

PUBLIC NOTICE

PUBLIC SERVICES COMMITTEE MEETING

Committee Members: *Kim Chamberland*, Amy Vilardo and Ted Haskins

Thursday, March 11, 2021 at 4:00 pm
City Council Chambers
745 Center Street, Milford, Ohio 45150

AGENDA

Call to Order

Proceedings: Approval of the February 12, 2021 Public Services Committee Minutes

Agenda Items:

- Review of Influent Lift Station Bid(s)
- Discussion: High Street Residential Development Request for Stormwater Infrastructure.
- 519 Main Street Vacation
- Scenic River Canoe bus permission
- And all additional matters that may properly come before the Committee

Adjourn

**Public Services Committee
Meeting Minutes
February 12, 2021**

Mrs. Chamberland called the meeting to order at 8:35 a.m.

Present: Kim Chamberland and Ted Haskins, Amy Vilardo absent (excused)

Staff: City Manager Michael Doss; Finance Director Pat Wirthlin; Service Department Supervisor Ed Hackmeister and Tim Casto with Kleingers

Visitors: None

Proceedings: *Approve the proceedings from the September 9, 2020 Public Services Committee Minutes. Mrs. Chamberland made a motion to approve. Seconded by Mr. Haskins.*

City Hall Building Repairs Discussion

Mr. Doss requested that the City Hall building repairs item be tabled so the City could provide specifications and take the repairs out for bid. Mr. Doss and Mr. Hackmeister stated that the City Hall building repairs were necessary in preserving the outside structure of the building, but preliminary estimates indicate that the expense will exceed the threshold for obtaining three quotes and will have to go through the competitive bidding process. Mr. Doss stated that he anticipates a forty-five-day process until the project can be considered for approval for this spring.

The Committed Agreed to table the City Hall building repairs until the City receives competitive bids for the project.

City Hall Third Floor Carpet Quotes

Mr. Doss presented three quotes for the replacement and installation of new carpet for the third floor of City Hall. The carpet has already been replaced on the first and second floor of City Hall and the existing carpet on the third floor needs replacement. The lease agreements negotiation last year with Control Bionics and the Milford/Miami Township Chamber of Commerce increase the amount of the monthly lease to incorporate additional square footage and to account for the expense of improvements including new carpeting. The City received quotes from the following: McSwain Carpets and Floors in the amount of \$20,482; Carpetland in the amount of \$23,648.56; and JP Flooring in the amount of \$28,300. Mr. Haskins asked if the quotes were "an apples-to-apples comparison". Mr. Hackmeister said "yes". Mr. Hackmeister indicated that the quotes do not include the moving of office furniture which will increase the expense if the carpet companies must do the moving of furniture. Mr. Doss stated that Control Bionics would move their own furniture, so the City does not have any liability in moving the furniture utilizing City personnel.

Mrs. Wirthlin indicated that money is appropriated in this year's budget to account for building improvements including the carpeting at City Hall. Without further discussion the committee made the following:

The Committee agreed to make a recommendation for the Law Director to draft an ordinance authorizing the City Manager to enter into a contract with McSwain Carpets and Floors in the amount of \$20,482 for carpet installation on the third floor of City Hall.

Pavement Management Study

Tim Casto with Kleingers made a presentation regarding a proposed Pavement Management Study for the City of Milford. The Pavement Management Study would provide a detailed analysis of all City streets and roads. The analysis would include evaluating the street pavement conditions, distress of pavement, and degree of asphalt/concrete degradation. The analysis would score and rank each street based on the criteria and conditions. Mr. Doss indicated that this study would provide the City with the ability to prioritize street paving projects and establish a capital improvement project for addressing street improvements. Mr. Doss further indicated that the study would enable the City to budget for future projects and assist with future grant funding. Mr. Doss said that similar studies have been performed in other communities and proven successful. The Committee continued discussion about the capabilities and importance of the study for capital planning and possible additional funding opportunities.

Mr. Haskins asked if the study would have to be updated in upcoming years and would there be a cost associated with that update? Mr. Casto indicated yes, if the City wanted to update the system based on street improvements associated with the study then there would be an additional expense. Mr. Doss asked if the updates were necessary or could the City just utilize the study and provide reports internally? Mr. Casto indicated yes that is possible and updates to the study is the discretion of the City. Mr. Doss stated that the Pavement Management Study also includes evaluation of the existing concrete curb and catch basins. Mr. Doss indicated that this was necessary because asphalt street paving and concrete curb and catch basins "go hand in hand" with each other. Mr. Doss further explained that by not addressing curb and catch basins it would defeat the purpose of new pavement because all three need to be considered and addressed at the same time while conducting a street project.

Mr. Casto indicated that the proposal also included the option of having the Pavement Management Study findings available online for public access at an additional cost. The Committee agreed to explore the online capabilities at a future date. The Committee asked if the study was accounted for in the budget. Mrs. Wirthlin stated that the Pavement Management Study expenditure was included in the 2021 budget and the funds are available to support the study. Without further discussion the committee made the following:

The Committee agreed to make a recommendation for the Law Director to draft an ordinance authorizing the City Manager to enter into a service contract with Kleingers in the amount of \$27,400 to conduct a Pavement Management Study for the City.

In other business, Mrs. Chamberland thanked Mr. Hackmeister and the Service Department for their snow removal efforts regarding the recent snow accumulations in the City. Mr. Haskins concurred with Mrs. Chamberland's comments.

There being no further business, the meeting adjourned at 9:46 a.m. with a motion from Mr. Haskins, Seconded by Mrs. Chamberland. All agreed.

Respectfully submitted,
Michael Doss, City Manager

"These minutes have been approved and adopted by Mrs. Chamberland and Mr. Haskins on February 13, 2021"



February 26, 2021

City of Milford
745 Center Street, Suite 200
Milford, Ohio 45150

Attn: Michael Doss,
City Manager

Re: Bid Analysis – Influent Lift Station
Screen Improvements:
Contract No. 2021-21 LS

Mr. Doss,

The bid opening on the above-referenced project was conducted on February 25, 2021.

One bid was received from The Henry P. Thompson Company (see attached Bid Tabulation) in the amount of \$ 160,500.00, which is 5.5 % under the Engineer's Estimate of \$ 170,000.00.

References and project experience are positive and favorable for the Henry P. Thompson Company. Subject to Council Approval; Award of this work to The Henry P. Thompson Company appears to be appropriate.

