

# RECORD OF PROCEEDINGS

Minutes of Regular Meeting

Meeting

www.pipettibone.com FORM NO. 10148

Held February 2, 2016

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The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00 p.m. on February 2, 2016. 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, Mr. Bonnell, Mr. Brady, Ms. Evans, Mr. Haskins and Ms. Russell.

**Presentations:** Police Chief Jamey Mills came to the podium and stated that this is his favorite meeting of the year; it's the time when he gets to recognize his staff. He went on to say that the award recipients are nominated by their fellow officers. He said the 5 recipients serve in a variety of capacities but the one thing they have in common is that they are all ambassadors for the City and he is proud to serve with them.

#### Patricia Banks – Chief's Commendation

Clerk Banks consistently serves as a resource to the command staff in assisting with administrative paperwork, accreditation standards, crime trend analysis, and policy reviews.

- Prepared us for and guided us through our triennial accreditation on-site
- Converted our policies and accreditation files to a web-based service
- Made CD labels for the annual MPD reunion video

Ms. Banks stated that she is honored to have been recognized and thanked those she works with for their continued support.

#### Damaris Kushman – Chief's Commendation

Damaris is a graduate of the 2014 CPA Class and has since become an active volunteer who is always willing to assist us.

- Assisted with booth set up at National Night Out
- Attached tags to 200 stuffed animals for OHP
- Served as the official CPA photographer.

#### Mike Minniear – Chief's Commendation

Mike is the City's most tenured employee and has administered the Oath of Office to every member of the Police Department. He's earned the reputation of a no-nonsense lawyer who always has the City's best interest at heart.

- Always willing to research legal issues and gives sound advice
- Administered the Oath of Honor to the entire PD

Mr. Minniear stated that he has figured up how many City Council meetings he has attended and the number is over 900. He stated that it is a true honor to be recognized because he has a great deal of respect for the City's police officers and staff for their services as they do what they do. He stated that they have no idea how valuable and important they are to the City.

#### Sean Mahan – Silver Bullet Award

Sergeant Mahan is an eighteen year veteran of the Department and is the recipient of the Medal of Valor, Chief's Commendation, and the Physical Fitness Medal.

- Supervised a bank robbery investigation
- Managed accreditation on-site
- Drafted several new policies
- Implemented remote RMS access, and a safety plan for city hall employees
- Conducted successful administrative investigations

Chief Mills explained that this award is not a permanent award; Sgt. Mahan has the responsibility to choose and present the award to another worthy officer next year.

Sgt. Mahan thanked his fellow officers and stated that it is always nice to be recognized.

#### Steve Bogan-Larry J. Oaks Award

Chief Mills stated that receiving this award is a significant accomplishment. He then read the letter of recognition.

This letter serves as an official record of recognition of your commitment to the core values of the Milford Police Department in 2015.

**INTEGRITY** – You consistently do the right thing, at the right time, in the right way and for the right reasons.

**PROFESSIONALISM** – In 2015, you received six documented supervisory compliments, and were recognized for completing the fitness course in 34.7 seconds.

**COOPERATION**– Your co-workers and supervisors describe you as a longtime City employee who routinely goes the extra mile to assist the public, as well as your co-workers; and one who strives to serve the mission of the Milford Police Department and to honor our core values.

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**COMMITMENT-** In addition to being one of the most active officers you also serve as a D.A.R.E. officer, field training officer, bike patrol officer, and crime scene technician. Your work ethic is nothing short of exemplary and you are a role model to younger officers.

You are a tremendous asset to the City of Milford and it's an honor to serve with a man of your character.

Officer Bogan thanked those who came to recognize the award recipients.

**Rules of Council:** Mr. Minniear indicated that if the Rules of Council are adopted tonight, changes could be made at a later date. Ms. Brewer made a motion to adopt the current Rules of Council; seconded by Ms. Evans. All voted yes.

**Proceedings:** Mr. Bonnell made a motion to adopt the Proceedings from January 19, 2016; seconded by Mr. Brady. All voted yes.

**Correspondence:** There was no correspondence.

**Financial Statements:** Mr. Bonnell made a Motion to Adopt the November, 2015 Finance Report; seconded by Mr. Brady. All voted yes.

**Public Comments:** Mr. Charles Evans came to the podium to speak as the Parks & Recreation Committee Chairperson. He thanked those who had come to an earlier meeting to review the Riverside Park Master Plan for their input. He indicated that the drawings will be available for viewing on the City's website and Facebook pages. He stated that the structure to be built will be a multi-use structure rather than an amphitheater.

Mr. Ziegenhardt came to the podium to talk about a newspaper article regarding JEDD's and JEDZ's.

#### **Standing Committee Reports:**

**Administrative Services:** There was no report at this time.

**Community Development:** Ms. Evans provided the following report:

Ms. Evans called the meeting to order at 4:30 p.m.

