

Budget **RECORD OF PROCEEDINGS**

Minutes of

~~Regular Meeting~~

Meeting

www.pjpettibone.com FORM NO. 10148

Held November 21, 2015

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The Council of the City of Milford met for the second Budget Work Session in Council Chambers at 745 Center Street at 8:00 a.m. on November 21, 2015.

Roll Call: Present: Mayor Howland, Vice Mayor Evans, Mr. Bishop, Mr. Brady, Ms. Brewer, Ms. Hanners Mr. Pittman

Finance Director, Dan Burke reviewed the agenda for the day and some of the decisions that had been made at the prior Budget Work Session in October. Some of the decisions from the October 24th meeting were: to remove the shade option from the Parks and Recreation Budget, to fund the Parks and Recreation Budget with 5% of the earnings tax, to replace street trees, to reduce the business incentive fund back to its original amount of \$20,000, repay the 2014 Fire Fund advance by moving \$50,000 from the fire Fund back to the General Fund in 2015 and moving the other \$60,000 back to the General Fund in 2016, 2 part-time police officers will go to full-time, and \$15,000 will be put toward additional way-finding signs throughout the City.

Mr. Pittman spoke on behalf of the City Tree Board. He stated that the initial plan was to replace 1/3 of the street trees downtown every year until all had been replaced in three years. However, the new trees decided upon (Japanese Lilac) are a slow grower and it would be more fiscally sound to replace them all at once. The Japanese Lilac has fragrant white blossoms and can be trimmed into a pleasing shape as they mature.

Ms. Evans asked what the cost of replacing the trees will be. Mr. Pittman indicated that the low bidder was at \$35,000; however, the City will be revising the bid specs to make sure they are planted properly.

Ms. Holbrook stated that the plan is to bid the new contract for replacement of all of the trees in January-February, plant the trees in March – May and be ready to begin shaping and pruning in the third year. It has been suggested that the City should go to the nursery and actually pick out the trees that will be planted.

Water Department: Matt Newman, Water Department Supervisor came forward to discuss his budget. Mr. Newman stated that he would recap past Water Department Capital Project expenditures that have taken place since he was hired in 2007. The following are a list of the projects: The Clearwell has been completed, lime slaker and silo have been refurbished and parts of the water main were replaced, in 2011 the SCADA System was upgraded, in 2012 the St Rt. 28 Booster Station was replaced, in 2013 the Water Department generator was purchased and installed and the roof at the Water Department was replaced, in 2014 there was the waterline replacement in the Oakcrest area, 2015 found additional water main replacements.

Mr. Newman indicated that his only large project in 2016 would be to rehab the clarifier. This project will be rebid in January/February. The first time it went to bid in 2015, there was only one bidder and it was higher than the engineer's estimate. Matt is hoping to have more bidders this time and more favorable pricing. Other 2016 projects will include the Filter Media Replacement at \$50,000, the lime lagoon cleaning at \$70,000, and the purchase of a new truck (\$37,000) to replace a truck purchased in 2008.

Mr. Newman indicated that in 2017 the Wallace Ave. Water Tower will need to be replaced. He stated that the EPA wants a full day's production 'in the air' when it comes to water towers and the current tower does not meet that criteria. He said the new tower will cost approximately \$2.6 million dollars to build and will provide more volume than the present tower when completed.

There were no questions for Mr. Newman and he was excused at the end of his presentation.

Waste Water Department: Dave Walker, Waste Water Treatment Plant Supervisor came forward to discuss his 2016 budget at this time.

Mr. Walker indicated that he will eliminate Rumpke sludge removal at a savings of \$500 per load. The new items for 2016 will include 2 new pumps and the placing of a guardrail in front of the Chamber Drive lift station which has been hit twice this year with considerable damage to the building both times.

Mr. Walker discussed a main break which had occurred on Bay Road in close proximity to the City salt barn. The EPA was advised and the break was repaired in house in a timely manner.

Mr. Pittman opened a discussion regarding the trackhoe which is on the Wastewater Department 2016 Budget. Mr. Walker described the trackhoe and stated that this piece of equipment will also be used regularly by the cemetery, Water Department and Service Department and that it should last between 7-10 years.

The only project the Waste Water Department will be involved in during 2016 is the relining of sewer pipes along Main Street to Maple, Miami to Hudson and all of Riverside.

There were no questions for Mr. Walker and he was excused after his presentation.

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Mr. Burke opened a discussion regarding engineering costs.

Tim Casto, The Kleingers Group, came forward to discuss the City's current projects.

Ms. Brewer asked if sidewalks for Brooklyn Avenue were on the budget. There was a discussion regarding sidewalks which included the extending of the Milford Parkway sidewalks to the bridge.

Ms. Howland asked about the storm water problems that continue to plague Laurel Avenue. Mr. Brady indicated that dry wells were not the answer that something long term needed to be done to solve the problem.

Ms. Holbrook suggested that the Storm Water Master Plan including the Laurel Avenue project could be discussed at the committee level.

Mr. Burke stated that the Storm Water Fund is healthy and could support a project were it to come to fruition in 2016.

Service Department: Ed Hackmeister, Service Department Supervisor came forward at this time to discuss his 2016 budget.

Mr. Hackmeister stated that he is currently purchasing salt at \$62.97 per ton; in early 2015 he paid \$48.19 per ton of salt.

Mr. Hackmeister indicated that the department would also need to replace a truck in 2016. The truck will cost \$37,000 (including lights, etc.) and the one it is replacing will be sold. He outlined the paving projects scheduled for 2016; Rt. 50 from the fire department to Milford Towing, the top of Wallace Avenue, some spots on Brooklyn and St. Rt. 28. There was a discussion regarding the sidewalks on St. Rt. 28 and what could be done to rectify problems there.

