

The Council of the City of Milford met in Regular Session in Council Chambers at 745 Center Street at 7:00 p.m. March 16, 2010. Mayor Brewer called the meeting to order with the Pledge of Allegiance and a Moment of Silence.

Roll Call: Present: Mayor Brewer, Vice Mayor Vilardo, Jr., Mr. Rohrig, Ms. Hinnners, Mr. Hawkins, Ms. Walter and Mr. Pittman.

Minutes: Mr. Vilardo, Jr. made a motion to waive the reading and approve the minutes of the March 2, 2010 Milford City Council meeting, seconded by Mr. Pittman. All voted yes.

Correspondence: The Clerk read a letter from Walmart to Susan Ellerhorst which presented the Fire Department and Police Department \$100 gift cards in appreciation of what each department gives to the community and wanted to give back to them. The gift cards are to purchase flowers and landscaping needs. The Clerk also read a letter from the Ohio Division of Liquor Control informing the city that all liquor license must be renewed by June 1, 2010.

The Clerk also read a request for a D5I liquor license renewal for Expressway Park. Mr. Vilardo, Jr. made a motion that no hearing would be held on the request, seconded by Mr. Pittman. All voted yes.

Financial Statements: The Clerk asked for a motion to accept and approve the Milford Financial and Tax Reports for February 2010. Ms. Hinnners made the motion, seconded by Mr. Hawkins. All voted yes.

Public Comments: None

STANDING COMMITTEE REPORTS

Public Services: Mr. Vilardo, Jr. reported that the Committee met on March 15, 2010. Present: Mr. Vilardo, Jr., Amy Brewer and Laurie Walter. Staff Present: City Manager Rokey, City Engineer Bud White and Assistant City Manager Pam Holbrook. Also Present: Council Member Mark Rohrig, Council Member Geoff Pittman, Steve Wharton from Clermont Transportation Improvement District, Clermont County Engineer Pat Manger, Clermont County Commissioner Scott Crosswell and Karen Huff resident. Steve Wharton reviewed the list of current projects for Milford and other members of the Clermont County Transportation Improvement District (CCTID). He also reviewed the purpose and goals of the CCTID currently being reviewed by our legal counsel for the city and the CCTID. In order to provide documentation of the CCTID's investments benefiting our TIF parcels, a Select Link Analysis should be available in mid-April.

The Manager reminded the Committee that although TIF revenues can be used for our contribution, the commitment to pay them will actually be treated as a General Obligation (part of our inside millage). The committee agreed to recommend that the Intergovernmental Agreement be drafted with the assumption that \$50,000 per year will be contributed until the TIF expires in 2014. This will be attached as an addendum to the agreement. The final draft will require review and authorization by City Council.

Pan Manger spoke regarding the Intelligent Transportation System (ITS) concept. This technology allows adjustments to signals based upon observations at the time – “on-demand” access through wireless connection to respond to accidents, peak periods, needs for signal preemption, etc. from a central control center. The signals must be linked. The County is pursuing OKI grant to fund the capital costs.

The access plans for 450 were also reviewed. ODOT's approval placed a limit on the number of trips permitted from the new access point. Mr. Wharton explained that the new development area in Union Township should consist primarily of professional offices with some convenience retail. At least 74 acres must remain open space. He feels the development offers a new JEDD opportunity where the city may even be a part of the zoning decisions with the goal to complement and utilize our retail area to serve the new development.

Commissioner Crosswell spoke in favor of the city investing in the CCTID, noting that the “process is as good as its partners.” The CCTID encourages long term planing and acting in good faith with the other partners. It provides greater influence as a participant within the same group, sharing resources and vision rather than submitting competing projects for funding. Collectively we have more strength. Pan Manger notes that there are projects moving forward that may have been delayed as long as 10-20 years through the traditional process.

The group also participates in the use of a lobbyist through Capital Investors, Inc., a 501(c) 4 created for this purpose. Over \$800,000 has been spent on this effort since 2006. The CCTID has realized over \$126,710,000 in funding commitments secured to date. The CCTID feels strongly that having access and

the opportunity to meet directly with legislators through the lobbyist has made all the difference. While use of the lobbyist provides access to decision-makers, Mr. Wharton stressed that the process was transparent, with nothing hidden and all of the projects openly discussed.

Pam Holbrook provided information from the Center for Local Government's investigation with GoodEnergy to participate in a cooperative effort to negotiate lower electrical costs from energy providers. In order for Milford to be included in the bid, a letter of commitment and Resolution is required. The commitment would be through the end of 2011. The Committee agreed to make a motion to draft a Resolution authorizing the City Manager to enter into a contract for Alternative Supply of Wholesale Energy. Mr. Vilardo, Jr. made the motion, seconded by Ms. Hinnners. All voted yes.

The City Engineer provided an updated list of the streets to be considered for resurfacing in 2010 and a draft listing all of the streets repaired since 1995.

The installation of pipe has been completed for the Garfield Force Main and Waterline project. Pumps for the lift station are on order and the asphalt plants will not open until mid-April. There have been conflicts with storm water pipes within the project area causing modifications in the field and change orders. These will be paid directly from our Storm Water Utility.