If you concur, please execute the Notice of Award, also attached hereto and return.

Please call with questions.

Sincerely,

Environmental Engineering Service

Justin M. Mason, P.E., MBA

NOTICE OF AWARD

TO: THE HENRY P. THOMPSON CO.
101 MAIN ST., SUITE 300
MILFORD, OH 45150

PROJECT Description Influent Lift Station Screen Improvements, CONTRACT NO.
2021-21 LS

The OWNER has considered the BID submitted by you for the above described work in response to its Advertisement for Bids dated _____, 2021, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of
\$ 160,500.00

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance Bond, Payment Bond, certificates of insurance, and Contractor/Supplier Designation Certification within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 2021.

The City of Milford
Owner

By _____

Michael Doss, City Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____
_____ this _____ day of _____, 2021.

By _____

Title _____

CITY OF MILFORD
INFLUENT LIFT STATION SCREEN IMPROVEMENTS
CONTRACT NO. 2021-21 LS

THE HENRY P. THOMPSON COMPANY

BID OPENING FEB. 25, 2021

BID QUANTITIES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
GENERAL					
1	Mobilization & Demobilization	1	LS	\$ 1,000.00	\$ 1,000.00
2	Bonds, Insurance, and other General Condition Costs	1	LS	\$ 1,500.00	\$ 1,500.00
MISCELLANEOUS					
3	Open-Channel Grinder and Control Panel, Support Framework, Guide Rails, Mounting Hardware, and Appurtenances. Include all equipment, materials, and installation.	1	LS	\$ 124,000.00	\$ 124,000.00
4	Aluminum Access Hatch and Hardware. Include all materials and installation for the hatch. Include cutting an opening in the concrete slab for the hatch. Include core drilling for all conduits.	1	LS	\$ 11,500.00	\$ 11,500.00
ELECTRICAL / CONTROLS					
5	Open-Channel Grinder Electrical and Controls Work. Control panel installation, high and low level floats, all electrical wiring, conduit, miscellaneous apparatus, and appurtenances. Include required electrical and controls materials and equipment with complete installation and startup. (Control Panel Cost as Provided by the Manufacturer to be Included in Item 3)	1	LS	\$ 22,500.00	\$ 22,500.00
TOTAL BID: \$					160,500.00



City of Milford

General Administration
(513) 831-4192
(513) 248-5096 FAX

745 Center Street, Suite 200, Milford, Ohio 45150

www.milfordohio.org

To: Public Services Committee

From: Pam Holbrook, Assistant City Manager

Date: 3/8/2021

Re: High Street Stormwater Project

Phil Ditchen is requesting that the City provide labor service for the High Street stormwater as suggested in his letter dated June 9, 2020. The following is a timeline of events:

November 20, 2018 City Council approved a request by Phil Ditchen to change the zoning at 308 High Street from R-3 Single Family Residential District to R-3 Single Family Residential with a Planned Development Overlay.

August 14, 2019 Planning Commission approved the Final Development Plan.

June 9, 2020 Phil Ditchen requests support for the stormwater project related to his development on High Street.

July 6, 2020 Phil Ditchen agrees to be 100% responsible if City is unable to participate in the stormwater project.

July 16, 2020 Public Services Committee agrees to commit to paying \$7,700 to Ron Roberts for engineering services only. The committee will review future commitments.

August 7, 2020 Ron Roberts provides Stormwater Plan and Cost Estimate.

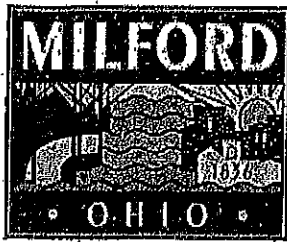
August 18, 2020 Phil Ditchen provides the City with a Performance Bond for \$80,000.

FUNDING: TBD

STAFF RECOMMENDATION: For discussion

ATTACHMENTS

1. August 20, 2019, Final Development Plan approval letter
2. June 9, 2020, Letter from Phil Ditchen
3. July 6, 2020, Letter from Phil Ditchen
4. July 16, 2020, Public Services Committee Meeting Minutes
5. August 7, 2020, Roberts Cost Estimate
6. August 7, 2020, Roberts Stormwater Plan



CITY OF MILFORD

745 Center Street, Suite 200, Milford, OH 45150

Phone: 513-831-4192

Fax: 513-248-5096

www.milfordohio.org



August 20, 2019

Phil & Suzanne Ditchen
548 Main Street
Milford, OH 45150

RE: SITE 19-18 Ditchen Final Development Plan, 308 High Street

Dear Phil & Suzanne:

On August 14, 2019, the Milford Planning Commission approved your Final Development Plan for the project located at 308 High Street. The following conditions attached to the Preliminary Development Plan apply and Planning Commission added a sixth condition during Plan review:

1. Applicant is required to create four parcels that will be surveyed and recorded at Clermont County prior to construction.
2. Each lot is required to have trench drain that will be tied into city storm basins.
3. WMSC permit required. Water runoff will need to be managed during construction.
4. Fire hydrant is required every 500 feet. If no Hydrant exists, applicant will be required to install.
5. Sidewalks to be extended along the front of the property of all four single family lots.
6. Communicate and coordinate construction with the City and your neighbors.

In accordance with *Section 1169.07.H, Recording of Final Development Plan* in the Zoning Ordinance you are required to submit the Final Plat for recording at the office of the County Recorder; this can be done concurrently with the completion of condition #1 above.

You have twelve months to begin construction in compliance with the Final Development Plan or the Planned Development will become void. If you have any questions, feel free to call me at 513-248-5093.

Sincerely,

Pam Holbrook
Assistant City Manager

Phil Ditchen
548 Main Street
Milford, OH 45150

June 9, 2020

Mr. Michael Doss
Milford City Manager
745 Center Street, Suite 200
Milford, OH 45150

Re: High Street Storm Water

Dear Mr. Doss,

This letter is a follow up to a couple of conversations we have had regarding getting storm water piping to our project at 308 High Street. You and I met at the city office in February 2020, and I asked if the City of Milford would consider participating in some capacity in the storm water project. If I recall correctly, you were not completely against the idea, and mentioned that perhaps the City could handle the digging/excavating and that I could handle cost of materials. To that end, I would like to formally layout a plan for your consideration.

