

Public Services Committee Meeting Minutes

July 16, 2020

Called to Order: 4:30pm by Kim Chamberland

Present: *Kim Chamberland, Amy Vilardo, Ted Haskins absent*

Staff: *City Manager, Michael Doss, Assistant City Manager, Pam Holbrook, Finance Director, Pat Wirthlin, Water Department Supervisor, Joe Casteel, and Administrative Assistant, Jackie Bain*

Visitors: *Kleingers, Tim Casto, Deborah Buis, and Robert's Engineering Inc., Ron Roberts*

Approval of Proceedings: *The committee approved the proceedings from the May 27, 2020 Public Services Committee meeting. Ms. Vilardo made a motion to approve. Seconded by Ms. Chamberland*

WELL #4 CLEANING

City of Milford Water Department Supervisor, Joe Casteel presented the committee with information regarding routine well cleaning services for Well # 4. The fee for the cleaning was already approved in the budget. The cheapest best low bid from three bids was \$ 11,623.75 plus \$2,500 for incidentals. The cleaning was approved in the budget and at the March 3, 2020 City Council meeting as Ordinance No. 2020-16/ An Ordinance Authorizing an Agreement with Boone Water Systems, Inc. for the Cleaning of Well #4 in the contract amount of \$14,123.75.

ENGINEERING SERVICES FOR WWTP INFLUENT LIFT STATION SCREEN GRINDER

City Manager Michael Doss informed the committee on behalf of Waster Water Department Supervisor, Dave Walker, a quote for professional services from Environmental Engineering. It is our Ohio Public Works Commission funding that we applied for last year for the Wastewater Treatment Plant Lift Station Screen/Muffin Grinder. The Round 34 Funds that we had applied for are now available. We are not sure if Round 35 is going to happen and may be delayed. The funding for that project and is now available for us to draw from. The total project cost is \$165,000

We did receive \$80,000 in grant from OPWC and \$85,000 is the commitment from the City which includes the professional engineering services. Presented in the documents is a follow up for the engineering services. Section A of the Engineering Services included the design of the screening, all bid, pre bid, solicitations and bid opening, total cost \$6,500. Section B included actual construction inspection, assisting the city with all the filings that would occur with OPWC for the project. Total cost \$3,500. Both sections totaling \$10,100. This is information was brought to the committee's attention for consideration for Environmental Engineering to do the entire engineering services for both sections A and B for \$10,100 which is included in the overall cost.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing an Agreement with Environmental Engineering Service for Wastewater Treatment Plant Influent Lift Station Screen Grinder Equipment Design in the amount of \$10,100.

DISCUSS PROPOSAL BY RON ROBERTS TO PREPARE ENGINEERING DRAWINGS FOR A STORMWATER PROJECT ON HIGH STREET

Pam Holbrook introduced a proposal from Roberts Engineering to do engineering and construction documents to extend the storm water line on High Street. This project was the result of four houses that Phil Ditchen is building on High Street. Two of the lots are under contract. Mr. Ditchen submitted permit documents. The project has been held up and the two potential property owners are wanting clarification on when we are moving forward. The last piece of this is the catch basin to handle the storm water from these four lots. Which currently does not exist. The next step is to have it designed. Who is to pay for this since part will be in the right of way as a result of this project? Two letters from Mr. Ditchen, one from June 9th, which included a proposal to share in the project, which the city would pay for the proposal, engineering design and construction documents that Ron Roberts would put together which amounts to \$7,700. Mr. Ditchen would pay for materials that would be used and the city employees would do the work to keep the project moving forward and satisfy the need for the extension. Mr. Tim Casto from Kleingers discussed the trench drains and the shed of water flowing down from the houses that will sit high on High Street. To make an incremental change in this development, and taking the existing storm water system and extending along the frontage within the right of way and to the corner of the development and receiving that water from the detention basin, which will be located on private property. Pam stated that after discussing this information with Tim, they did not feel comfortable moving the building permit application forms forward to building department until we know that the storm water is taken care of. Mr. Ditchen sent a letter in July saying that he is prepared to assume full responsibility in the event that the city does not want to participate. It is now up to coming up with an agreement. Ms. Holbrook said that we would be paying for the design proposal from Ron Roberts in the amount of \$7,000. To put a design together and prepare the construction documents and provide the work for this. Mr. Ditchen would pay for the materials which Mr. Ron Roberts stated would be about \$50,000. The city would be paying for \$7,700 plus whatever we can provide as in-house labor. Mr. Roberts is making the argument that we are being proactive and responsible by simply doing this study. The study is in two parts: Mr. Ditchen's part and the rest of the study is to survey the system, develop a model and to understand what we have out on Main Street because currently we do not have anything like this. And it is a good opportunity to do this right now. Ms. Holbrook asked if this is something that we can move forward with the construction and engineering documents to figure out the rest once Tim has a chance to analyze the results of Ron's study. The committee felt that the comfort level to commit was for just the engineering to be done at this time. Mr. Roberts stated that once you do the first phase, which does not take that long, we can get a cost estimate.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing an Agreement with Roberts Engineering for Preparation of Engineering Drawings for The High Street Stormwater Project in the amount of \$ 7,700

