

The Council of the City of Milford met in Regular Session in Council Chambers at 745 Center Street at 7:00 p.m. on May 20, 2008. Mayor Hunter called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

**Roll Call:** Present: Mayor Hunter, Vice-Mayor Hinners, Ms. Brewer, Mr. Hawkins, Ms. McBeath, Mr. Vilardo and Mr. Pschesang.

**Remarks from the Mayor:** Mayor Hunter welcomed Pam Holbrook who will giving the City Manager's report in the absence of City Manager Rokey. Mayor Hunter announced that the Thundering Heart fundraiser for Children's Hospital was a great success. Approximately a large number of motorcycles participated. There will be a lot of events during the summer months in Milford. A new event, the Sunflower Run will be held in the fall.

**Proclamation:** Mayor Hunter read a proclamation designating the week of May 18<sup>th</sup> as Emerald Ash Borer Awareness Week in the City of Milford.

**Minutes:** Ms McBeath made a motion to waive the reading and adopt the corrected minutes of the May 6, 2008 Meeting, seconded by Ms. Hinners. All voted yes.

**Correspondence:** The Clerk read a letter from City Manager Rokey asking that Council officially designate Pam Holbrook, Assistant City Manager, to be acting City Manager from June 7, 2008 through June 21, 2008. City Manager Rokey will be on vacation during this time. Ms. McBeath made the motion to designate Pam Holbrook as acting City Manager from June 7<sup>th</sup> through June 21<sup>st</sup>, seconded by Ms. Hinners. All voted yes.

**Financial Statements:** None

**Public Comments:** Karen Huff from the Milford/Miami Township Chamber of Commerce gave an update of Frontier Days events. Bill Knepp, Town Crier, announced the Town Crier mobile will open the Frontier Days Parade. He also stated that he will be interviewed by "USA Today" and an article will appear in the "USA Today" paper. Mr. Knepp stated that the Thursday Morning Seniors Group will observe their third anniversary on May 22<sup>nd</sup>. There will be a continental breakfast and a program recognizing those who have assisted the group in various ways. A Potluck luncheon will be held from 11:00-12:00. The public is invited. Mr. Knepp announced that he has been elected Vice-President of the American Guild of Town Criers.

## **STANDING COMMITTEE REPORTS**

**Public Services:** No report

**Administrative Services:** No report. Ms. Hinners asked for a Voice Vote from Council to authorize the City Manager to make arrangements for installation of the new gateway signs. All voted yes.

**Safety Services:** Ms. McBeath reported that the Committee met on May 15, 2008. Present: Ms. McBeath, Ms. Hinners and Mr. Vilardo. Staff present: City Manager Rokey, Fire Chief John Cooper and Police Chief Mark Machan. Also present: Ben Brandstetter and Bruce Brandstetter from Brandstetter and Carroll. The final draft of the Traffic Calming study was discussed with Brandstetter/Carroll. The best method recommended to address speed concerns on Center and Forest are speed tables. The estimated cost is \$8,000 each if concrete is used. The Manager requested an alternate cost estimate for asphalt and to include the cost of design sufficient for construction. The also recommended the addition of Stop signs at Forest and Miami and Center and Miami.

The Committee agreed to recommend the addition of the stop signs immediately and support the recommendations outlined for speed tables dependent upon the allocation of funds for final cost for design and implementation. The Committee will also consider drafting an ordinance to adopt the Traffic Calming Study recommendations outlined.

Chief Machan spoke about the importance of the new software system for better tracking of incidents and more useful reports. The current system no longer meets our needs for information retrieval. While the Committee agreed that this software is important, there are costs associated with development of EOC at City Hall that is a higher priority since funds are not readily available in the budget. If the addition of this appropriation is critical to current operations it will be supported, however, at this time the Capitol Improvement Fund is being heavily relied upon for special projects (erosion control, street repairs,

remodeling the city building and a generator.) The Manager also noted that if speed tables were constructed, they would also be paid from these same funds.