- 1) The City of Milford & Phil Ditchen will work cooperatively to extend the public storm water system, from the corner of Sycamore St & High Street, to 308 High Street. The distance to extend the piping is roughly 130 feet. Phil Ditchen does not expect the City of Milford to be involved with any of the storm water system on the project site of the 4 homes.
- 2) Phil Ditchen requests that the City of Milford will be solely responsible for the cost of the engineering to design the public storm water system extending from the corner of Sycamore St & High Street, to 308 High Street.
- 3) Phil Ditchen requests that the City of Milford will be solely responsible for providing the labor and equipment to dig/excavate and install all piping & catch basins.
- 4) Phil Ditchen will be solely responsible for providing all material including piping, fittings, and catch basins for extending the public storm water system.
- 5) Phil Ditchen will be solely responsible for providing all material & labor for repairs to asphalt or sidewalks as needed.
- 6) Phil Ditchen will be solely responsible for providing all material & labor for replanting grass, seed & straw as needed.

Mr. Doss I greatly appreciate your time and consideration for what I outlined above. I acknowledge the fact that this project will take a great deal of time in planning and coordinating, and I'm very willing to assist as necessary. I believe that the timing of when this storm water system will need to be extended, will be towards the end of 2020 or beginning of 2021.

I would ask that the WMSC permit and the building permits be approved ahead of us working out all of the details related to the proposal above.

Lastly, for what it's worth, I've outlined below what I believe to be a pretty realistic snapshot of what these 4 homes will bring immediately to the City of Milford. As this project comes together, I truly believe that we'll see many other developers and builders looking for unique spots in Old Milford to do very similar infill projects.

Again, I thank you for your consideration and I look forward to discussing with you at your convenience.

	HOUSE #1	HOUSE #2	HOUSE #3	HOUSE #4	ANNUAL TOTALS
ANNUAL INCOME PER HOUSEHOLD ☺	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	
INCOME TAX TO CITY OF MILFORD	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00
ANNUAL SPEND IN THE CITY OF MILFORD (groceries, restaurants, bars, retail, hair salons, etc.	\$18,500.00	\$18,500.00	\$18,500.00	\$18,500.00	\$74,000.00

Best Regards,



Phil Ditchen

513-623-1920

Phil.ditchen@gmail.com

Phil Ditchen
548 Main Street
Milford, OH 45150

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July 6, 2020

Ms. Pam Holbrook
Milford Assistant City Manager
745 Center Street, Suite 200
Milford, OH 45150

Re: High Street Storm Water

Dear Ms. Holbrook,

This letter is a follow on to a letter dated June 9, 2020, where I asked the City of Milford to consider working cooperatively with me in completing the Storm Water System from 308 High Street to the intersection of High & Sycamore Streets.

In the event that the City of Milford is unable to participate in that proposal, I, agree to be responsible for 100% of the cost of engineering and installing the Storm Water System. Furthermore, the timing of the completed installation of the storm system referenced above would be coordinated with the construction of Homes 1 & 2. This coordinated effort would be such that the completed installation would be prior to hard surfaces from Homes 1 & 2 being completed, (ie prior to final framing & installation of roofs).

In the event that the City of Milford is willing to participate in that proposal, my expectation would be that the timing of the completed installation would be the same as described above.

I thank you for your consideration and I look forward to discussing with you at your convenience.

Best Regards,

Phil Ditchen
513-623-1920
Phil.ditchen@gmail.com

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



¹ Engineer Cost Opinion

Date: 08/07/20

Project: High and Sycamore Sts Storm Sewer Plan

[illegible]

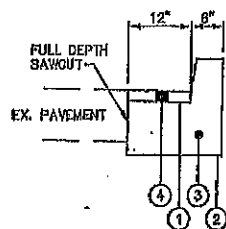
SUBTOTAL	\$67,080.00
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CONTINGENCY 20%	\$13,416.00
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TOTAL	\$80,496.00
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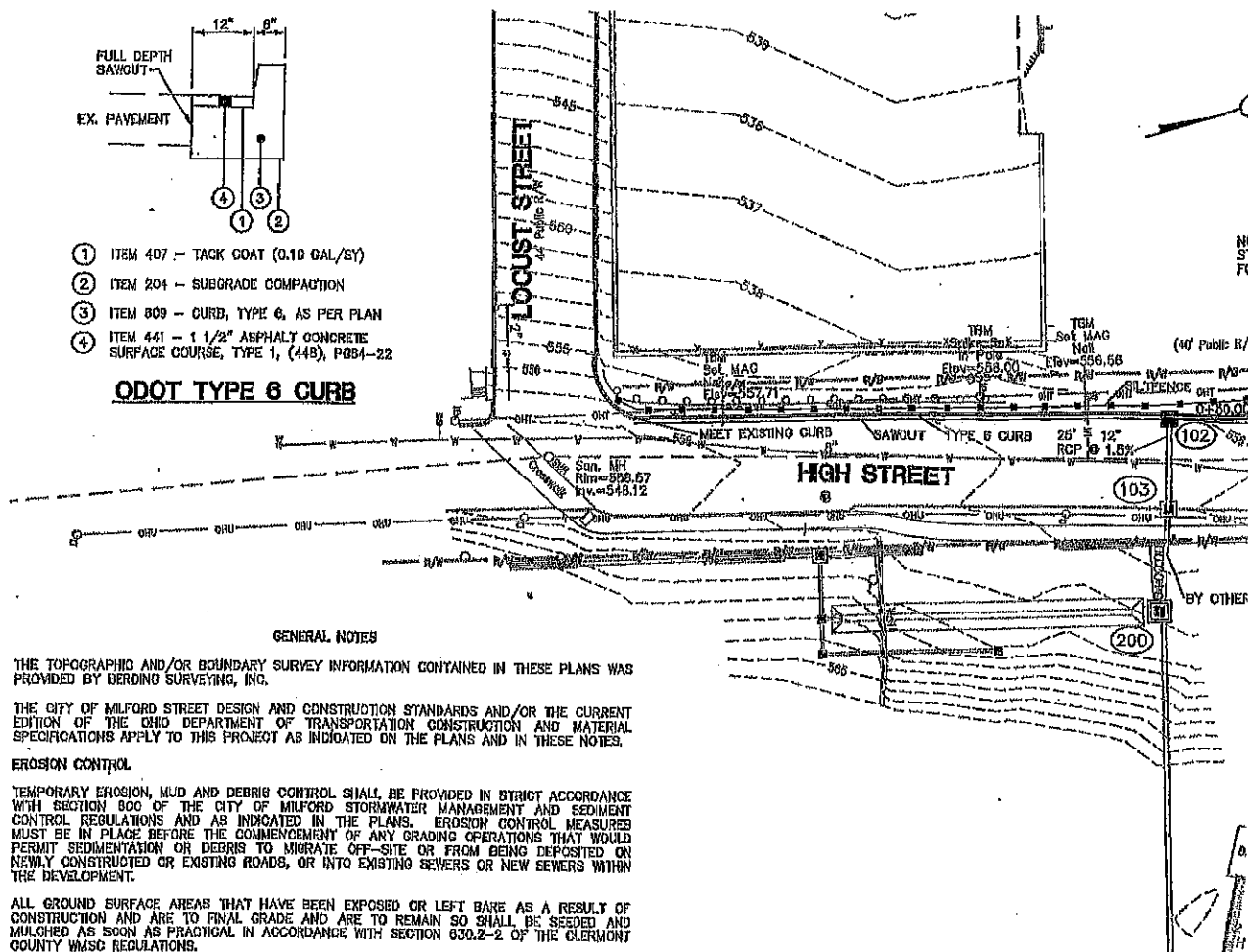
Say \$80,000

