

**Public Services Committee
Meeting Minutes
October 29, 2021**

Ms. Chamberland called the meeting to order at 9:00 a.m.

Present: Kim Chamberland, Ted Haskins, Amy Vilardo

Staff: City Manager-Michael Doss, Finance Director-Pat Wirthlin, Service Department Supervisor-Ed Hackmeister and Administrative Assistant-Jackie Bain

Visitors: none at this time

Approval of Minutes: Approval of the October 1, 2021 Public Services Committee Minutes All yes

QUOTES FOR THIRD FLOOR DOOR ENTRANCE IMPROVEMENTS AT CITY HALL

City Manager Michael Doss discussed improvements to the 3rd floor of City Hall. Specifically, a remodel of the tenant Control Bionics area to improve the kitchen area and to take out the current doorway to the old chamber office door and make a main entrance into the Control Bionics office. Also, to place a wall in the open great room area a wall to divide the room so that they will have a designated research and development section in the office. The Fire Inspector has inspected the area and is fine with the plans. Service Department Supervisor, Ed Hackmeister, received quotes from contractors to do this work. Osborne Reconstruction Service has the lowest and best quote at \$9,473.51.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing an agreement with Osborne Reconstruction Service in the Amount Of \$9,473.51 for Improvements to The Third Floor of City Hall

DISCUSSION: TRU HOTEL TAP FEE REBATES

Mr. Doss explained to the committee that the new Tru Hotel paid utility tap fees for water and sewer. Paid back on March 13, 2020. Later that year, in August, Mr. Doss received an email from one of the owners of the hotel stating that they wanted to utilize our utility discount program, tap fee and property tax rebates. They signed the incentive in July of this year. They have been asking the city if the city would reimburse them back for their water and sewer tap fees. This was requested after the fact. This payment has already gone through the system. Mr. Doss asked the committee to consider reimburse the water tap fee and sewer tap fee. Mr. Doss also asked the committee to consider ending this incentive rebate program. To possibly reinstitute this program in the future. Ms. Wirthlin agreed with Mr. Doss and encouraged the city to either revoke the incentive or reword it to put a time frame on it or a dollar limit. It has served a good purpose with brining good business to the city. The nature of the city has changed where folks are wanting to invest in the city a lot more. One other thing you might see is an appropriation amendment come down the road in a couple of weeks and to see what funds they come out of if that is what we decide to do.

Mr. Doss explained that these incentives are not as enticing as they used to be. But they did serve a purpose. We can look at business coming into the city on a case by case basis as they are received. If the business is going to bring jobs and a significant investment, a heavy water user, we can consider either waving or rebating and then structure that information. But for now, the program has run its course. The committee would like to discuss further at the upcoming Budget Session.

The Committee Agreed for The Law Director to Draft an Ordinance Authorizing A Rebate to Tru Hotel for a Water Tap Fee in the amount of \$ 36,000 and a Sewer Tap Fee in the amount of \$ 38,000.

Mayor Vilardo brought to the committee's attention an issue she was reminded of regarding the flooding on Laurel Avenue. Rainy season has come in and Mr. and Mrs. Howland wanted to know the plan for Laurel Avenue and what will be done with the extra paving of asphalt on the street. When there is a heavy storm the basements in the area become flooded. Currently the discussion is to revert it back to the way it was and to get rid of the asphalt by graveling and using permeable pavement material in that area. There was no issue in the area until the area was paved and they would like it restored back to the way it was. It is believed that mainly staff can work on this project and once it is completed it would only allow one flood a year with only a few inches rather than numerous flooding with over a foot of water each time in the basements. Mr. Tim Casto is putting together a program that will be discussed during the upcoming Budget Session. Ms. Chamberland asked if there was any way for us to get a Grant for a project like this. Mr. Doss stated that the State is opening their approach to Storm Water a lot more. He did not know for sure with the OPWC if this would score well. We can look into an upcoming Infrastructure Bill that is coming through and check other upcoming opportunities for Laurel Avenue and Tyler Avenue. The Laurel

Avenue project is expensive. If it were to get completed it would act as the main storm water arterial for all South Milford and area. Ms. Chamberland was interested in how we can channel our water system here in the city. What is our best sustainable way to deal with this on a long-term basis? Mr. Doss discussed how with our City Engineer we fix our systems that will also compliment what we do in the future.