The dedication plat for Baker Drive has been drafted and was received on 3/15/10. This is currently being reviewed by staff.

Administrative Services: Mr. Hawkins reported that the committee met on March 15, 2010. Present: Mr. Hawkins, Mr. Pittman and Mr. Rohrig. Staff Present: City Manager Rokey, Director of Finance Petric and Assistant City Manager Holbrook. Also Present: Mayor Amy Brewer, Vice Mayor Vilardo, Jr., Council Member Hinnners, Clermont County Commissioner Crowell, Karen Huff, resident and Kelly Geist, reporter of the Milford Advertiser

The Manager requires City Council's concurrence on the appointment of David Walker to Wastewater Treatment Plant Supervisor and the establishment of a rate of pay. As is customary, effective March 1st he was assigned a pay rate of 5% above his current wage. A 5% increase has also been granted to each employee at the end of their probationary period. This will bring him to \$25.31 per hour. The Manager requested an Ordinance to this effect. The Committee agreed to make a motion to draft an Ordinance Appointing David Walker to serve as Wastewater Treatment Supervisor and establishing a pay rate. Mr. Hawkins made the motion, seconded by Mr. Pittman. All voted yes.

Union employees receive a minimum of three hours paid for call-ins not adjacent to their regular shift. Our policy for non-union hourly employees specifies only two hours pay. This difference affects the Wastewater Plant Supervisor, Water Plant Supervisor and Municipal Service Work IV positions. An Ordinance would be required to amend this section for these positions if desired. The Committee agreed to draft an Ordinance Amending the Personnel Policies and Procedures Manual for the City of Milford regarding call-in pay. Mr. Hawkins made the motion, seconded by Mr. Pittman. All voted yes.

The Manager noted that we do not have designation pay ranges for Department Head level positions. Without this each pay rate must be established by Ordinance. She would like to begin discussion of the relative pay rates for Water, Wastewater and Service Department positions.

The Finance Director walked through the revisions made to the budget document. (Changes were noted on each worksheet copied separately in Council packets.) The resulting shortfall is \$285,334.39 largely due to anticipated losses in revenues. Although several new businesses have opened, it is too early to tell how much they will contribute to income tax revenue in 2010. Several large contributors have closed their operations.

Mr. Hawkins stated that it is Council's goal to adopt a balanced budget. We have sufficient balances in several funds but due to reductions in revenue and increases in operating costs, we lack sufficient revenues in the current year to cover the expenditures paid from the General Fund. The Manager stated that reduction in staffing would be implemented if necessary, but also noted that increases in several General Fund expenditures have outpaced revenues. These include the Garbage Collection contract, Utilities, Gas and Oil which represent costs that have increased with little influence to control. Mr. Hawkins suggested that the current allocation of income taxes to the various funds be reviewed to reflect these needs. Based upon the income tax revenue projections for 2010, the current Ordinance allocates revenue net of collection costs equal \$2,227,641 at: 80% to the General Fund \$1,782,113 – 15% to the Capital Fund \$334,146 – 5% to the Parks Fund \$111,382. If 93% were allocated to the General Fund, 5% to the Capital Fund and 2% to the Parks Fund, we should be within \$20,000 of meeting the General Fund Expenditures currently projected.

93% to General Fund - \$2,071,706 +289,593 – 5% to Capital Fund - \$111,382 + \$222,764 – 2% to Parks Fund - \$44,553 + \$66,829.

Staff will review expenditures to determine where another \$20,000 may be reduced. The Manager believes a portion of the cost of one newsletter is included in a line item in the amount of \$2,000. All the budgets will be reviewed for reduction or bidding.

Mayor Brewer asked that we review Mayor's Court costs. Use of Community Service Workers from our own court was also discussed. Additional discussion revolved around beginning the budget process earlier and adopting the budget prior to year-end. This will be a goal for October/November 2010 to prepare the 2011 budget.

Mr. Pittman agreed to recommend the adjustments to the Ordinance provided that it is understood that if there are more than sufficient funds deposited into the General Fund by year-end, a transfer can be made by Ordinance from the General Fund to the Capital Fund and Parks Fund as warranted. It was assumed that this new allocation would take place prospectively and retroactive since distributions have already been made for January, February and March to date.

The Committee agreed to recommend discussion of an Ordinance amending the Allocation of Income Tax Collections (Codified Ordinance Section 181.21 (b) to read: Ninety-three percent (93%) funds collected pursuant to this chapter shall be allocated to the General Fund; five percent (5%) shall be allocated to the Capital Improvement Reserve Fund; and two (2%) shall be allocated to the Parks and Recreation Fund. City Manager Rokey announced that there would be a Special Council Meeting on Tuesday, March 23, 2010 at 7:00 p.m.

Safety Services: No Report

Community Development: No Report

City Manager's Report: City Manager Rokey stated that the Street/Service Department would begin brush pick-up on Wednesday, April 7th. This service will remain on a bi-weekly basis with pick-up on the 1st and 3rd Wednesday of every month. After the regular pick-up begins residents will not need to phone the Service Department to arrange for brush pick-up. Grass clippings will not be picked-up and loose branches must be bundled and placed with the cut edges nearest the road. Tree limbs and branches cannot be over 6 inches in diameter nor longer than 8 feet.