¹ Based on unit costs from similar applications



- ① ITEM 407 - TACK COAT (0.10 GAL/SY)
- ② ITEM 204 - SUBGRADE COMPACTION
- ③ ITEM 809 - CURB, TYPE 6, AS PER PLAN
- ④ ITEM 441 - 1 1/2" ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (448), P084-22

ODOT TYPE 6 CURB



GENERAL NOTES

THE TOPOGRAPHIC AND/OR BOUNDARY SURVEY INFORMATION CONTAINED IN THESE PLANS WAS PROVIDED BY BERDING SURVEYING, INC.

THE CITY OF MILFORD STREET DESIGN AND CONSTRUCTION STANDARDS AND/OR THE CURRENT EDITION OF THE OHIO DEPARTMENT OF TRANSPORTATION CONSTRUCTION AND MATERIAL SPECIFICATIONS APPLY TO THIS PROJECT AS INDICATED ON THE PLANS AND IN THESE NOTES.

EROSION CONTROL

TEMPORARY EROSION, MUD AND DEBRIS CONTROL SHALL BE PROVIDED IN STRICT ACCORDANCE WITH SECTION 800 OF THE CITY OF MILFORD STORMWATER MANAGEMENT AND SEDIMENT CONTROL REGULATIONS AND AS INDICATED IN THE PLANS. EROSION CONTROL MEASURES MUST BE IN PLACE BEFORE THE COMMENCEMENT OF ANY GRADING OPERATIONS THAT WOULD PERMIT SEDIMENTATION OR DEBRIS TO MIGRATE OFF-SITE OR FROM BEING DEPOSITED ON NEWLY CONSTRUCTED OR EXISTING ROADS, OR INTO EXISTING SEWERS OR NEW SEWERS WITHIN THE DEVELOPMENT.

ALL GROUND SURFACE AREAS THAT HAVE BEEN EXPOSED OR LEFT BARE AS A RESULT OF CONSTRUCTION AND ARE TO FINAL GRADE AND ARE TO REMAIN SO SHALL BE SEEDED AND MULCHED AS SOON AS PRACTICAL IN ACCORDANCE WITH SECTION 630.2-2 OF THE CLERMONT COUNTY WMSC REGULATIONS.

IN ADDITION TO ANY TEMPORARY EROSION, MUD AND DEBRIS CONTROL DETAILS AND NOTES SHOWN ON THE PLANS, THE CONTRACTOR SHALL APPLY TEMPORARY OR PERMANENT SEEDING, MULCHING AND/OR MULCH NETTING OR ANY UTILIZE ANY OTHER GENERALLY ACCEPTED METHODS TO PREVENT EROSION, MUD AND DEBRIS.

THE CONTRACTOR SHALL CONTINUALLY MONITOR THE EFFECTIVENESS OF THE EROSION CONTROL AND MAKE ANY AND ALL NECESSARY ADJUSTMENTS TO ASSURE ITS EFFECTIVENESS.

UNDERGROUND UTILITIES

THE LOCATIONS OF THE UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE APPROXIMATE AND/OR AS OBTAINED FROM THE UTILITY COMPANIES AS REQUIRED BY SECTION 163.04 OF THE ORD. THE EXACT LOCATION OF AND TYPES OF UTILITIES ON OR ADJACENT TO THE PROJECT SHALL BE DETERMINED BY CONTRACTOR NOTIFICATION OF THE UNITED UTILITIES PROTECTION SERVICE PRIOR TO BEGINNING ANY EXCAVATION.

THE PROPOSED BUILDING(S) SHALL NOT BE CONNECTED TO THE SANITARY SEWER SYSTEM UNTIL UNDER ROOF. 24 HOUR NOTICE TO THE CITY OF MILFORD IS REQUIRED FOR SANITARY SEWER LATERAL INSPECTION.