The Committee briefly discussed the roadway design and cost associated with the development of the out lots on Chamber Drive. Ben Brandstetter reviewed the information with the Committee and the Manager noted that the Community Development Committee would also be reporting on the request to utilize TIF revenues. City Council should also evaluate other opportunities to enhance the TIF area and prioritize the use of these funds.

Chief Machan provided an overview of four different Citizen Notification Systems and recommends the purchase of the Code Red System at the annual cost of \$5,000. Chief Cooper and several department heads participated in the presentations and all of staff agreed that this was the best fit for our needs. The Committee agreed to recommend participation in the Code Red System through the Center for Local Government. Ms. McBeath made the motion that Council recommend the purchase of the Code Red System, seconded by Mr. Vilardo. All noted yes.

A resident at Garfield and Wallace has requested a guard rail long his property on Wallace due to a vehicle that lost control and ran into his yard several years ago. This was briefly discussed and more information was requested.

A complaint has been received regarding obstructions in the right of way on Center Street. The Manager will send letters to each resident reminding them of the ordinance concerning obstructions.

**Community Development:** Mr. Hawkins reported that the Committee met on My 12, 2008. Present: Mr. Hawkins, Ms. Brewer and Ms. McBeath. Staff present: City Manager Rokey, Service Director Mike Haight, Director of Finance Tim Petric and Myrt Allen, Cemetery Clerk. Also present: Karen Huff, Director Milford/Miami Township Chamber and Steve Boller, resident.

The Committee discussed a survey of cemetery rates and our current schedule and proposed schedule of increases. Mr. Petric also provided a five-year revenue and expense analysis that shows that \$70,000 was transferred to the Cemetery Fund from the General Fund last year. The Committee agreed that increases were in order due to the increasing costs to maintain the property, however it was acknowledged that it will never generate enough revenue to cover the true cost of operation and maintenance. After a brief discussion, Ms. Allen was asked to provide a copy of the proposed fees to each of our local funeral directors prior to a motion for adoption of the rates. Ms. Allen also discussed her plans to explore scattering gardens and columbariums for cremations in the future. She estimated that we have 12-15 years of lots remaining in the cemetery. The Manager noted that due to the up-front cost, pre-sales and regulations necessary for the management of mausoleums, this option was not found feasible in the past. The Committee agreed that there was no need to restrict lot sales at this time to accommodate such a structure. Mr. Hawkins made a motion, to draft an Ordinance authorizing the increase of the cemetery rates, seconded by Ms. McBeath. All voted yes.

Mr. Haight provided a proposal for a Boom Arm Mowing attachment specifically designed to fit the tractor we purchased last year. The Committee agreed to make a motion to draft an Ordinance authorizing the purchase of a Boom Arm Mower from Mo Trim Inc. in the amount of \$19,038.57 per the State Bid agreement. Mr. Hawkins made the motion, seconded by Ms. McBeath. All voted yes.

The Committee discussed the request for services for the Junction Trail Festival on September 27-28. The Committee agreed to waive the park use fee as last year and open the public restrooms, however, any additional expenses would be paid from the city's limited Park Fund, it was determined that they should pay for any additional out-of-pocket costs such as port-o-lets and electrical services. The Committee agreed to make a motion to waive the park use fee at Riverside Park for the Junction Trail Festival September 27-28, 2008. Mr. Hawkins made the motion, seconded by Ms. Brewer. All voted yes.

The Committee discussed the use of Riverside Park on September 7<sup>th</sup> for the Sunflower Revolution Annual Bicycle Ride. The Committee agreed to support the event's use of the Park, however. They should pay directly for any additional services to be provided. Staff will review the application in more detail to insure that access to the American Legion will not be restricted.

Carrie Owings was not available for discussion regarding the Economic Developments Reports.