Present: Sandy Russell and Justin Bonnell  
Staff: Pam Holbrook, Interim City Manager;  
Visitors: Kim Chamberland, My Personal Gardner; Charles Evans, Parks and Recreation; Tim and Dave Sence, LTD Landscaping

#### 2016 Landscaping Contract Flower Selection

The committee discussed a variety of different flowers that could be used in the flower pots and containers on the bridge. Ms. Evans stated that last year the pots seemed to be full and healthy, but there was not enough color. Mr. Sence stated the best approach may be to have the committee select a color palette and then have LTD come back with a planting plan. The committee would like to see a bright purple color with some contrasting colors. The members agreed to meet on Tuesday, February 2<sup>nd</sup> at 5:30 to review planting plans prepared by LTD.

The meeting was adjourned at 5:15p.m.

Ms. Evans stated that the Community Development Committee met earlier in the day and decided on a color palette including bright purple and other contrasting colors. She said LTD has promised more colorful baskets and planters.

**Parks & Rec:** There was no report at this time.

#### **Public Services:**

Called to Order: 8:00 a.m. by Amy Brewer

Present: Laurie Howland  
Staff: Pam Holbrook, Interim City Manager; Ed Hackmeister, Service Superintendent; Dave Walker, Wastewater Department Supervisor; Chief Mark Flannigan  
Visitors: Tim Casto, Kleingers; Ron Roberts, Roberts Engineering

#### Chamber Drive Mini Roundabout

Ms. Holbrook stated that the City received two bids out of the five invitations to bid; other firms invited to bid included DER Development, Prus Construction, and the DJ Drew Company. Adleta Construction submitted a base bid of \$57,357.40 with an add alternate for colored concrete of \$5,510; Fred A Neman's base bid was \$68,882.50 with an add alternate for colored concrete of \$3,000. The engineer's estimate was \$63,497.28.

Mr. Roberts stated that the mini roundabout was a solution that resulted from a traffic study completed last spring. The mini roundabout fits the existing right of way, and eliminates stop signs. He stated the

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roundabout's center island is designed to be mountable by large vehicles navigating the turn. The center island consists of 7 inches of concrete and is very sturdy. Mr. Roberts stated that the mini roundabout is solving a traffic flow issue in a very economical way. The contract calls for the work to begin the first of March and finished by April.

**The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to contract with Adleta Construction for the Chamber Drive Mini Roundabout in the amount of \$57,357.40; seconded by Mr. Brady.** Before the vote, Ms. Evans expressed her concern that the roundabout would be big enough to accommodate fire trucks and other large City vehicles. Ms. Brewer assured Ms. Evans that it will easily be able to accommodate these vehicles. **The voting continued at this point and all voted yes.**

#### Service Department Truck

Mr. Hackmeister stated that the state bid for the Service Department replacement truck came in at \$30,500 from Mike Castrucci Ford. The Camp Safety upfit totaled \$3,779.95. He stated the old truck will be sold on Gov. Deals.

**The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to purchase an F250 Truck from Mike Castrucci Ford in the amount of \$30,500, and an upfit package from Camp Safety in the amount of \$3,779.95; seconded by Mr. Bonnell. All voted yes.**

#### Wastewater Department Trackhoe

Mr. Walker presented a bid to the committee for the purchase of a trackhoe with pin mounted thumb from Southeastern Equipment Company in the amount of \$61,497.50. Mr. Walker stated that the cost of the equipment would be split among several departments: wastewater, water, storm water, street and the TIF Fund.

Ms. Brewer asked what the City does now when we need this piece of equipment. Mr. Walker stated that the equipment is rented. He noted that he has rented a trackhoe for various projects including the downtown alley project last year.

**The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to purchase a trackhoe from Southeastern Equipment Company in the amount of \$61,497.50; seconded by Mr. Brady. Before the vote Ms. Brewer stated that the trackhoe was included in Mr. Walker's 2016 budget and reiterated that the cost of the trackhoe would be split among several departments and would not come out of the General Fund. All voted yes.**

#### 2015 Clermont County Road Paving Overage

Ms. Holbrook stated that the City participated in the Clermont County road paving project last year. The City estimated the cost of the project to be \$164,605, and the actual cost was \$187,560.88. Hudson Avenue, Kirgan Lane and a portion of Main Street were included in the project. Both Hudson and Kirgan were completed under budget; however, the cost to pave Main Street exceeded the estimate. Additional work to Main Street included rebuilding a number of catch basins; the added cost totaled \$22,955.88.