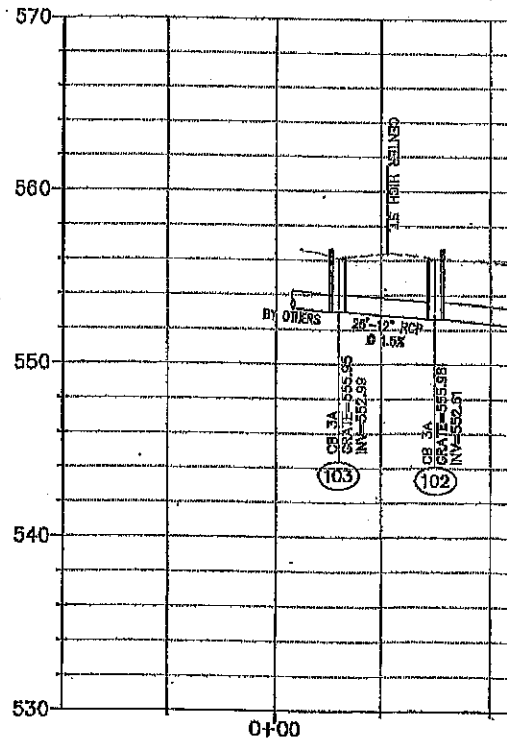
UTILITY OWNERSHIP

ELEC: DUKE ENERGY
82 SOUTH FOURTH ST.
BATAVIA, OH 45103
(513) 287-6804

TELE: CINCINNATI BELL
201 EAST FOURTH ST.
CINCINNATI, OH 45202
(513) 397-3104

SEWER & CITY OF MILFORD
745 CENTER STREET
MILFORD, OH 45160
(513) 248-6080

CABLE: TIME WARNER CABLE
11252 CORNELL PARK DRIVE
CINCINNATI, OH 45242
(513) 489-5082





City of Milford

General Administration
(513) 831-4192
(513) 248-5096 FAX

745 Center Street, Suite 200, Milford, Ohio 45150

www.milfordohio.org

To: Public Services Committee

From: Pam Holbrook, Assistant City Manager

Date: 3/8/2021

Re: 519 Main Street Vacation Plat

The City received a request from Stephen and Tonia Mitchell to vacate Water Street (paper street) located between parcel #210730B027P and 210730A055. The Mitchell's own both parcels and a portion of their house is built on Water Street.

The Mitchell's had the property surveyed and provided letters of approval from the abutting property owners to the west: Charles Sims, 513 Main Street, and the Clermont Counseling Center, 512 High Street. The property to the east is an alley right of way.

The City Engineer, Water, and Wastewater Department have reviewed the request and have no objections to the vacation.

FUNDING: NA

STAFF RECOMMENDATION: Staff recommends approval of the vacation.

ATTACHMENTS

1. Letter of request from Stephen and Tonia Mitchell
2. Email, Eric Arnold, Surveyor, verifying adjacent property owners
3. Letter from abutting property owner, Charles Sims, 513 Main Street
4. Letter from abutting property owner, Clermont Counseling Center, 512 High Street
5. Aerial, 519 Main Street
6. New Legal Description for Water Street vacation
7. Survey, Eric Arnold

Rec'd 3/1/2021

①

February 8, 2021

Dear City Manager,

This petition is to request the City of Milford to vacate the property in between two parcels at 519 Main Street.

My wife M Tonia Mitchell owns this property. We recently put the property up for sale. We have a contract and the sale is pending.

The area in question is the land between parcels 21-07-30B-027P and 21-07-30A-055.

We believe this land is a portion of old Water St from years ago.

I am enclosing a survey of the area in question.

If you can approve this and vacate the land we will be able to do a complete survey and legal description of all the property at 519 Main Street.

We cannot proceed with the sale of this property until all this is completed.

We would appreciate your help in in getting this done as soon as possible.

Thank you for your help in this matter.

Sincerely,

Stephen R and M Tonia Mitchell

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Pam Holbrook

From: Eric Arnold <eric.arnold@fuse.net>
Sent: Monday, March 8, 2021 7:05 AM
To: Pam Holbrook
Cc: smitchell54@aol.com; Mike Minniear (minco2440@aol.com)
Subject: Re: Vacation Plat

Good morning,

Below is the information for the abutting land owners as you have requested.

Clermont Counseling Center

512 High St.

Milford, Oh. 45150

(Mailing Address)

1100 Hospital Drive

Batavia, Oh. 45103

Charles R. Sims

513 Main St.

Milford, Oh. 45150

(Mailing Address)

948 Clough Pike

Cincinnati, Oh. 45245

Thank you,

March 5, 2021

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Charles Sims,

Tonia and Stephen Mitchell own the property at 519 Main Street. We are currently in a contract to sell the property.

Our property consists of two parcels. There is a small tract of land in between the two parcels that has never been identified. This small tract of land is owned by the City of Milford.

We are petitioning the City of Milford to vacate this tract of land. In doing so the Law Director of the City of Milford has asked us to get consent from the property owners of the properties that abut our property.

I have provided a copy of the tract of land that shows where our two parcels and the tract of land in between.

The property abuts your property at 513 Main Street.

We have had to have our property surveyed to incorporate this tract of land into another parcel or combined with one of the parcels we own.

We need your signature to have the City of Milford to move forward to complete this process.

If you would please sign this consent note below, we would be very grateful so we can complete this vacation from the City of Milford.

I Charles Sims do give my consent to have the City of Milford vacate the tract of land over to Stephen and Tonia Mitchell.

