

The Council of the City of Milford met in Regular Session in Council Chambers at 745 Center St. at 7:00 p.m. on December 6, 2011. Mayor Vilardo, Jr. called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

**Roll Call:** Present: Mayor Vilardo, Jr., Vice Mayor Pittman, Ms. Evans, Mr. Lykins, Ms. Brewer, Ms. Walter, and Ms. Hinnners.

**Introduction and Presentation:**

Mayor Vilardo approached the podium and invited Ms. Kellie Geist-May of the Milford Advertiser to come forward for the presentation of a Proclamation. He thanked Ms. Geist-May for her insight into the workings of the City. He spoke of Ms. Geist-May's fairness in times of both good news and bad as she related events regarding the City of Milford. She has been a valued part of the City in making sure everything within the City is well covered. Kellie Giest-May is an exemplary reporter and a trusted friend of the City of Milford. He indicated that it has been a pleasure to work with Ms. Geist-May and declared December 2, 2011 to be Kellie Geist-May Day.

Ms. Geist-May spoke briefly regarding her past with Milford and indicated her appreciation that staff members were willing to be open and speak to her in times of good news and positive events or when the subjects were hard to discuss.

Mayor Vilardo expressed the City's wish for continued success as Ms. Geist-May pursues a new career as a Promotion Assistant at WCET, a local public television station.

Mayor Vilardo then invited William Knepp to the podium to receive a Proclamation regarding his recent induction into the Ohio Veteran's Hall of Fame due to his community spirit and good works. He said it is an honor to recognize Mr. Knepp of behalf of the City of Milford. He spoke of Mr. Knepp's willingness to work for the good of the community.

Mr. Knepp spoke of his love for his community and the people therein. He indicated that although he has taken part in many projects and events throughout the country as well as here at home, he has not done so alone; he has had the continued support of his family and friends. He indicated his appreciation that the sense of 'public service' and community has been passed down from generation to generation. He thanked Council for the award and said the honor belongs to all who have served their community in the past as well as those who serve today.

**Proceedings:** Ms. Brewer made a motion to waive the reading and accept the Minutes of both the November 15, 2011 Regular Council Meeting and the November 19, 2011 Budget Work Session. Mr. Pittman seconded the motion. All voted yes.

**Correspondence:** Clerk Pro Tem, Sharon Waldmann read three items of correspondence from the Ohio Department of Commerce Liquor Control Board relating to Liquor Licenses with in the City:

1) Request for TREX Transfer regarding Milford Tavern (227 Main Street) Liquor Permit transfer from Sneaky Pete's. Ms. Brewer made a motion to waive the hearing, seconded by Mr. Pittman. All voted yes.

2) Request for TREX Transfer regarding a business owner change at 18 Main Street (M.J.'s). Mr. Lykins made a Motion to approve the transfer, seconded by Mr. Lykins. All voted yes.

3) Request for TREX Transfer regarding a name change on Speedway's Liquor Permit . Mr. Pittman made a Motion to waive the hearing, seconded by Ms. Hinnners. All voted yes.

**Financial Statement:** There was no report from the Finance Department.

**Board of Education:** No report

**Public Comments:** Charlie Evans, Chairman of the Parks and Recreation Commission, approached the podium to speak. He said he needs to clear up the misunderstanding regarding the proposed shelter at Riverside II. (1) A small shelter has been approved and will be built over an existing concrete pad located in the area of the concession stand at the new playground. This shelter will house picnic tables and will allow parents who are watching their children's activities at the playground to sit in a shaded area. (2) A larger multi-use shelter would house picnic tables and would also be favorably situated to allow the City to host performances once or twice a year. Its first use would be a picnic shelter and second a performance pavilion. He feels it is not fiscally responsible to build a large structure to be used wholly as a performance pavilion; a multi-use structure is a much better fit at this time.

**Committee Reports:**

**Administrative Services:**

**Mr. Lykins made a Motion to draft an Ordinance to make appropriations for the current expenses and other expenditures of the City of Milford during the fiscal year ending December 31, 2012, seconded by Ms. Hinners. All voted yes.**

**Community Development:** This meeting was held on December 1, 2011 at 4:30 p.m.

*Appropriations amendment for TIF revenue sharing*

Mr. Wright informed the Committee that the City is required to compensate the Milford Exempted Village School District for the Beechwood Tax Increment Financing (TIF) District. The amount owed is a portion of the proceeds collected from withholding taxes of new employees in the TIF District. As the Ohio Revised Code does not permit the funds to come from the TIF generated money, it is necessary to make the payment from the City's Income Tax account. Since funds for the revenue sharing were not included in the 2011 budget, it is necessary to pass an ordinance amending the Appropriations Ordinance 10-832 by increasing line item 101-7800-2731 of the Income Tax fund by \$146,629.39.