**The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to make payment to Clermont County for additional cost to the 2015 Road Paving Project in the amount of \$22,955.88; seconded by Mr. Brady. All voted yes.**

#### Capital Improvement Plan

Ms. Holbrook stated that she asked for a proposal from Kleingers to develop a five year Capital Improvement Plan. This plan will include future projects for water, roadway, wastewater, storm water, and sidewalks; with this plan in place it will be much easier for staff and council to plan for future needs.

The Committee asked Mr. Casto to prepare a proposal to analyze crosswalks downtown, and in front of the school as well as sidewalks on Brooklyn Avenue.

There being no further business, the meeting adjourned at 9:00 a.m.

#### **Safety Services:**

Called to Order: 8:00 a.m. by Ted Haskins

Present: Amy Brewer and Laurie Howland

Staff: Pam Holbrook, Acting City Manager; Police Chief Jamey Mills; Administrative Sergeant Sean Mahan

#### Police Vehicles

Chief Mills stated that he budgeted \$100,000 for two new vehicles in 2016. The two vehicles being replaced include a 2008 Dodge Charger patrol vehicle with over 120,000 miles and a 2000 Crown Victoria staff car with over 100,000 miles. The Chief is requesting to make the following purchases: a Chevrolet Impala from Byers Chevrolet in the amount of \$23,409; a Chevrolet Tahoe from Taylor Chevrolet in the amount of \$41,263, and an upfit for both vehicles from Camp Safety in the amount of \$21,359.

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The Committee agreed to make a motion to draft an Ordinance authorizing the City Manager to make the following purchases: a Chevrolet Impala from Byers Chevrolet in the amount of \$23,409, a Chevrolet Tahoe from Taylor Chevrolet in the amount of \$41,263, and an upfit for both vehicles from Camp Safety in the amount of \$21,359; seconded by Ms. Brewer.

Chief Mills reviewed department organization and stated that during the next budget sessions he will be discussing his proposal to add two more officers in 2017 at a cost of approximately \$200,000; he noted that although the department functions efficiently, the additions would bring the department closer to national standards and allow for coverage should officers be out sick or at training.

Chief Mills informed the committee that his annual report is complete and will be published on the City's website. He stated that the department attained all but one of their 2015 goals.

The committee discussed various crosswalks throughout the city and street trees in the downtown area.

There being no further business, the meeting adjourned at 9:15 a.m.

**City Manager's Report:** Interim City Manager Pam Holbrook presented the following report:

#### CITY MANAGER

Kathleen Pfeiffer is the new part-time Cemetery Clerk. Her first day was yesterday and she seems to be very excited about this position. With her presence, the cemetery office will be open every Monday, Wednesday and Friday from 9:00 a.m. until 4:00 p.m. On the days the office is closed, Sharon will continue to cover those duties with the assistance from Service Department personnel familiar with the cemetery procedures and operation.

The Water Treatment Plant Clarifier Painting and Maintenance Project goes to bid this week. As you recall this same project went to bid last summer. At that time we received one bid and it was \$20,000 over the Engineer's estimate so the project was shelved at that time. Some modifications have been made to the plans and we are hopeful to attract more bidders this time. The bid opening is scheduled for February 18<sup>th</sup> at 11:00 a.m.

#### SERVICE DEPARTMENT

Ed Hackmeister reports that Christmas tree pick-up has ended. The trees will now be considered brush and residents will need to call the Service Department at 831-7018 to request that they be picked up.

Ed indicated that this has been a week for preventive maintenance of their equipment. The Service Department also spent part of last week patching potholes. Residents are encouraged to call the Service Department at 831-7018 to report pot holes.

#### WASTE WATER DEPARTMENT

Dave Walker reports that the Waste Water Department marked sewer lines at 798 Osage Dr. and 768 U. S. 50 and that they are still working on locating sewer taps on S.R. 28. His department also videoed a sewer line on Lila Avenue so Verizon could set a utility pole. Later in the week, they used the Vac-truck to help the Water Dept. fix two curb stops.

#### WATER DEPARTMENT

Matt Newman reports that the Water Department completed 18 work orders and 16 utility locates for residents last week. They also performed maintenance at the shop including replacing the dust and ventilation fan and the grit screw motors on the lime slaker. Both of these motors have been giving them trouble over the last month so both were replaced Thursday. Both motors had lasted 8 years.

#### OTHER

Lori Pegg met with representatives from The March of Dimes regarding the Clermont County Walk for Babies to be held on Saturday, May 14<sup>th</sup> at Miami Meadows Park. In 2015 more than 500 walkers raised over \$80,000 in the Clermont County Walk for Babies and they hope to exceed \$100,000 this year. The kickoff event will be held on Thursday, March 3<sup>rd</sup> from 5:30-7:30 at Scene 75. We will be helping to spread the word about this inspiring event via our social media outlets in the next few months.