LOCAL CORONAVIRUS RELIEF FUND (CRF) PURCHASES: LAPTOPS AND WHITEBOARDS

Ms. Holbrook also presented information received from Millennium Business Systems regarding Smartboards. The current two whiteboards are from 2012 and are not working as needed for meeting presentations and the ability to share screens. Millennium provided information for two Smartboards: one 65" wireless which equals \$5941.00, and one 75" Wireless which equals \$7547.00 which also includes the computer for each board as well as the rolling stand for each. The total cost would be \$13,088 which is less than what we paid in 2012.

Pat Wirthlin, Finance Director presented information on the Local Coronavirus Relief Fund Purchase — Laptops \$16K. 195K Grant for COVID - the City received a \$195,691 grant to cover COVID-19 expenses. There is a bit of a time-crunch: The City must encumber by October 15 and spend the funds by December 26. The City received the grant as a provision of the Federal CARES Act's Coronavirus Relief Fund (CRF). The next step is figuring out how to spend the money! What's Out-Unfortunately, the City may not use this grant for its most significant COVID costs to date ... loss of revenue and shift wages. Instead, the City must spend the CRF funds on pandemic-related necessities including costs for distance learning and teleworking, which leads into today's request ...Seven Laptops for \$16K COVID complications require the Staff to telework at times. The City's I.T. company (E/Technologies) was nice enough to lend some older model laptops to a few. Others of us used personal computers. Please consider earmarking CRF funds for seven new laptops at a total cost of \$16,000 per attached.

The Committee Agreed to Make A Recommendation for the Law Director to draft an Ordinance Authorizing the Purchase of Smartboards from Millennium Business Systems for A Total Amount Of \$13,088

The Committee Agreed to Make A Recommendation for the Law Director to draft an Ordinance Authorizing E-Technologies to Purchase Laptops for the City of Milford for a Total Amount Of \$16,000

ITS PHASE 3 PREEMPTION AGREEMENT

Michael Doss informed the committee that the city partnered with the Clermont County Transportation Improvement District back in 2014 to provide a grant application with OKI for a variety of traffic signal upgrades and emergency preemption for signals in Clermont County. Milford participated in the Grant application program. Fast forward to 2021, we were approached by Clermont County Engineer about reengaging and participating in this project with other local municipalities/townships. At the time Covid-19 had just hit and we were in a holding pattern. In June of this year, we were again approached about reengaging. Per 2014 information, our project share would be \$70,532.66. The total project cost for Milford's portion is \$352,663.30. the overall project for Clermont County is a little over 2.1

million. It is an 80/20 grant. The county would really like for us to participate and would revise the agreement so that Milford could pay their share in 2021. This could be placed in the 2021 budget and get that project going. The committee had a lengthy discussion regarding why we should participate in this program since they felt this was a lot of money for an improvement of a few traffic lights. Neither the Police department nor the Fire Department are in favor of this program. Also, the information reflects 2014 numbers, and this could and probably will change. Mr. Tim Casto discussed some possible benefits of having such a program. The committee felt that unless there was a really good reason, we should not spend \$70,532.66 at this time since this project is not pressing. The committee agreed to pass on participating in this program at this time. If possible, get information for a split out as alternate, split it and making a decision based from updated information.

TRAFFIC LIGHT INVOICE FOR LIGHT AT CORNER OF MAIN/LOCUST

Mr. Doss discussed with the committee a recent traffic accident at Locust/Main where a traffic light was taken out by a tractor trailer going through town. It took out the pole and one of the lights had to be totally removed. This amount was for over \$7,500. The total invoice amount was for \$13,761.12. The light repair was an emergency situation. The project is complete and is in que to be paid. The information will be turned in to our insurance provider.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing Payment to Capital Electric Line Builders for The Light at The Corner of Main/Locust in The Amount Of \$13,761.12.

There being no additional business Ms. Chamberland made a motion to adjourn the meeting at 5:47pm Seconded by Ms. Vilardo All yes

Respectfully Submitted, Jackie Bain

"These minutes have been approved and adopted by Ms. Chamberland July 20, 2020, Ms. Vilardo July 20 , 2020."