The Service Department has had the vac-all out sweeping the streets and alleys to clear away the winter debris. Potholes are being repaired throughout the city.

The Wastewater Departments reports that the Garfield Force Main Project is awaiting material for the Service Department lift station. All piping has been installed for the project. The chlorine and sulfur dioxide are completely on non-potable water supply at this time.

The Manager has received a draft copy of the wastewater treatment plant's new NPDES (National Pollutant Discharge Elimination System) Permit from the OPEA and has reviewed the permit. Staff will be taking additional samples of the river upstream, along with additional sampling requirements, for measuring effluent quality. A sign is required to be installed at the effluent outfall along the riverbank.

The Water Department replaced a curb stop on Forest Ave. There was no notification as this was an emergency. They also replaced a curb stop on Center St. Water was off about 2 hours. A service line was repaired at the American Legion on March 4th. The contractor hit this line during excavation. There was no notice for shut down as this was an emergency.

OTHER ITEMS: The Winter/Spring newsletter is available on our website (milfordohio.org) from the 'Newsletter link'. It is also available via link on the Milford Face Book where we have 779 fans.

Ed Hackmeister, Service Department, and David Walker, Wastewater Supervisor, will complete supervisor training through the Municipal Training Academy next week. A special program designed to recognize their dedication and hard work in completing this comprehensive training program is scheduled for Thursday, April 1st.

Residents should receive the 2010 Census Reports this week. I would like to remind them that is it very important that these forms be filled out and returned in a timely manner.

Committee Meetings

None scheduled at this time

Reminders

'March Madness 5K Run	Saturday, March 20, 2010	Riverside Park	8:30 a.m.
Annual Birthday Party	Saturday, March 20, 2010	American Legion	5:00 p.m.
Parks & Recreation	Monday, April 12, 2010		5:30 p.m.
Planning Commission	Wednesday, April 14, 2010		6:00 p.m.
Firefighters Combat Challenge	Saturday/Sunday April 17 th & 18 th	Target Parking Lot	
Spring Clean up	Saturday, April 17, 2010	Call 248-5092 to register	
Citizens Housing	Monday, April 19, 2010		7:00 p.m.

Bd. of Zoning Appeals	Thursday, April 22, 2010	7:00 p.m.
Dinner of Excellence	Wednesday, April 28, 2010 Oasis	5:30 p.m.
LMI River Dinner Mtg.	Tuesday, May 11, 2010 Marriott Northeast	5:30 p.m.
Spring Yard Sale	Friday thru Sunday, May 14 – 17 th	

Police Report: Chief Machan distributed the 2009 Annual Police Report to Council. He stated that our Department hosted a seminar for Police Officers from Ohio concerning false alarms.

Fire/EMS Report: No formal report due to the illness of Chief Cooper. The Fire Department monthly report was distributed to Council.

Council Comments: Vice Mayor Vilardo, Jr. introduced the owners of Big Poppa Slims to Council and the audience. He also said that he and Mayor Brewer were guests of the 7th and 8th graders at St. Andrew School to speak about how our local government works.

Mr. Rohrig said that he too was concerned about our budget problems. He would like to see a job description change to include a full-time Marketing Manager that could bring more business into Milford. He said that this would increase revenues to our city. A brief discussion was held between Council Members.

Mr. Hawkins motioned for an Executive Session immediately following the regular Council Meeting for Personnel reasons, seconded by Mr. Vilardo, Jr. All voted yes

New Business:

Ordinances and Resolution

10-785 An Ordinance Appointing David Walker Wastewater Treatment Plant Supervisor.

Mr. Pittman made the motion to suspend the rules and read by title only, seconded by Ms. Walter.

All voted yes. Ms. Hinnners made the motion to adopt, seconded by Mr. Pittman. All voted yes.

10-786 An Ordinance Amending the City of Milford Personnel Policies and Procedure Manual Regarding Call-in Pay.

Mr. Pittman made the motion to suspend the rules and read by title only, seconded by Ms. Walter.

All voted yes. Mr. Pittman made the motion to adopt, seconded by Mr. Vilardo, Jr. All voted yes.

(New Business Continued)

10-561 A Resolution to Authorize the City Manager to Enter into a Contract for Alternative Supply Of Wholesale Electric Energy.

Ms. Hinnners made the motion to adopt, seconded by Mr. Pittman

Old Business: None

Ordinances and Resolutions

Adjourn: There being no further business Mayor Brewer motioned to recess into Executive Session for Personnel reasons at 7:50 p.m. All agreed.

With a motion from Ms. Hinnners, seconded by Mr. Pittman the Executive Session was adjourned at 10:20 p.m. and Council returned to Regular Session.

Council had a brief discussion and adjourned at 10:35 p.m. with a motion from Mr. Hawkins, seconded by Mr. Vilardo, Jr. All voted yes.

Joanne Trilety, Clerk

Amy Brewer, Mayor