#### 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:

**Parks & Recreation:** 5:30 p.m. Monday, February 8, 2016

**Planning:** 6:00 p.m. Wednesday, February 10, 2016; canceled due to lack of agenda items

**BZA:** 7:00 p.m. February, 25, 2016

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The Municipal Building offices will be closed on February 15<sup>th</sup> in honor of Presidents' Day.

**Police Department Report:** Chief Jamey Mills presented following report:

TRAINING

1. All sworn members received an hour of Human Trafficking training from E-OPOTA.
2. Officer Yeary completed a week-long SWAT course for his assignment to the Clermont County Special Response Team. The training was provided by the Cincinnati Police Department at no expense to the City.
3. Officer Clark completed 32 hours of Crisis Intervention Team Training at no expense to the City.

NOTABLE CRIME OCCURRENCES

1. On January 4<sup>th</sup> a Breaking & Entering was reported at 114 Wooster Pike and various merchandise was removed from the premises. Detective Rogers is currently investigating the offense.
2. An Unauthorized Use of a Motor Vehicle report was taken at 22 Powhatton. The offense also involved a juvenile offender for runaway. The vehicle and the juvenile were located the following day and charges were filed through Clermont County Juvenile Court.
3. A fatal auto accident occurred on State Route 126 January 24<sup>th</sup>. The Ohio State Highway Patrol assumed the investigation with our assistance.

**Fire Department Report:** Chief Mark Baird presented the following report:

Chief Baird stated that he would like to report awards presented by Milford Community Fire Department at its December 5, 2015 Department Awards Dinner held at Wyler Automotive Family headquarters:

Mr. David Cooper  
Service Award  
Retired after 25 years of service to the department

Mr. John Sora  
Sora's Towing  
Business Partner of the Year

Kyle Riley, Firefighter/Paramedic  
Howard R. Glancy Award  
For leadership of the department's Cadet Firefighter Program

Alexander Baird  
Cadet of the Year

John Land, Firefighter/EMT  
Firefighter of the Year  
For leadership and initiative in maintaining department equipment

Mr. Robert Moorehead  
Service Award  
For 33 years of membership on the MCFD Board of Trustees

Chief Baird stated that high blood pressure is a silent killer; that there are no real signs or symptoms. That being said, the Fire Department will provide free blood pressure checks before every City Council meeting and throughout the day (8:00 a.m. – 8:00 p.m.) during the week at the Fire Department. He encouraged residents to take advantage of this service.

**Public Comments:** Mr. Ziegenhardt returned to the podium to announce that he has emailed the Milford School Board and suggested that the flagpole at Milford Main and cornerstone remain after demolition.

**Council Comments:** Mr. Minniear complimented the Police Chief Jamey Mills for the completeness of the Annual Report he has submitted to Council. He stated that it deserves an A+ for the in depth material it contained.

**New Business:**

16-1202 An Ordinance authorizing the purchase of vehicles for the Police Department. Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr. Brady. All voted yes. Ms. Brewer made a motion to adopt the Ordinance; seconded by Ms. Evans. All voted yes.

16-1203 An Ordinance authorizing a contract with Adleta Construction for the Chamber Drive Mini Roundabout; Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr. Brady. All voted yes. Ms. Brewer made a motion to adopt the Ordinance; seconded by Mr. Bonnell. All voted yes.

16-1204 An Ordinance authorizing purchase of an F-250 truck for the Service Department; Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr.

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Brady. All voted yes. Mr. Haskins made a motion to adopt the Ordinance; seconded by Mr. Brady. All voted yes.

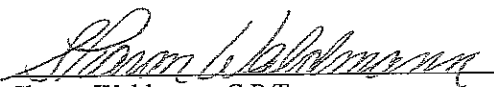
16-1205 An Ordinance authorizing the purchase of a Trackhoe for the Wastewater Department; Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr. Brady. All voted yes. Ms. Evans made a motion to adopt the Ordinance; seconded by Mr. Brady. All voted yes.

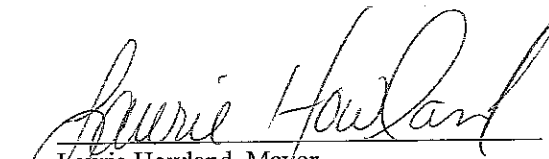
16-1206 An Ordinance authorizing payment to Clermont County for additional cost to the 2015 Road Paving Project; Ms. Brewer made a motion to suspend the rules and read by title only; seconded by Mr. Brady. All voted yes. Ms. Evans made a motion to adopt the Ordinance; seconded by Ms. Brewer. All voted yes.

**Old Business:** There was no old business to be discussed.

**Adjourn:**

There being no further business to come before the City Council; the meeting was adjourned at 7:50p.m. with a motion from Mr. Bonnell; seconded by Mr. Brady. All voted yes.

  
Sharon Waldmann, C.P.T.

  
Laurie Howland, Mayor