**The Committee agreed to make a motion to draft an ordinance amending Appropriations Ordinance 10-832 by increasing fund 101-7800-2731 by \$146,629.39 for the Milford School District TIF revenue sharing requirements.**

**Proceedings: Ms. Hinners made the motion draft an Ordinance amending Appropriations Ordinance 10-832 by increasing fund 101-7800-2731 by \$146,629.39 for the Milford School District TIF revenue sharing requirements; seconded by Mr. Lykins. All voted yes.**

Mr. Wright updated the committee on the items discussed at the November 14<sup>th</sup> Parks and Recreation Commission. (See attached) The committee agreed that the items should be prioritized by the Commission. Ms. Walter recommended the Commission perform a walk through the parks two times a year to identify areas of the park that need attention.

Mr. Wright noted the following:

1. The City has accepted the option to have Recreations Outlet weld the damaged posts on the donated playground equipment from Mapledale School.
2. Staff will have a plumber look at the bathrooms at the Service Garage.
3. Atkins and Stang looked at the Riverside Ball Field Lights; they found that the equipment is too old to use high efficiency lights. The City will replace the bulbs instead.
4. Staff has accepted the quote from Fountain Specialist for a fountain in Memorial Park. Staff will need to get an estimate for the electrical work that will need to be done.
5. New drinking fountains will be installed at Memorial Park, Clertoma Park, and Riverside.

Ms. Hinners stated that she would like to see a plan created for the Pavilion so it is clear what components will be included. Ms. Walter noted that she would like to make sure that the City makes the most of the Riverside property, and that the Pavilion will serve the City's purposes.

The committee discussed the need for the City to hire a part time person to coordinate events and room rental. Parks and Recreation does not have a staff person dedicated to this department; however, if the City would like to see this area grow it may be necessary to have an individual dedicated to working on this.

Mr. Wright stated that he is having meetings with Bob Bowman and Charlie Evans regarding use of the Riverside baseball field in exchange for some help with the maintenance. Staff is evaluating this idea. Mr. Wright noted that the city does not have equipment to drag the baseball field, but may be able to borrow it.

The committee discussed a picnic shelter and agreed that a small structure would provide some necessary shade for families using the playground. This project can be completed by spring of next year, and will not be that expensive.

The committee agreed that the following items were the top three priorities:

1. The Parks and Recreation Commission should prioritize the list of items.
2. Picnic Shelter in Riverside-Staff should proceed with obtaining three quotes.
3. Memorial Park Fountain-Staff will proceed with the fountain, and obtain quotes for plumbing and electrical.

There being no further business, the meeting adjourned at 5:45 p.m.

**Public Services Committee:** This meeting was held 11-17-11 at 5:00 p.m. Mayor Vilardo officiated at the meeting in Ms. Brewer's absence.

*Hours of solid waste and recycling collection*

Jeff Wright notified the committee about a recent complaint regarding garbage and recycling collected in residential areas. The resident stated that the first truck came at 5:00 a.m. which woke up his family and they were waked up again one hour later by the second truck. Mr. Wright noted that the solid waste and

recycling collection hours identified in section 943.05 of Milford's Codified Ordinance are between 5:00 a.m. and 4:00 p.m. For comparison, Milford contacted Miami Township and the City of Loveland to find out their solid waste and recycling collection times. Miami Township's collection times are between 6:00 a.m. and 7:00 p.m. each day. The City of Loveland's collection times are between 7:00 a.m. and 7:00 p.m. daily. Mr. Wright also stated Milford's collection times may have been established when the municipal workers collected solid waste before contracting the service with outside vendors. The committee discussed how to remedy the situation and also asked Dean Ferrier, Rumpke Municipal Representative, for feedback. Mr. Ferrier stated that Rumpke makes changes to the demand of the customers. They also accommodate cities and municipalities as needed. Staff is proposing an ordinance supported by council to change the hours of solid waste and recycling collection.

