

PUBLIC NOTICE

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

Committee Members: Sandy Russell, Lisa Evans, and Kim Chamberland

Wednesday, March 9, 2022, at 5:00 p.m.

Council Chambers, 745 Center Street, Milford, Ohio 45150

Call to Order

Proceedings: Approval of the February 23, 2022, Administrative Services Committee Minutes

Agenda Items:

- Discussion: Short term rentals and regulations
- IT Quote: City email mitigation expense
- Discussion: Redknot proposed Garfield Avenue and High Street subdivision and planned
- Emergency Repair Expense to Dump Truck E
- Wastewater Flow Meter Quotes
- Discussion: Quarterly Data Updates/ RA Consultants LLC
- And all additional matters that may properly come before the Committee.

Adjourn

**Administrative Services Committee
Meeting Minutes
February 23, 2022**

Ms. Evans called the meeting to order at 5:00 p.m.

Present: Lisa Evans, Kim Chamberland, Sandy Russell

Staff: City Manager, Michael Doss, Finance Director, Pat Wirthlin, Police Chief, Jamey Mills & Executive Assistant, Jackie Bain

Visitors: none at this time

Appointment of Committee Chairperson Ms. Evans made a motion to appoint Ms. Russell as the Chairperson to the committee. Seconded by Ms. Chamberland All yes

Proceedings: The minutes from the December 01, 2021 Administrative Services Committee Meeting were approved.

DISCUSSION: PURCHASE BODY CAMERAS FOR POLICE DEPARTMENT

Chief Mills presented information regarding purchasing 22 wearable Body Cameras from Watch Guard Video at the price of \$44,365.00. There is an exemption to a bid requirement based upon that this is a sole proprietor because it is an enhancement of current dashcams and also, the department just received word that they will be receiving, just under, \$12,900 from the State Attorney General's Office, from a grant that they applied for. The net cost for this purchase will be a little bit over \$31,000, which is under the bid requirement. Chief Mills also pointed out that the Hamilton County Police Chief's Association just surveyed which departments had dashcam, which had body cams and who the vendor was. Two thirds of the departments responded that they have body cams from the Watch Guard brand which was reassuring as well.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR PREPARE AN ORDINANCE TO PURCHASE BODY CAMERAS FOR THE CITY OF MILFORD POLICE DEPARTMENT FROM WATCHGAURD VIDEO IN THE AMOUNT OF \$44,365.00

DISCUSSION: REBATE OF PROPERTY TAX TO P3K2P LLC (DBA TRU HOTEL)

DISCUSSION: REBATE OF PROPERTY TAX TO BEAUTY RIDGE LLC (LITTLE MIAMI BREWING COMPANY)

Mr. Doss presented information based off of prior agreements that the city entered into with PCK2P LLC (2020) and Beauty Ridge LLC (2017). The agreements reference property tax rebates as part of the Economic Development incentive for just the Milford portion of the tax that is paid. The amounts for both of the properties exceeds \$7,500. The committee reviewed treasurer tickets from the Clermont County Treasurer's office. The annual property tax that

would be rebated back to Tru Hotel would be \$29,075.21. This is pursuant to the ordinance and the agreement 2020-45.

The annual property tax that would be rebated back to Little Miami Brewing Company would be \$9,009.31. This is pursuant to the ordinance and the agreement 17-1313.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO P3K2P LLC (DBA TRU HOTEL) IN THE TOTAL AMOUNT OF \$29,075.21 PURSUANT TO ORDINANCE AND AGREEMENT OUTLINED IN 2020-45

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE REBATE OF PROPERTY TAX TO BEAUTY RIDGE LLC (LITTLE MIAMI BREWING COMPANY) IN THE TOTAL AMOUNT OF \$9,009.31 PURSUANT TO ORDINANCE AND AGREEMENT OUTLINED IN 17-1313

DISCUSSION: EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PART OF THE VARIOUS COMPONENTS CODES OF THE CODIFIED ORDINANCES OF THE CITY OF MILFORD