Ms. Brewer opened a discussion of the need for a new service garage vs trying to remodel the existing building.

Ms. Holbrook asked if Council would like for staff to consult with an architect to design a new building and Council agreed that that should happen. The fees for such a study should be added to the 2016 budget. Ms. Holbrook indicated that she would meet with Mr. Hackmeister to ascertain the needs of the department.

Mr. Hackmeister introduced the Columbarium that has been placed in Greenlawn Cemetery and the new sloped fencing that would be attached at both sides of the main gate. Mr. Hackmeister indicated that he has budgeted \$4,800 for landscaping in the cemetery for the spring of 2016.

Mr. Brady suggested that additional fencing be added to the budget in 2017 which opened a discussion regarding fencing the cemetery.

Mr. Hackmeister stated that Ms. Allen, the current cemetery clerk is retiring at the end of December. He indicated that there have been meetings with Lori Pegg and Sharon Waldmann regarding the transferal of institutional knowledge of the cemetery. They will meet with Ms. Allen several more times until they are comfortable with the cemetery software and numerous files. The City will advertise for a part-time clerk (20 hours per week) and a replacement for Ms. Allen will be hired. Mr. Hackmeister stated that Ms. Allen will reside close-by and has offered to volunteer several hours a week to help train her replacement and to be on hand for any questions that might arise.

There was discussion regarding what to do with the house Ms. Allen rented which was attached to the cemetery office. There was an agreement by Council that the house would become part of the cemetery office rather than rental property. Remodeling the house to provide a larger cemetery office more convenient to meeting with bereaved customers was discussed.

Mr. Hackmeister presented information regarding updating the Five Points Municipal Building. The updating will include 4 heat pumps, new awnings, replacing the carpeting in the offices with tile, retiling parts of the police department and painting the outside of the police annex building.

Mr. Hackmeister opened a discussion regarding upkeep of the City's parks. He indicated that there has been past conversation regarding building an amphitheater which would cost approximately \$50,000. The 2016 budget includes the amphitheater planning, upgrading Carriage Way Park, benches for Clertoma Park, and upgrades to the Riverside Parks.

Ms. Hanners asked if waterlines remained from the previous trailer park that had been situated on Garfield Avenue at the current location of Garfield Park. She suggested that a 'real' bathroom be installed at Garfield Park and shelter using those pipelines already in place.

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Mr. Hackmeister described the storm water projects that he would pursue during 2016. These projects included working on the Stoneridge retention basin, drainage repairs at Wooster Pike and Park Road, St. Rt. 126 and Shawnee Road hillside stabilization and addressing the St. Rt. 28 drainage issues.

There were no further questions and Mr. Hackmeister was excused at this time.

Mr. Burke opened a discussion regarding how previous City Engineer Bud White's replacement (National Inspection Corporation) was billing the City. He indicated that he will have a better grasp on the Building Department costs at the end of the year. Currently we collect the building permit fees from the developer and 10% remains with the City while 90% goes to NIC.

Ms. Holbrook discussed the current building permit process.

Mr. Burke stated that he is considering contracting out payroll to an outside vendor. At this time it is done in house and creates a huge workload to staff members. Several Council members expressed their approval of an outside vendor based on personal experiences.

Mr. Burke thanked staff for their assistance in putting together the 2016 budget.

Ms. Howland opened a discussion regarding the community events and outreach programs the City has supported in the past. These include: Promont, Valley View, Clermont County Chamber, Milford Miami Township Chamber, Longstone, Frontier Days, Street Eats, the Historical Society and Art Affaire. Ms. Brewer suggested that the City cancel its membership to the Milford Miami Township Chamber and simply support them event by event. Mr. Brady disagreed and stated that the City has to consider what they receive for their membership to that organization.

Mr. Pittman stated that he believes the Longstone Festival will not continue in 2016 and that he has heard that Street Eats has moved into Miami Township and will not require funding or 'in kind' services.

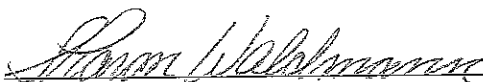
Mr. Pittman suggested that Council retain the budgeted item of \$17,000 for events but pay on an event by event basis. Council agreed to provide fewer dollars for memberships and more for individual events. They agreed that Council will no longer purchase 'tables' for events but will purchase individual tickets for those who wish to attend.

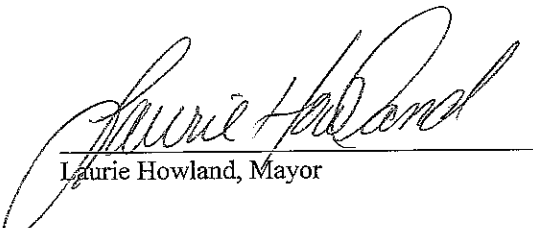
Council then discussed the iPads they currently use. Ms. Brewer suggested that the iPads be made available to current council members for \$1.00. It was agreed that the iPads would be sold to anyone who wants to keep them at a fair market value to be determined at a later date.

Ms. Brewer asked when Council will have an upgrade in their salary. This suggestion went to the Charter Review Committee last summer but no one has received a report or recommendations at this time.

Adjourn:

There being no further business to come before the City Council; the meeting was adjourned at 11:05 a.m. to enter Executive Session with a motion from Ms. Hanners; seconded by Mr. Pittman. All voted yes. Ms. Brewer made a motion to adjourn Executive Session seconded by Mr. Brady at 11:30. All voted yes.


Sharon Waldmann, C.P.T.


Laurie Howland, Mayor