**The Committee agreed to make a motion to draft an ordinance changing the hours of collection to 6:00 a.m. - 6:00 p.m. in Milford's Codified Ordinance 943.05 Hours of Collection and to remove the last sentence.**

**Proceedings: Ms. Brewer made the motion to draft an Ordinance amending Chapter 943 of the Codified Ordinances of the City of Milford regarding hours of waste collection, seconded by Ms. Hinners. All voted yes.**

Limitations on curbside disposal of construction debris

The Committee began to discuss the limitations of unlimited solid waste. Ms. Ellerhorst stated that the Rumpke drivers have notified the City of properties that are placing construction debris and massive amounts of solid waste out for collection. Ms. Ellerhorst stated that there are definitions in section 943.02 regarding garbage, household, household garbage, and refuse. From these definitions garbage has been defined as substances generated from private residences, not to include recognizable industrial byproducts. However, the Committee stated that the word "Unlimited Waste" needs to be incorporated into definitions section of the codified ordinances. Mr. Wright stated that after the definition of "Unlimited Waste" is accepted, our goal will be to provide education to the residents and businesses through newspaper articles, our website, and our newsletter.

Definition: "Unlimited Waste" includes the weekly generated household garbage, refuse by the resident not to include large items, hazardous materials, or construction and/or remodeling debris.

**The Committee agreed to make a motion to add the definition "Unlimited Waste" in Milford's Codified Ordinance 943.02 Definitions.**

**Ms. Brewer made the motion to add the definition "Unlimited Waste" in Milford's Codified Ordinance 943.02 Definitions, seconded by Mr. Pittman. All voted yes.**

Mr. Wright stated that another goal would be to investigate the option of incorporating Recycle Bank in the 2013 contract. Recycle Bank is a program that allows residents to receive reward points in connection with the amount of recycling they produce. The City of Montgomery has had the Recycling Bank program for a few years. Mr. Ferrier stated that Montgomery will not continue with their Recycling Bank program next year. Mr. Ferrier stated that many communities' participants are not redeeming their points. The low redemption rates by participants have become an issue.

Other Business

The Committee discussed parking lot paving that needed to be completed in the downtown area. Ms. Walter stated that the alley was paved over a year ago however the parking lot is still not finished. The Committee stated that the parking lot is being used. Mr. Wright notified the committee about the request for storm water credit and will follow up with the property owner.

The Committee began to discuss economic development. The discussion touched on Shop Small on November 26, Cincinnati and Ohio Magazine calendar events. Mr. Wright notified the Committee about the 8-12 page layout of articles about Milford in the 2012 Cincy Magazine with professional advertisements. The articles will be written by Pam Holbrook, Jeff Wright and Karen Wikoff.

There being no further business, the meeting adjourned at 5:28 p.m.

**Safety Services Committee:** A meeting has been scheduled for Tuesday, December 13<sup>th</sup> at 5:00 p.m. Mr. Pittman moved to adjourn to executive council at the end of the Regular Council Meeting; seconded by Mr. Lykins. All voted yes.

Mayor Vilardo indicated that he has the 2012 Tree City Application, which was prepared by Susan Ellerhorst and that it simply needs to be signed. He also indicated that the Chairperson for the Parks & Rec Commission is also the Chairperson for the Tree Commission.

## **City Manager's Report:**

### **SERVICE DEPARTMENT**

The Service Department is receiving several calls daily from residents seeking to schedule leaf pickup. The leaves are picked up on a street by street basis. Once the crew finishes one section of the City, they proceed to another. They are currently on their 6<sup>th</sup> round of the City. Residents do not have to call to schedule leaf pick up, however, residents do need to request brush pick-up. That is the only service actually scheduled by the Service Department.

The vehicles in the Service Department have been winterized and are ready for inclement weather. We currently have 600 tons of salt on hand.

The Department received the delivery of six new concrete picnic tables today. They will be installing a couple of them at Carriage Way Park, the trail head of the Little Miami Bike Trail and other park locations.

The 2012 Landscaping Contract bids will be opened on Friday, December 9<sup>th</sup> at 11:00 a.m. by Pam Holbrook, Assistant City Manager, and Ed Hackmeister, Service Supervisor.

### **WASTEWATER DEPARTMENT**

With the rain came the recurrent problems with the telephone system at the Wastewater Plant. The telephones went out Monday around 10:30 a.m. A call for repair brought no results. Because this is a recurrent event, the front office has set up a protocol for assisting residents who are unable to reach the Wastewater Plant. The resident explains the problem and a Complaint/ Request for Service form is filled out. The front office then calls Dave Walker on his cell phone and relates the problem and location to him. He gives a time when staff from his department will attend to the problem. We call the resident and relay the message from Dave. It is a fix that involves several phone calls and valuable time, but it is the best we can do when the Plant is cut off from the public as it is so often. We have tried to report this problem to several 'supervisors' at Cincinnati Bell; and they have been ineffective in their assistance. Our next step is to go further up the chain of command and possibly withhold money from the Wastewater Plant's telephone bill.