Clerk of Council, Jackie Bain, presented that once a year the City is required to pass an ordinance adopting the replacement pages to the Codified Ordinances approved during the prior twelve months and amendments to the Traffic and General Offense Codes that were adopted by the Ohio General Assembly.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MILFORD, OHIO, AND DECLARING AN EMERGENCY

DISCUSSION: MILFORD ADVOCACY AND LOBBYING SERVICES

City Manager, Michael Doss, discussed with the committee a proposal from Kegler Brown Hill + Ritter for lobbying services. The committee reviewed the agreement-specifically their proposed engagement structure + fees. The rate will be at \$290 dollars an hour. Capped at \$35,000 a year. And only used as needed. Mr. Doss felt that with all of the grant funds that are flowing through the Fed to the State, with the Recovery Act and the Infrastructure Bill and any item that may come of interest from the City's standpoint, we may want an advocate in Columbus. This group is actually the lobbying group and advocacy firm for Clermont County. We were fortunate to utilize them through Clermont County Port Authority, with no cost to us, to assist us in lobbying and advocating for our Water Tower. They, as well as others, were instrumental in getting us the funding for that project. The committee discussed and concluded that we do need a voice in Columbus to lobby on behalf of the City of Milford. Finance Director, Pat Wirthlin commented that she has seen these lobbying firms in action and confirmed that it is money well spent.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH KEGLER BROWN HILL + RITTER FOR ADVOCACY AND LOBBYING SERVICES IN AN AMOUNT NOT TO EXCEED \$35,000

There being no further business, the meeting adjourned at 5:23 pm with a motion from Ms. Chamberland, Seconded by Ms. Evans All yes

Respectfully submitted,
Jackie Bain, Executive Assistant

"These minutes have been approved and adopted by Ms. Russell, Ms. Evans and Ms. Chamberland on February 24, 2022."

To: Administrative Services Committee
From: Pam Holbrook, Assistant City Manager
Date: 3/8/2022
Re: Short Term Rental Regulations

Short term rentals such as Airbnb, VRBO, and Home Away are various types of short-term rental options that have become more common nationwide over the last several years. The National Association of Realtors completed a national study, and reported the following reasons that municipalities regulate short term rental properties:

1. Protection of the residential character of the neighborhood.
Neighborhoods may be concerned about what impact short term rentals may have on neighborhood character.
2. Property Maintenance.
Neighborhoods may be concerned with non owner occupied housing being properly maintained.
3. Revenue.
Short term rental may represent a significant source of tax revenue.
4. Fairer competition with hotels and motels.
Short term rental restrictions may be viewed as a way to level the playing field with hotels, motels, and bed and breakfasts.
5. Protection and safety.
Short term rental regulations may include regulations to ensure renter safety.

Current Application of City Code

Short terms rentals are not addressed in the City's Zoning Ordinance or Codified Ordinance. The City is left with attempting to apply the current code language as written a number of years ago. Existing zoning district uses and definitions in the Zoning Ordinance include:

Dwelling, Single-Family shall mean a detached dwelling designed for or occupied by one family only.

Dwelling, Two-Family shall mean a dwelling designed for or occupied by two families only, with separate housekeeping and cooking facilities for each.

Dwelling, Multi-Family shall mean a dwelling designed for or occupied by three or more families, with separate housekeeping and cooking facilities for each.

Dwelling Unit shall mean one room, or a suite of two or more rooms, designed for or used by one family for living or sleeping purposes and having only one kitchen or kitchenette.

Bed and Breakfast Lodging Establishment shall mean an owner occupied, single-family detached structure, wherein lodging and breakfast are provided to transient guests for compensation. The bed and breakfast lodging is subordinate to the principal use of a single family dwelling.