There being no further business, the meeting adjourned at 10:00 a.m. with a motion from Ms. Vilardo, Seconded by Mr. Haskins. All yes

Respectfully submitted,

Jackie Bain, Administrative Assistant

“These minutes have been approved and adopted by Mrs. Chamberland, Mrs. Vilardo and Mr. Haskins on November 1, 2021”

PUBLIC NOTICE

PUBLIC SERVICES COMMITTEE MEETING

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

**Friday, October 29, 2021 at 9:00 am
City Council Chambers
745 Center Street, Milford, Ohio 45150**

AGENDA

Call to Order

Proceedings: Approval of the October 1, 2021 Public Services Committee Minutes

Agenda Items:

- Quotes for third floor door entrance improvements at City Hall
- Discussion: Tru Hotel Tap Fee Rebates
- And all additional matters that may properly come before the Committee

Adjourn

**Public Services Committee
Meeting Minutes
October 1, 2021**

Ms. Chamberland called the meeting to order at 9:30 a.m.

Present: Kim Chamberland and Ted Haskins, Amy Vilardo

Staff: City Manager-Michael Doss, Finance Director-Pat Wirthlin, Service Department Supervisor – Ed Hackmeister, Water Department Supervisor-Joe Casteel

Visitors: Tim Casto/Kleingers, Sam Morton/Kleingers

Approval of Minutes: Approval of the August 16, 2021 Public Services Committee Minutes All yes

SYCAMORE STREET STORMWATER BIDS

Tim Casto with Kleingers Group discussed the bid process on September 23, 2021 for the Sycamore Street Storm Sewer Improvements. This is for the Storm Sewer work on Sycamore Street where some townhomes are under construction on High Street. They have a detention basin and the intent was to tie into the existing Public Storm sewer which is at High/Sycamore and continues down into Main Street. There was a collapse in the existing storm system. The intent with this project was to replace and install that storm system from High Street down to the connection on Main St. Their obligation will be to tie into the new proposed public system on Sycamore. This situation will take care of Sycamore Street and the immediate development.

The lowest bid was from DJ Drew Company LLC at \$77,330.

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 The DJ Drew Company LLC in the amount of \$77,330 for Sycamore Storm Sewer Project

PAVEMENT ASSESSMENT REPORT

Mr. Doss explained that this was one of the objectives sought out for 2021 to get a full assessment of all of the streets and asphalt and concrete curb conditions to create a comprehensive plan to do an analysis of all of the items, which we as a city could go back with the Service Department Supervisor/Ed Hackmeister and use these priority projects within our budget with our scope to do projects essentially for the next ten plus years. It is a great tool that we can use internally from an operational standpoint to start addressing some of the streets and seeing what streets we need to prioritize. And to meet with Council at budget time about appropriations to take care of these existing pavement condition improvements. 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.

Tim Casto with Kleingers presented information regarding the culmination and the results from the Pavement Management Study for the City of Milford. The Pavement Management Study provided detailed analysis of all City streets and roads. The analysis included evaluation of the street pavement conditions, distress of pavement, and degree of asphalt/concrete degradation. The analysis scored and ranked each street based on the criteria and conditions. Mr. Casto discussed the average of pavement condition index score of 64 for typical streets that we have in the city. That is based from 100 = fresh, brand new paved street, to 1 = completely failed dirt, gravel. And every year that the city moves through another year, the pavement condition gets worse. It starts to accelerate as time goes by. If we are scoring in 64 and we want to maintain a 64, how much pavement do we need to improve to bring back to the 100 condition or in the 90's from a resurfacing to be able to just hold that? We are looking at around \$600,000 annual investment to be able to maintain that level of pavement condition. The committee reviewed different scenarios if we were to average out a 58 PCI (Pavement Condition Index).