Last week's influent report is 5.6 mg. with an effluent rate of 5.9 mg. The plant is designed to handle 3.2 mg per day, however, due to the flooding condition that currently exists, the plant is processing 4.2 mg for the past two days. This being said, we are still operating well within our permit and have not had to by-pass any flow.

A class from the AP Environmental Science department from Moeller High School will tour our Wastewater Treatment Plant on Wednesday, December 7<sup>th</sup>. This is the second year this field trip has been scheduled and the teacher, Mr. Shannon, feels this is a tremendous learning opportunity for his class. There will be 20 students in the group.

### **WATER DEPARTMENT**

The SCADA construction documents have signed with Queen City Electric. A pre-construction meeting will be set for later in December. Construction should begin in January.

Plant production from Nov. 16<sup>th</sup> thru Dec. 5<sup>th</sup> was 10.16 mg. Average daily use of 508,000 gallons.

### **STORM SEWER**

Two new drywells were installed on Forest Avenue near Lila Avenue as part of the recent street repaving contract.

### **OTHER**

Several staff members met yesterday with representatives of the Federal EPA and Ohio EPA to discuss the status of the Superfund designated cleanup plan for Milford. The development and adoption of a plan will be very lengthy. There is nothing concrete in regards to an action plan at this point and the EPA reps stressed that they will spend resources on community and business input before an action plan is adopted. Staff stressed to them that we want an action plan to minimize any interruption to businesses that may be affected. An open house for the public regarding the EPA's action plan was held here last night, but no one from the public attended.

I have received several positive comments from the public regarding how smoothly this year's Hometown Holidays operated. I appreciate the work that staff of the City and Milford Community Fire Department put into the event. I also appreciate the effort that some of the downtown businesses who are Historic Milford Association members put into the event.

### **STANDING COMMITTEE MEETINGS:**

**Administrative Services Committee:** Not scheduled at this time.

**Community Development Committee:** 5:00 p.m. Wednesday, December 14, 2011

- Discuss bids received for the 2012 landscaping contract which will be opened Friday.
- Other business appropriate to come before the committee

**Public Services Committee:** Not scheduled at the time.

**Safety Services Committee: 5:00 p.m. Tuesday, December 13, 2011**

- Discuss contract with Milford Community Fire Department for Fire and EMS Services for 2012
- Other business appropriate to come before the committee

#### **REMINDERS:**

**Victorian White Christmas and Vintage Doll Exhibit:** through December 31<sup>st</sup> at Promont House Museum. Admission: Adults \$5.00 Children under 12 \$1.00. Please call 248-0324 or go to [www.milfordhistory.net](http://www.milfordhistory.net) for more information.

<b>Clerks' Luncheon</b>	Thursday, Dec. 8 <sup>th</sup>	11:30 a.m.
<b>National Artist Mark Eberhad</b>	Friday, Dec. 9 <sup>th</sup>	
<b>Row House Gallery</b>		
<b>SEM Haven Grand Opening</b>	Saturday, Dec. 10 <sup>th</sup>	2:00 p.m.–4:00 p.m
<b>Parks &amp; Rec</b>	Monday, Dec. 12 <sup>th</sup>	5:30 p.m.
<b>Public Records Commission</b>	Friday, Dec. 16 <sup>th</sup>	3:00 p.m.
<b>Planning Commission</b>	Wednesday, Dec. 14 <sup>th</sup>	6:00 p.m.
<b>City Employee/City Council</b>	Thursday, Dec. 15 <sup>th</sup>	11:30 a.m.
<b>Holiday Luncheon</b>		
<b>Santa Sunday</b>	Sunday, Dec. 18 <sup>th</sup>	1:00 p.m.
<b>Citizens' Housing</b>	Monday, Dec. 19 <sup>th</sup>	7:00 p.m.

#### **Police Department Report:**

Chief Jamie Mills began his report by saying there has been an increase in Part I crimes recently. Part I crimes are those that are typically violent in nature (i.e. Assaults, Breaking and Entering, Thefts, etc.) He stressed that residents should remove all valuables from their cars and lock their car doors whenever they leave their cars. He hoped they would be vigilant in watching out for their neighborhoods and report any suspicious behavior. We typically see an increase in the thefts and fraud during the holiday season.

He stated that the two concerts at Pattison Elementary by 'Most Wanted' was a huge success. Students and staff both thoroughly enjoyed it. The band, Most Wanted, is made up of police officers who 'tweak' the words to favorite songs to include messages pertaining to being drug free and good citizens.