Hotel or Motel shall mean a building or buildings providing short-term accommodations for transient guests in which, access to each rental unit is provided directly through an exterior door or by an entrance connected to a common interior hall leading to the exterior. Hotels and motels may also provide accessory services such as restaurants, meeting rooms and recreational facilities including pools.

The following chart illustrates the uses permitted in the representative zoning districts:

	R-1	R-2	R-3	R-4	R-5	B-2	B-3	O
Single Family Dwellings	X	X	X	X		CU		
Two-Family Dwellings			X	X		CU		
Multi Family Dwellings no more than 4 units				X				
Multi Family Dwellings					X			
Bed and Breakfast Lodging Establishment	CU	CU	CU	CU	CU			
Hotels or Motels							X	X
X=Use permitted by right								
CU=Conditional Use (Requires approval by Planning Commission)								

RECOMMENDATION

The Committee is being asked to consider recommending to City Council to initiate a change in Milford's Ordinance adding regulations that will govern short term rental properties.

Michael Doss

From: Tom Wilson <TWilson@etechgroup.com>
Sent: Friday, February 18, 2022 1:54 PM
To: Michael Doss
Cc: Nick Hasselbeck
Subject: Exchange migration pricing

Hi Michael,

Here is the pricing on the email migration that you requested. Once we receive your approval we can start the process of getting the migration underway.

One Time Migration Costs

80 Hours	\$7,740.00
Migration software	\$1,030.66
Total	\$8,770.66

Annual Costs

Office365/Exchange Online	\$7,960.39
Proofpoint	\$3,197.95
Total	\$11,158.34

--Tom

Tom Wilson

System Engineer, MCP| E Technologies
An E Tech Group Company

P: 513-771-7271 x259

W: etechgroup.com

[Follow us on LinkedIn](#)



NOTICE REGARDING CONFIDENTIAL AND PROPRIETARY INFORMATION: *This message and any attachments may contain confidential and/or proprietary information. The contents of this message and any attachments are not to be shared or forwarded to any unauthorized party without the express written permission of the original sender. If you are not the intended recipient of this message, you are required to destroy this message and notify the sender by reply email.*

To: Administrative Services Committee
From: Pam Holbrook, Assistant City Manager
Date: 3/8/2022
Re: Redknot Planned Development Overlay, Preliminary Development Plan

Project: Redknot Subdivision and Planned Development
Location: 405 Garfield Ave
Property Owner: CPH IX, LLC2
2841 Woodburn Ave
Cincinnati, OH 45206
Applicant: Redknot Homes, Mark Pottebaum
2841 Woodburn Ave
Cincinnati, OH 45206
Acreage/Area: 2.5166 Acres or 109,623 Square Feet
Tax Parcel Id: 210731A016P, 210731A054P, 210731A055P
Existing Zoning: R-3 Single Family Residential District
Proposed Zoning: R-3 Single Family Residential District, Planned Development
Existing Use: Bed & Breakfast and Vacant Land
Proposed Use: Thirteen Lot Single Family Subdivision
Planning Commission January 12, 2022
Public Hearing:
City Council March 1, 2022
Public Hearing:

STAFF RECOMMENDATION:

The Committee make a motion recommending the Law Director draft an Ordinance Rezoning 2.5166 acres, more or less, of Real Property from R-3 Single Family Residential District to R-3 Single Family Residential with a Planned Development Overlay.