Mr. Casto indicated that the Pavement Management Study findings are available online for public access via roadway.roadbotics.com Login: milford@roadbotics.com password: MilfordIsAwesome

Sam Morton/Kleingers reviewed information on the Smartboard with the committee and reviewed examples of streets and the distresses areas of repair.

Concrete roads and the cost of replacing pulled our score down. These are OPWC opportunities.

The alley ways and how we look at those were also discussed.

The Committee would like the information to be brought to a City Council meeting to discuss

the analysis/data in this report. And to identify and collaborate from a budget standpoint, a consistent appropriation every year.

ARPA APPROPRIATION FOR SCADA SYSTEM

Mr. Doss discussed with the committee how council recently approved in August, to replace our SCADA System. Since the approval we have been working with IT to get all the information up and online so we can have 24-hour remote coverage at the water plant. We feel it is beneficial to go back and have committee and council consider and approve legislation that would specifically appropriate funds from ARPA (American Rescue Plan Act) for the SCADA project and. Mr. Doss also discussed the criteria by the Federal Government through the US Department of Treasury interim final rule as it relates to ARPA Funds. He believes that this project for the SCADA System will qualify. He would like for the committee to recommend legislation to the overall council to utilize these funds for the purchase of the SCADA System. The amount is \$59,548.00. The remaining funds from the total ARPA, \$718,691.08 that we will receive is actually going to be our match our match for our two OPWC projects.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing the use of the ARPA (American Rescue Plan Act) Funds in the Amount Of \$ 59,548.00 for the Purchase of a SCADA System for the Water Department as Provided Under the US Department of Treasury Interim Final Rule Section D: To Make Necessary Improvements in Water, Sewer and/or Broadband Infrastructure

Additional business: Mr. Doss and addressed golf cart signs, quote regarding automated cross walk signs that beep and also working on Valley View Circle information.

There being no further business, the meeting adjourned at 10:35 a.m. with a motion from Ms. Vilardo, Seconded by Mr. Haskins. All yes

Respectfully submitted,

Jackie Bain, Administrative Assistant

“These minutes have been approved and adopted by Ms. Chamberland, Ms. Vilardo and Mr. Haskins on October 4, 2021”

Osborne Reconstruction Service

**5432 Overlook Road
Milford, Ohio 45150
513-831-7852**

The City of Milford
745 Center Street
Milford, Ohio 45150

6-28-2021

Osborne Reconstruction Service agrees to provide material and labor required to perform the following work for the consideration stated below.

Replace the entry door to the entrance to Control Bionics with one solid core wood door with full view safety glass including hinges and closer. Lockset to be re-used. Includes urethane finish on door.

Construct one wall 92" wide and extend to the bottom of the existing suspended ceiling. Build using steel studs, sound insulation and 5/8" fire code drywall. Provide and install one steel frame and solid core wood door with hinges, lockset and closer. Includes urethane finish on door. Prime and paint new work as required. Install matching vinyl base on new walls. Relocate one emergency light and provide and install two emergency light and exit sign combos. Provide copier circuit and data drop.

No plans or permits are included.

Consideration: \$9,473.51

All material and labor is guaranteed for one year from the date of completion. A purchase order is required to validate contract and for work to commence. Payment is due within 30 days of completion. This quote is valid for 30 days.

Thank you,

Steven W. Osborne



2409 Spring Grove Avenue
Cincinnati, Ohio 45214
Phone: 513-929-9800
Fax: 513-929-9804

May 27, 2021

Mr. Christopher Feighner
Control Bionics
745 Center St, Suite 303
Milford, Ohio 45150

RE: Office Modifications (Landlord Scope)

Dear Mr. Feighner,

Thank you for the opportunity to provide a proposal for the modifications to your office. Our lump sum price for all work herein is **\$11,380.00**.