Signed



on this date

3/5/2021, 2021

TAX MAP DEPARTMENT BLOCK
P.J.N. 21-07-30B-

LEWIS GATCH ADDITION TO THE TOWN OF MILFORD
DE. 14 PG. 403

PARCEL NO: 21-07-30A-055, 21-07-30B-0278
M. TONIA MITCHELL
OR. 2606 PG. 2185

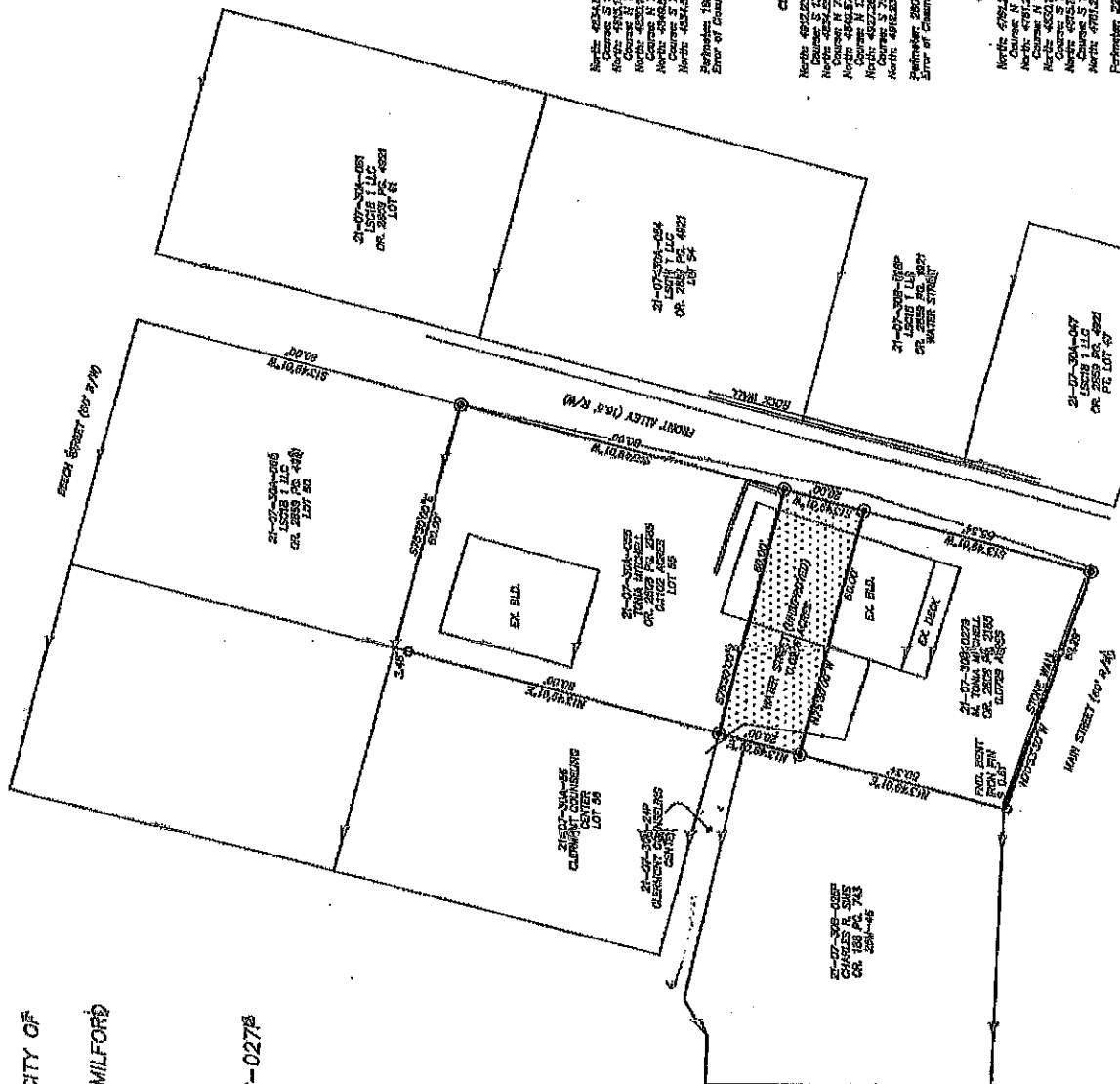
CONSTRUCTION AS SHOWN

FOUNDED UPON PLY AND 2" ASP

SET 5/2" FROM PLY AND 2" ASP

THIS PLAT IS A RESULT OF A SURVEY BY ERIC M. ARNOLD IN FEBRUARY 2021. ALL MONUMENTS HAVE BEEN FOUND/SET AS SHOWN.

ERIC M. ARMSTRONG, P.S. NUMBER 8278



VACATION CLOSURES 1982-3		1983-4		1984-5		1985-6		1986-7		1987-8		1988-9		1989-90		1990-1		1991-2		1992-3		1993-4		1994-5		1995-6		1996-7		1997-8		1998-9		1999-00		2000-1		2001-2		2002-3		2003-4		2004-5		2005-6		2006-7		2007-8		2008-9		2009-10		2010-11		2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23		2023-24		2024-25		2025-26		2026-27		2027-28		2028-29		2029-30		2030-31		2031-32		2032-33		2033-34		2034-35		2035-36		2036-37		2037-38		2038-39		2039-40		2040-41		2041-42		2042-43		2043-44		2044-45		2045-46		2046-47		2047-48		2048-49		2049-50		2050-51		2051-52		2052-53		2053-54		2054-55		2055-56		2056-57		2057-58		2058-59		2059-60		2060-61		2061-62		2062-63		2063-64		2064-65		2065-66		2066-67		2067-68		2068-69		2069-70		2070-71		2071-72		2072-73		2073-74		2074-75		2075-76		2076-77		2077-78		2078-79		2079-80		2080-81		2081-82		2082-83		2083-84		2084-85		2085-86		2086-87		2087-88		2088-89		2089-90		2090-91		2091-92		2092-93		2093-94		2094-95		2095-96		2096-97		2097-98		2098-99		2099-00		2100-01		2101-02		2102-03		2103-04		2104-05		2105-06		2106-07		2107-08		2108-09		2109-10		2110-11		2111-12		2112-13		2113-14		2114-15		2115-16		2116-17		2117-18		2118-19		2119-20		2120-21		2121-22		2122-23		2123-24		2124-25		2125-26		2126-27		2127-28		2128-29		2129-30		2130-31		2131-32		2132-33		2133-34		2134-35		2135-36		2136-37		2137-38		2138-39		2139-40		2140-41		2141-42		2142-43		2143-44		2144-45		2145-46		2146-47		2147-48		2148-49		2149-50		2150-51		2151-52		2152-53		2153-54		2154-55		2155-56		2156-57		2157-58		2158-59		2159-60		2160-61		2161-62		2162-63		2163-64		2164-65		2165-66		2166-67		2167-68		2168-69		2169-70		2170-71		2171-72		2172-73		2173-74		2174-75		2175-76		2176-77		2177-78		2178-79		2179-80		2180-81		2181-82		2182-83		2183-84		2184-85		2185-86		2186-87		2187-88		2188-89		2189-90		2190-91		2191-92		2192-93		2193-94		2194-95		2195-96		2196-97		2197-98		2198-99		2199-00		2200-01		2201-02		2202-03		2203-04		2204-05		2205-06		2206-07		2207-08		2208-09		2209-10		2210-11		2211-12		2212-13		2213-14		2214-15		2215-16		2216-17		2217-18		2218-19		2219-20		2220-21		2221-22		2222-23		2223-24		2224-25		2225-26		2226-27		2227-28		2228-29		2229-30		2230-31		2231-32		2232-33		2233-34		2234-35		2235-36		2236-37		2237-38		2238-39		2239-40		