The hillside at Milford Parkway and on U.S. 50 is in poor condition and in need of re-seeding and turf management. The landscaping at this entrance to the Milford Commerce Park is also minimal. The Manager noted that the Entrances and Way Finders Committee is also investigating signage and landscape improvements on the U.S. 50 S.R. 131 corner. LTD Landscaping has been asked to provide a proposal to improve the appearance of the Milford Parkway entrance. This will likely become part of a bigger project. Mike Haight was also asked to compare the price to "hydro-seed" the hillside. He will also modify current mowing patterns. The traffic islands on Milford Parkway are also a concern. Staff will investigate all of these areas in relation to the contract.

The Manager provided a list of current complaints of tall grass and noted that with the high foreclosure rate and homes for sale, this is likely to be a busy summer.

The Manager provided a copy of the Tier I CDBG application submitted to the state. A public hearing was held at 7:00 p.m. This is a formality for the application process.

The Manager provided correspondence from the Traffic Engineer for CUC, which identifies traffic improvements required for the out lots to be developed on Chamber Drive. The total cost estimate is \$700,000 and the City has been asked to use existing TIF revenue and consider addition of a second TIF, about five acres known as the Rhodes property. A projection of revenues and expenditures was provided by the Finance Director indicating that there are sufficient funds to cover the existing debt for Beechwood Road. In addition to the current request, the Committee will meet with all of City Council to discuss priorities to be funded with this excess revenue. There must be a relationship between the use of the funds and the benefit to properties located within the TIF area. At this time, the Committee is not supportive of a new TIF and would need compelling reasons from the developer to agree to pay for improvements that are specific to the out lot development.

The Manager noted that Pam Holbrook has received six responses to her request for a Community Development Summer Intern. This has been posted at local universities and on our web-site.

The Manager provided the portion of the Tree Ordinance that was proposed to offer a subsidy toward tree removals, similar to the sidewalk reimbursement program. While a more comprehensive ordinance is being drafted, the Manager requested consideration of this section to be adopted so that notices can be sent to owners of dead or dying trees without further delay. If the subsidy is supported, the notice can include the reimbursement information. The Committee agreed to support the subsidy authorizing 50% up to \$250 reimbursement per tree, rather than per property, retroactive to January 2008, pending review by the Law Director. Staff will also check on the status of current ordinance revisions.

The Manager also noted that we have been provided a street sign as a tree city community to "Stop Emerald Ash Borer!" reminding citizens not to move firewood. Staff was directed to determine the most appropriate location for the sign. A proclamation from the Mayor was also requested.

There was no further action taken on the proposal to purchase city pins.

The Gun Club will be having a Memorial Day charity shoot for a city-sponsored effort and is looking for City Council's recommendation. The Committee agreed to recommend that they continue to support the Economic Development position/partnership with the Chamber.

City Council was given a packet of information regarding the regulations of noise in various communities. With the addition of outdoor seating since the smoking ban, the Planning Commission is also seeking some standards. Everyone is encouraged to review this information for discussion at a later date. Mr. Hawkins found the Loveland Ordinance worth further study.

**City Manager's Report:** Assistant City Manager Holbrook presented the Manager's report due to the absence of Manager Rokey.

The Street/Service Department has busy mowing parks, the cemetery and other city-owned properties.

Greenlawn Cemetery has received extra attention in anticipation of Memorial Day.

Clermont County workers are in the City this week cleaning street berms in preparation for street cleaning that takes place before Frontier Days.

The Water Department reported that Clermont County had a break on Brooklyn Ave. with water shut off about 4 hours. The county restored temporary service for the restaurants in the area for lunch. The water was shut off again for 3 hours to complete the repair.

Vandals damaged the antenna at SR 28 Booster station. Repair was made the same day. Secure fencing is being discussed. The contractor has poured about one-third of the exterior walls for the Clearwell. The lime silo has been emptied, cleaned, and is back in service. The clarifier is also being cleaned. A service leak was repaired on Cleveland Avenue with water shut off for about two hours. Cleveland Ave. was closed from 9 am until 4 p.m. and the school was notified due to the impact on school buses.

