermont County Board Of County Commissioners. Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Ms. Evans. All voted yes. Ms. Evans made a motion to adopt. Seconded by Mr. Bonnell All voted yes.
- 17-1252** An Ordinance authorizing an agreement with Louiso Lawn Care, Inc. for Landscaping services for the City of Milford. Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Ms. Evans All voted yes. Ms. Evans made a motion to adopt. Seconded by Ms. Russell All voted yes.
- 17-1253** An Ordinance Authorizing an Agreement with Strand Associates, Inc. for the Design Services For The State Route 28/Main Street Paving Project Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Ms. Evans. All voted yes. Ms. Brewer made a motion to adopt. Ms. Russell seconded the motion. All voted yes
- 17-1254** An Ordinance Authorizing an Agreement with McGill Smith Punshon for the Design Services for The Public Works Facility Ms. Brewer made a motion to suspend the rules and read by title only. Seconded by Ms. Evans. All voted yes. Ms. Brewer made a motion to adopt. Seconded by Ms. Russell. All voted yes

Old Business:
Ms. Howland encouraged everyone to attend the next council meeting to show support for the wonderful Police department as they present their awards.

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



Jackie Bain, C.P.T.



Laurie Howland, Mayor