2240-41		2241-42		2242-43		2243-44		2244-45		2245-46		2246-47		2247-48		2248-49		2249-50		2250-51		2251-52		2252-53		2253-54		2254-55		2255-56		2256-57		2257-58		2258-59		2259-60		2260-61		2261-62		2262-63		2263-64		2264-65		2265-66		2266-67		2267-68		2268-69		2269-70		2270-71		2271-72		2272-73		2273-74		2274-75		2275-76		2276-77		2277-78		2278-79		2279-80		2280-81		2281-82		2282-83		2283-84		2284-85		2285-86		2286-87		2287-88		2288-89		2289-90		2290-91		2291-92		2292-93		2293-94		2294-95		2295-96		2296-97		2297-98		2298-99		2299-00		2300-01		2301-02		2302-03		2303-04		2304-05		2305-06		2306-07		2307-08		2308-09		2309-10		2310-11		2311-12		2312-13		2313-14		2314-15		2315-16		2316-17		2317-18		2318-19		2319-20		2320-21		2321-22		2322-23		2323-24		2324-25		2325-26		2326-27		2327-28		2328-29		2329-30		2330-31		2331-32		2332-33		2333-34		2334-35		2335-36		2336-37		2337-38		2338-39		2339-40		2340-41		2341-42		2342-43		2343-44		2344-45		2345-46		2346-47		2347-48		2348-49		2349-50		2350-51		2351-52		2352-53		2353-54		2354-55		2355-56		2356-57		2357-58		2358-59		2359-60		2360-61		2361-62		2362-63		2363-64		2364-65		2365-66		2366-67		2367-68		2368-69		2369-70		2370-71		2371-72		2372-73		2373-74		2374-75		2375-76		2376-77		2377-78		2378-79		2379-80		2380-81		2381-82		2382-83		2383-84		2384-85		2385-86		2386-87		2387-88		2388-89		2389-90		2390-91		2391-92		2392-93		2393-94		2394-95		2395-96		2396-97		2397-98		2398-99		2399-00		2400-01		2401-02		2402-03		2403-04		2404-05		2405-06		2406-07		2407-08		2408-09		2409-10		2410-11		2411-12		2412-13		2413-14		2414-15		2415-16		2416-17		2417-18		2418-19		2419-20		2420-21		2421-22		2422-23		2423-24		2424-25		2425-26		2426-27		2427-28		2428-29		2429-30		2430-31		2431-32		2432-33		2433-34		2434-35		2435-36		2436-37		2437-38		2438-39		2439-40		2440-41		2441-42		2442-43		2443-44		2444-45		2445-46		2446-47		2447-48		2448-49		2449-50		2450-51		2451-52		2452-53		2453-54		2454-55		2455-56		2456-57		2457-58		2458-59		2459-60		2460-61		2461-62		2462-63		2463-64		2464-65		2465-66		2466-67		2467-68		2468-69		2469-70		2470-71		2471-72		2472-73		2473-74		2474-75		2475-76		2476-77		2477-78		2478-79		2479-80		2480-81		2481-82		2482-83		2483-84		2484-85		2485-86		2486-87		2487-88		2488-89		2489-90		2490-91		2491-92		2492-93		2493-94		2494-95		2495-96		2496-97		2497-98		2498-99		2499-00		2500-01		2501-02		2502-03		2503-04		2504-05		2505-06		2506-07		2507-08		2508-09		2509-10		2510-11		2511-12		2512-13		2513-14		2514-15		2515-16		2516-17		2517-18		2518-19		2519-20		2520-21		2521-22		2522-23		2523-24		2524-25		2525-26		2526-27		2527-28		2528-29		2529-30		2530-31		2531-32		2532-33		2533-34		2534-35		2535-36		2536-37		2537-38		2538-39		2539-40		254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[illegible]