Our proposal is based on information received from you during an onsite walkthrough with Control Bionics, an onsite walkthrough with subcontractors, and the following inclusions, exclusions, qualifications, assumptions, allowances, and alternates:

We include the following:

1. General Conditions:
 - a. Project management
 - b. Miscellaneous labor
 - c. OH&P
2. Building Permit
3. Dumpsters
4. Full Detailed Final Clean
5. Demo:
 - a. Demo existing lobby door at Control Bionics main entrance.
6. Doors, Frames & Hardware:
 - a. Furnish & install (1) new 3070 HM frame into new partition.
 - b. Install (1) salvaged door into new HM frame, utilizing door inside 3rd floor mechanical room.
 - c. Furnish & install (1) new keyed lever lockset & new hinges on salvaged door.
 - d. Furnish & install (1) new 3070 unfinished SCW door on existing frame at Control Bionics main entrance. Includes new mortise hinges & closer. Existing lever lockset & closer to be salvaged & installed on new door.
 - e. New SCW door to include full glass light measuring approximately 23"W x 63"H.
 - f. Includes 1/4" clear tempered glass in new entry door.
7. Framing & Drywall:
 - a. Frame & drywall new partition where door is being added to separate Control Bionics space.
 - b. New partition to be constructed to bottom of ceiling grid.

- c. Includes 3-5/8" metal studs & 5/8" drywall.
- d. Includes R-11 insulation inside new partition.
- e. Includes level 4 drywall finish.
- 8. Flooring & Base:
 - a. Install new 4" vinyl cove base on both sides of new wall.
 - b. Base to be provided by tenant/landlord.
 - c. Excludes new carpet.
- 9. Electric
 - a. Utilize existing panels.
 - b. Relocate (1) twin head emergency light.
 - c. Furnish & install (2) combo exit/emergency lights.
 - d. Furnish & install (1) dedicated duplex receptacle for printer/copier.
 - e. Furnish & install (1) ring & string for data at printer/copier location.
 - f. Includes electrical drawings, permit, and inspections.
 - g. Excludes ceiling lighting.

We exclude the following:

1. Architectural Drawings
2. Builder's Risk Insurance, this type of insurance is generally excluded in AIA Contracts as it is cheaper when paid for by the owner as an add on to your present property insurance, we can provide this insurance if required at additional cost thru our insurance company
3. Bonding
4. HVAC
5. Sprinklers
6. Plumbing
7. Fire alarms
8. Acoustical Ceilings
9. Painting & Staining
10. Low Voltage/Data
11. TV's, monitors, furniture, workstations, including moving any of these items
12. Security and access controls
13. Blinds/window treatments
14. Fire extinguishers
15. Concealed conditions
16. Environmental abatement of any kind
17. Special inspections (soil testing, concrete testing, etc.)
18. Structural engineering

Qualifications:

1. All general construction work is figured for normal working hours.
2. Our price includes no contingency. A 5% contingency is recommended to be included to help cover potential unforeseen conditions.
3. If an architect or the Building Department determines that any additional work is required by code, we will provide an additional quote for the specific requirements.

Assumptions:

1. Award of the building contract will be based on an "AIA Lump Sum" type contract.
2. Based on a 3-week construction schedule.

Allowances:

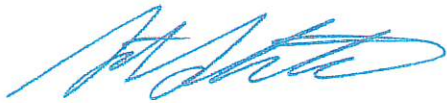
1. Allowance of \$1,500.00 is included for the building permit.

Alternates/Value Engineering:

1. Alternate #1 – Provide architectural drawings required to obtain building permit for landlord scope provided above. – **ADD \$3,200.00**
2. Alternate #2 – Paint both sides of new partition. Paint adjacent walls that touch new partition, to be painted to next corner. Includes painting new door frame. Stain & poly (1) new unfinished SCW door to match existing doors to remain. – **ADD \$1,050.00**

Carrera is very interested in teaming with Control Bionics to modify your office space. We look forward to hearing from you and answering any questions you may have. Thank you for your time, and for considering Carrera Construction!

Sincerely,
Carrera Construction, LLC



Scot M. Schwertman
Project Manager

Tru Hotel Tap Fees

Water Tap	\$36,000.00
Inspection	\$ 50.00
Sewer Tap	\$38,000.00
Inspection	<u>\$ 50.00</u>
	\$74,100.00