

**Administrative Services Committee  
Meeting Minutes  
June 1, 2021**

Mrs. Evans called the meeting to order at 4:00 p.m.

Present: Lisa Evans, Sandy Russell and Kim Chamberland

Staff: City Manager, Michael Doss, Assistant City Manager, Pam Holbrook, Police Chief Jamey Mills, Finance Director, Pat Wirthlin and Administrative Assistant, Jackie Bain

Visitors: Alan Benjamin, Adam Rogers, Citizen/Business owner Ben Redman

Proceedings: *Approve the proceedings from the April 28, 2021 Administrative Services Committee Minutes. Ms. Evans made a motion to approve. Seconded by Ms. Russell.*

**AN ORDINANCE/RESOLUTION ALLOWING THE FINANCE DIRECTOR TO CREATE  
NEW FUND 236, AMERICAN RELIEF PLAN ACT FUND**

Finance Director - Pat Wirthlin, brought before the committee information regarding ARPA – New Accounting Fund which is different from the CARES Act Funds. And even though it is more money it does have a limited scope. The City expects to receive ~\$1,340,000 in American Rescue Plan Act funds. We expect to receive the funds in two equal installments – one installment in year 2021, the other in year 2022. We are requesting that Council approve a new fund within the accounting system to accept the ARPA funds. Please note that the City’s use of ARPA funds is limited to specific categories (i.e., infrastructure and revenue loss replacement). It makes no mention of buying PPE or EMS equipment like what was possible under the CARES Act.

***The Committee Agreed To Recommend That The Law Director Draft An Ordinance Authorizing The Finance Director To Create New Special Revenue Fund 236, American Relief Plan Act Fund, In Accordance With Auditor Of State Bulletin 1999-006 And Ohio Revised Code Section 5705.09(F) To Track Receipt And Expenditure Activity Of The American Relief Rescue Plan Grant Funds Distributed Pursuant To American Rescue Plan Act Of 2021***

**DISCUSSION: MEDICAL MARIJUANA DISPENSARIES**

City Manager Michael Doss presented information about Medical Marijuana. The State of Ohio is opening up their licensing process and adding additional license. Mr. Doss discussed information from Ordinance 17-1282 with the committee. As the Ordinance stands right now the city could not authorize any medical marijuana dispensaries. The committee discussed repealing Ordinance 17-1282. Also discussing any interest to restrict to certain zoned areas in the city. At this time, if we were to just approve repealing this

existing ordinance, Pam Holbrook would have to treat this as a “clinic” which would leave this very open. Ms. Holbrook discussed how any place that we allow clinics, this could go into that area. If you would like a little more control over it, then could put in a definition and make this a conditional use and state that you have to go before Planning Commission and get approval that way. Ms. Holbrook recommended that the committee have in place a plan before repealing the existing ordinance. The committee discussed regulating the distance between each dispensary location. Chief Mills recapped what he had said during a recent Council meeting. He had reached out to Lebanon Ohio Police Chief, where they have had a dispensary for two years and he had almost zero problems. They are highly regulated. Chief Mills stated that he has zero concern at this point.

Alan Benjamin – Mr. Benjamin came to the meeting to support medical marijuana in the Milford area. He has been a medical marijuana patient for three years, since the program started. It has helped him recover and he has now been sober for the last twelve years. He currently drives forty minutes in each direction to get his medicine. Clermont County does not have any dispensaries.

Discussion for making this a conditional use so that this would have to come before Planning Commission was discussed. It would be a Text Amendment and it would be adding the use, defining the use and then add as a use permitted conditional use. It will take a few months to get through the Text Amendment process. State Laws prohibit dispensaries to be located (A) The premises of a dispensary shall be located within Ohio. (B) Pursuant to section 3796.30 of the Revised Code, no dispensary shall be located within five hundred feet of the boundaries of a parcel of real estate having situated on it a school, church, public library, public playground, or public park. Ms. Holbrook would have to map this information out. The committee discussed bringing this information before Law Director Mike Minniear for his legal interpretation which would allow the dispensaries by removing dispensaries from the current ordinance 17-2082.

***The Committee Agreed to Recommend That the Law Director Draft an Ordinance Permitting Retail Medical Marijuana Dispensaries within the Corporate Limits of the City of Milford and Repealing Section 1 of Ordinance 17-1282 Related Specifically to the Prohibition of Retail Medical Marijuana. The Committee affirms Section 1 of Ordinance 17-1282 Related Specifically to the Prohibition of Medical Marijuana Cultivators and Processors.***

Additional business:

Mr. Doss brought discussed scheduling an Administrative Services Committee meeting to go over the Charter Review Committee information and information from the 3 collective bargaining units.

There being no further business, the meeting adjourned until Friday, June 4<sup>th</sup> 11:00am with a motion from Ms. Russell, Seconded by Ms. Chamberland. All yes

Respectfully submitted,

Jackie Bain, Administrative Assistant

“These minutes have been approved and adopted by Ms. Evans, Ms. Russell and Ms. Chamberland on June 2, 2021.”