CLOSING TABLE 277			
North 4781.2005	East 4850.2288		
Course: N 71°-32'-30"	Course: N 71°-32'-30"		00.850
North 4781.2064	East 4850.2902		
Course: N 73°-49'-01"	Course: East		02.543
North 4781.2072	East 4850.3032		
Course: N 73°-30'-00"	Course: East		00.000
North 4781.2269	East 4850.3269		
Course: N 73°-49'-01"	Course: East		55.539
North 4781.3205	East 4850.3283		
Course: N 71°-32'-30"	Course: East		0.073
North 4781.3218	East 4850.3218		
Course: N 71°-32'-30"	Course: East		0.073

March 5, 2021

4

To Tim Farfaring, Clermont County Counseling Center,

Tonia and Stephen Mitchell own the property at 519 Main Street. We are currently in a contract to sell the property.

Our property consists of two parcels. There is a small tract of land in between the two parcels that has never been identified. This small tract of land is owned by the City of Milford.

We are petitioning the City of Milford to vacate this tract of land. In doing so the Law Director of the City of Milford has asked us to get consent from the property owners of the properties that abut our property.

I have provided a copy of the tract of land that shows where our two parcels and the tract of land in between.


The property abuts the Clermont County Counseling Center at 512 High Street.

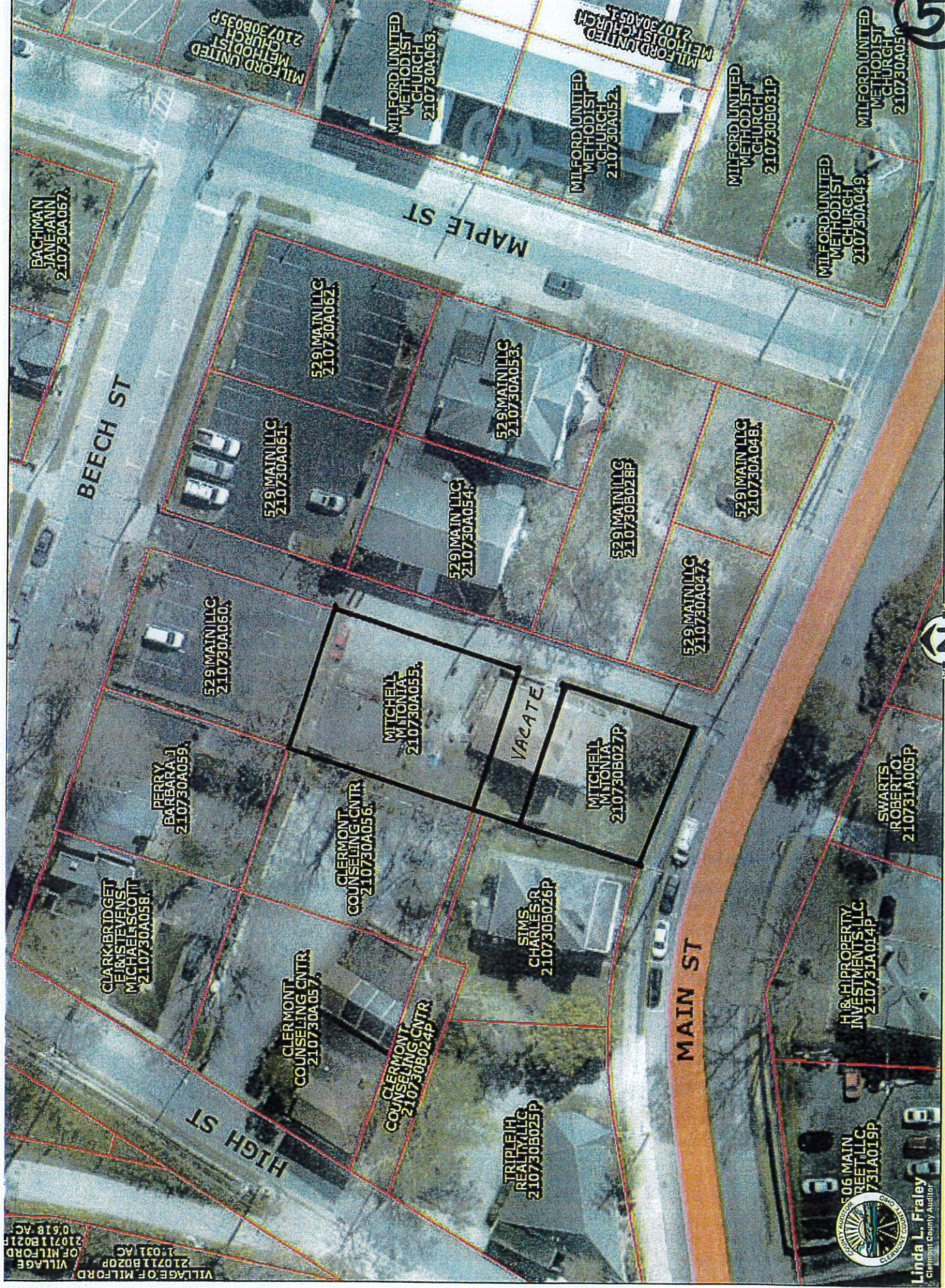
We have had to have our property surveyed to incorporate this tract of land into another parcel or combined with one of the parcels we own.

We need your signature to have the City of Milford to move forward to complete this process.

If you would please sign this consent note below, we would be very grateful so we can complete this vacation from the City of Milford.

I the owner of the Clermont Counseling Center do give my consent to have the City of Milford vacate the tract of land over to Stephen and Tonia Mitchell.

Signed  on this date March 5th, 2021



The information contained in this map is a public resource prepared for informational purposes only. It is not a representation, warranty, or guarantee of any kind. The information is provided as is, with no liability for any errors. Any reliance on this information is at the user's sole risk.

3/8/2021

210730B027P



Linda L. Fraley
Clermont County Auditor

New Legal Description for Vacation of Water Street

Situate Nancarrow's Military Survey No. 1748, City of Milford, Clermont County, Ohio, and being a portion of Water Street shown in Lewis Gatch's Addition to the Town of Milford, recorded in Deed Book 14, Page 403, and being more particularly described as follows:

Beginning at a set 5/8" Iron pin and cap at the southeast corner of Lot 55, which corner is at the northwest corner of Water Street and Front Alley as shown on the plat of said Lewis Gatch's Addition to the Town of Milford, said Lot also being conveyed to Tonia Mitchell (OR. 2606, PG. 2185), thence South 13°49'01" West, 20.00 feet to a set 5/8" Iron pin and cap in the centerline of Water Street and at the northeast corner of another parcel owned by M. Tonia Mitchell (OR. 2606, PG. 2185);

thence northwesterly with the centerline of Water Street and north line of Mitchell, North 75°30'00" West, 60.00 feet to a set 5/8" Iron pin and cap in the east line of Charles R. Sims (OR. 188, PG. 743);

thence northeasterly with the east line of Sims and also the east line of Clermont Counseling Center (DB. 500, PG. 45), North 13°49'01" East, 20.00 feet to a set 5/8" Iron pin and cap at the southwest corner of aforementioned Lot 55 and in the north line of Water Street;

thence southeasterly with the South line of Lot 55 and North line of Water Street, South 75°30'00" East, 60.00 feet to the point of beginning, containing 0.0275 acres of land, more or less.

Subject to all legal rights-of-ways, easements, covenants, and restrictions of record and or existence.

Being the result of a survey and plat dated February 28th, 2021, made by Eric M. Arnold, P.S., Ohio Reg No. 8276.

Bearings for this description are based on OR. 2606 PG. 2185.

Eric M. Arnold PLS #8276

ARNOLD SURVEYING LLC
3017 BELLE MEADE LN.
EDGEWOOD, KY. 41017
513-505-4486

VACATION PLAT OF A PORTION OF WATER STREET

NANCARRO'S MILITARY SURVEY NO. 1748, CITY OF
MILFORD, CLERMONT COUNTY, OHIO.

LEWIS GATCH'S ADDITION TO THE TOWN OF MILFORD
DB. 14 PG. 403

PROPERTY ADDRESS: 519 MAIN ST.
MILFORD, OH. 45150

PARCEL NO: 21-07-30A-055, 21-07-30B-027P
M. TONIA MITCHELL
OR. 2606 PG. 2185

BEARINGS BASED ON OR. 2606 PG.
2185

SURVEY/DEED REFERENCES AS
SHOWN HEREON, ALSO INCLUDE:
VACATION PLAT OF WATER AND
BEECH STREETS, TL65-73, CITY OF
MILFORD ORDINANCE 01-115

OTHER DOCUMENTS OF RECORD MAY
EXIST THAT AFFECT THE SURVEYED
PROPERTY

OCCUPATION AS SHOWN

- FOUND IRON PIN AND CAP
- SET 5/8" IRON PIN AND CAP

EX. FENCE

ALL MONUMENTS FOUND AT THE TIME
OF THE SURVEY WERE IN GOOD CONDITION,
UNLESS OTHERWISE NOTED



THIS PLAT IS A RESULT OF A SURVEY BY ERIC M.
ARNOLD IN FEBRUARY 2021. ALL MONUMENTS HAVE
BEEN FOUND/SET AS SHOWN.

ERIC M. ARNOLD, P.S. NUMBER 8276