He announced the DARE graduation ceremony will take place at Pattison Elementary on December 13<sup>th</sup> at 1:00 p.m. and invited Council members to attend.

#### **Fire and EMS Report:**

Assistant Fire Chief, Mark Flanigan reminded residents that Santa Sunday is Sunday, December 18 starting at 1:00. Santa will be on the antique fire truck and will go to every street in Milford with candy for the children. He stated that parents should listen for the fire truck and then send the kids out dressed warmly to see Santa.

The Coat Drive for St. Vincent DePaul ended December 6<sup>th</sup>. However, the fire department will continue to collect coats through Tuesday, December 13<sup>th</sup> for anyone who would like to contribute.

Assistant Chief Flanigan then spoke about the fire that occurred at SEM Laurel on Friday, December 2<sup>nd</sup>. They were dispatched as an alarm drop, and the first vehicle that arrived on the scene discovered that there was a working fire in one of the rooms. Thankfully, because of the sprinkler system in place at SEM Laurel the fire damage was contained in one room. Had the sprinkler system not been working, the fire would have spread quickly through the attic to the roof and there would have been significant damage. Two people went to the hospital with non-fire related incidents. He thanked Miami Township and Terrace Park for their assistance.

He then stated that too often people get used to false alarms within buildings and simply ignore them, thinking them to be 'just another alarm'. He stressed that people need to respond every time to a fire alarm.

Also, on Friday afternoon, while the Milford Community Fire Department was involved at SEM Laurel, an accident occurred at Lila and Cemetery Drive. He thanked those units from neighboring municipalities that assisted with the accident in their absence.

#### **Public Comments**

Mr. R.J. Vilardo, Sr. came to the podium to speak about the Spirit of 76 fund raising activities related to the Korean memorial at Miami Meadows Park in Miami Township. Miami Township has donated a 2002 Crown Victoria to be raffled off. The cost of the tickets is \$15.00. The car runs well and looks good. The vehicle can be seen at Affordable Used Cars (Sora's) on SR 28. The drawing for the vehicle will be Jan.25, 2012. If an organization, boy scouts etc., desires to take part in the fund raising, they will keep \$5.00 per ticket for their own organization.

Mr. Charlie Evans then came to the podium to speak about Frontier Days. Mr. Evens is the Chair for the Frontier Days celebration. 2012 will be the 50<sup>th</sup> anniversary. He anticipates many new events including the signing of 'The Rusty Griswalds' to perform on Friday.

#### **Council Comments**

Mr. Pittman indicated that now that the 2012 Budget process has been completed, he wished to comment on the effectiveness of the staff members throughout the entire process. He thanked City Manager, Jeff Wright and Finance Director, Dan Burke for giving Council the facts and information they needed to make an informed decision.

#### **New Business**

Ordinances and Resolutions

**11-911** An Ordinance to make Appropriations for the current expenses and other expenditures of the City of Milford during the fiscal year ending December 31, 2012. Ms. Brewer made the motion to Adopt, seconded by Ms. Walter. All voted yes.

**11-912** An Ordinance amending Chapter 181 of the Codified Ordinances of the City of Milford regarding the allocation of Income Tax Collections. Ms. Brewer made the motion to Suspend the Rules and Read by Title only, seconded by Mr. Pittman. All voted yes. Ms. Hinnners made the motion to Adopt, seconded by Mr. Pittman. All voted yes.

**11-913** An Ordinance amending appropriations Ordinance 10-832. Mr. Pittman made the motion to Adopt, seconded by Ms. Hinnners. All voted yes.

**11-914** An ordinance amending Codified Ordinances of the City of Milford regarding hours of waste collection. Ms. Brewer made the motion to Suspend the Rules and Read by Title only, seconded by Mr. Pittman. All voted yes. Mr. Pittman made the motion to Adopt, seconded by Ms. Brewer. All voted yes.

#### **Old Business**

Ordinances and Resolutions

#### **Adjourn:**

There being no further business to come before the regular Council meeting, the meeting was recessed at 7:59 p.m. to enter into Executive Session pursuant to and in accordance with Section 3.05 of the Milford City Charter with a Motion by Mr. Pittman; seconded by Mr. Lykins. All voted yes. Council returned to regular session and adjourned at 8:40 p.m. with a motion from Mr. Pittman, seconded by Mr. Lykins. All voted yes.

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Sharon Waldmann, C.P.T.

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Ralph J. Vilardo, Jr. Mayor