The annual Consumer Confidence Report is currently being printed and will be mailed to customers in the next two weeks.

The Finance Department reports that the auditors are expected to be in our offices this week and next.

We have decided to stay with the Ohio Municipal League for property and casualty insurance for the current renewal year. Tim Petric will serve on the Board as prior Finance Directors have done. We will issue notice of intent to obtain competitive quotes in January 2009, after reviewing all current coverage upon completion of several capital projects underway.

Assistant City Manager Holbrook was officially designated to serve as Acting City Manager during the vacation absence of City Manager Rokey. This is in accordance with the Milford City Charter Section 4.04.

### Committee Meetings

Admin. Services                      Thursday, May 29, 2008                      6:30 p.m.

### Reminders

|                                       |  |              |
|---------------------------------------|--|--------------|
| Police Banquet                        | Thursday, May 22, 2008                             | 5:30 p.m.    |
| Thurs. Seniors 3 <sup>rd</sup> Anniv. | Thursday, May 22, 2008                             | 8-12         |
| City Offices Closed                   | Monday, May 26, 2008                               | Memorial Day |
| Memorial Day Parade                   | Monday, May 26, 2008                               | 9:00 a.m.    |
| Am. Legion Wall Dedication            | Monday, May 26, 2008                               | 12:30 p.m.   |
| Frontier Days Parade                  | Thursday, June 5, 2008                             | 5:30 p.m.    |
| LMI Dinner                            | Monday, June 16, 2008                              | 5:30 p.m.    |
| Founder's Day Dedication              | Saturday, June 7, 2008 (Garfield Park)             | 2:00 p.m.    |
| Parks & Recreation                    | Monday, June 9, 2008                               | 5:30 p.m.    |
| Bd. of Zoning Appeals                 | Thursday, June 26, 2008                            | 7:00 p.m.    |
| City Manager on vacation              | June 7 <sup>th</sup> through June 20 <sup>th</sup> |              |

**Police Department:** Chief Machan reported that the Department is continuing its investigation about the death that occurred on Robby Ridge. He reminded residents that May is "Click It or Ticket" month. Officers will be reminding residents to use their seatbelts. The Department is also preparing for Frontier Days.

**Fire and EMS:** No Report

**Council Comments:** Mr. Hawkins asked about the double stop signs and the speed tables. He said he did not like the double stop signs and questioned their need if speed tables were installed. A brief discussion was held concerning the new stop signs on Forest and Miami and Center and Miami. Ms. McBeath stated that the new signs were safety issues and hopefully will deter speeding.

A discussion was held concerning the complaints from residents on Center St. of obstructions in the grass right-of-way. Center St. residents were informed by letter about the Ordinance of obstructing the right-of-way.

Mr. Pschesang questioned the need for the new Boom Arm Mower. The mower the City has now is 26 years old. Even though it is not used extensively is it a needed piece of equipment.

Ms. Hinnners said that the Way Finders Committee would meet on May 21<sup>st</sup>.

Council discussed only having one meeting during the months of June and July. Ms. Brewer made a motion that the Council only meet on June 3, 2008, and the meeting scheduled for June 17<sup>th</sup> would not meet, seconded by Mr. Hawkins. All voted yes. Mr. Vilardo made a motion that the Council will only meet on July 1, 2008 and not meet on July 15, 2008, seconded by Ms. Brewer. All voted yes.

### New Business

Ordinances and Resolutions

8.678 An Ordinance authorizing the purchase of a Boom Arm Mower from Mo Trim Inc. in the amount of \$19,038.57 per the State Bid.

**Old Business:** None

Ordinances and Resolutions

### Adjourn:

There being no further business to come before the meeting, Council was adjourned at 7:55 p.m. with a motion by Ms. Hinnners, seconded by Ms. McBeath. All voted yes.

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Joanne Trilety, Clerk

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David M. Hunter, Mayor