D&B FLEET MAINTENANCE

11101 MOSTELLER RD
 SHARONVILLE OH 45241
 513-761-3322

Invoice

DATE	INVOICE NO.
1/17/2022	26794

BILL TO
CITY OF MILFORD 745 CENTER STREET MILFORD ,OH. 45150 SUITE 200

TRUCK-TRAILER REPAIR

HOURS	PO#	TERMS	YR	MK/MOD	UNIT	MILEAGE
					INT PLOW TRUC	

QUAN...	ITEM	DESCRIPTION	RATE	AMOUNT
1	LAB	LABOR-REPLACED OIL PAN -REMOVED BROKEN BOLTS AS NEEDED	788.00	788.00T
1	LAB	LABOR- REPLACED OIL COOLER AND HOUSING AS NEEDED	3,358.00	3,358.00T
1	OP	OIL PAN	1,082.66	1,082.66T
1	OP	GASKET	54.40	54.40T
1	OP	OIL FILTER	49.88	49.88T
18	OP	BOLT	7.789	140.20T
1	OP	CLAMP	31.25	31.25T
1	OP	CLAMP	55.65	55.65T
1	OP	TURBO OIL LINE	125.88	125.88T
3	OP	NUT	3.58	10.74T
1	OP	TUBE EXHAUST BRAKE	211.35	211.35T
1	OP	FITTING	10.95	10.95T
1	OP	OIL COOLER	795.68	795.68T
1	OP	SEAL KIT	388.98	388.98T
38	15-40	OIL15/40 qt.	4.80	182.40T
2	ANTI	ANTI FREEZE	22.56	45.12T
6	OP	ORING	28.40	170.40T
1	OP	THERMO VALVE	397.98	397.98T
1	OP	CLAMP	15.45	15.45T
1	OP	HEAT SHIELD	148.69	148.69T
1	OP	TUBE	211.56	211.56T
1	OP	SHIELD	155.64	155.64T
1	OP	BOLT	6.49	6.49T
1	OP	OIL LINE	202.85	202.85T
1	OP	FITTING	8.24	8.24T
4	OP	ORING	15.77	63.08T
1	OP	GASKET	24.43	24.43T
2	OP	NUT	5.63	11.26T
1	OP	BOLT	7.78	7.78T
1	OP	EXHAUST GASKET	18.79	18.79T
1	OP	ORING	7.78	7.78T
1	OP	ORING	10.77	10.77T
1	OP	BOLT	9.54	9.54T
2	OP	BOLT	7.69	15.38T
1	OP	TURBO GASKET	31.58	31.58T

Thank you for your business.	Total
------------------------------	--------------

D&B FLEET MAINTENANCE

11101 MOSTELLER RD
 SHARONVILLE OH 45241
 513-761-3322

Invoice

DATE	INVOICE NO.
1/17/2022	26794

BILL TO
CITY OF MIFORD 745 CENTER STREET MILFORD ,OH. 45150 SUITE 200

TRUCK-TRAILER REPAIR

HOURS	PO#	TERMS	YR	MK/MOD	UNIT	MILEAGE
					INT PLOW TRUC	

QUAN...	ITEM	DESCRIPTION	RATE	AMOUNT
4	OP	TURBO NUT	22.36	89.44T
1	OP	7 TH INJECTOR	452.89	452.89T
1	OP	TUBE	188.78	188.78T
1	OP	TUBE	223.85	223.85T
		OHIO SALES TAX	7.80%	764.70

Thank you for your business.

Total

\$10,568.49

QUOTE

Date: 11/2/2021
 Quote # 11022021A
 Expiration Date: 1/1/2022

RA Consultants, LLC
 10856 Kenwood Road
 Blue Ash, OH 45242
 (513) 469-6600
 Fax (513) 469-2684
 tprice@raconsultantsllc.com

To Chief Nick Thiele
 Milford Com. Fire Dept.
 City of Milford
 687B US-50
 Milford, OH 45150
 (513) 831-7777
 nthiele@mcf71.org

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
					Purchase Order due on acceptance	

Qty	Item #	Description	Unit Price	Discount	Line Total
4	Project Coordination	Project Coordination With Involved Entities	\$125.00		\$500.00
64	Quarterly Updates	Quarterly Data Updates	\$91.35		\$5,846.40
Total Discount					
Subtotal					\$6,346.40
Sales Tax					
Total					\$6,346.40

Quotation prepared by: Timothy Price

This is a quotation on the goods named, subject to the scope outlined above.

To accept this quotation, sign here and return: _____



A Wealth of Experience...the promise of new ideas

Thank you for your business!