

**Administrative Services Committee
Meeting Minutes
March 9, 2022**

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

Present: Lisa Evans, Kim Chamberland, Sandy Russell

Staff: City Manager, Michael Doss, Assistant City Manager, Pam Holbrook, Finance Director, Pat Wirthlin, Taryn Egner, Administrative Associate and Executive Assistant, Jackie Bain

Visitors: Tim & Laurie Howland, Kathleen Friend, Luke Friend, Lynn Chaney, Doug Michaels, Claire Oliver

Proceedings: The corrected minutes from the February 23, 2022 Administrative Services Committee Meeting were approved.

DISCUSSION: SHORT TERM RENTALS AND REGULATIONS

Assistant City Manager - Pam Holbrook presented information regarding short term rental regulations. 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. Discussed with the committee were existing zoning district uses and definitions in the Zoning Ordinance. Milford resident, Laurie Howland, contacted Ms. Holbrook regarding a 4-unit apartment property that is being considered to become an AirBNB property. Ms. Holbrook discussed with the committee this is a complicated issue, but something needs to be on the books. The City of Milford does currently address rental properties in the sense that the Tax Department requires rental properties to be registered. The easiest thing for staff would be to ban Airbnb's in the City of Milford. The hardest would be to start adding regulations and to somehow have this ordinance work with the city Tax office. Ms. Holbrook questioned if there is a way to now process this information through the codified ordinances vs. doing a Text Amendment to be quicker. Ms. Holbrook asked that the committee approve an amendment to get the City Law Director and Ms. Holbrook started on this information. Finance Director – Pat Wirthlin stated that typically for an AirBNB that is rented out more than 14 days and then used for personal use less than 14 days, and it is more than five rooms, the owner would have to pay a 3% County Lodging Tax. We also have a non-filing penalty for landlords which is a \$100 per resident. The City has a counterpart to that, the city's code states that it only applies to hotels. If nothing less, we should expand that definition to include Bed and Breakfast, Airbnb's because they are getting a freebie relative to others. Ms. Holbrook commented that we do have hotels in the city that do pay all of these taxes. City Manager - Michael Doss commented that wouldn't it be better to just ban them entirely and that way you can track if someone is in violation of city code. This may possibly be applied to non-owner-occupied short-term rental (less than 30days – 60days). Several residents attended the meeting and voiced their concerns regarding owner and non-owner-occupied properties and that the rules need to be reinforced.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR INITIATE A TEXT AMENDMENT TO MILFORD'S ORDINANCE ADDING REGULATIONS THAT WILL GOVERN SHORT TERM RENTAL PROPERTIES.

IT QUOTE: CITY EMAIL MITIGATION EXPENSE

Mr. Doss presented information regarding current and past email information and the hardware support is obsolete. Tom Wilson from E/Technologies has recommended that we migrate our previous emails to another system that is cloud based. Two quotes were presented. One for a one-time migration cost total of \$ 8,770.66. Another quote for annual costs for Office 365/Exchange Online and Proofpoint at \$11,158.34.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE PURCHASE OF ONE TIME MITIGATION COSTS FOR LABOR AND MIGRATION SOFTWARE IN THE AMOUNT OF \$8,770.66 FROM E TECH GROUP

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE PURCHASE OF OFFICE365/EXCHANGE ONLINE, PROOFPOINT FOR A TOTAL ANNUAL COST AMOUNT OF \$11,158.34 FROM E TECH GROUP

DISCUSSION: REDKNOT PROPOSED GARFIELD AVENUE AND HIGH STREET SUBDIVISION AND PLANNED

Ms. Holbrook discussed the Redknot Planned Development Overlay, Preliminary Development Plan information with the committee. The process must go through a committee meeting to move forward or be denied. A Public Hearing was held on January 12, 2022 for Planning Commission and a Public Hearing was held March 1, 2022 for City Council. The next step is to take this to City Council for a vote.

THE COMMITTEE AGREED TO RECOMMEND THAT 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

EMERGENCY REPAIR EXPENSE TO DUMP TRUCK E

City Manager, Michael Doss, discussed with the committee that we had issues with our large heavily used dump/ plow truck, and it was repaired as an emergency. With the committee's approval we would like to pay this emergency purchase from D & B Fleet Maintenance, \$10,568.49

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO PAY D & B FLEET MAINTENANCE INVOICE IN THE AMOUNT OF \$10,568.49

WASTEWATER FLOW METER QUOTES

Mr. Doss discussed a flow meter to replace our existing flow meters that we currently have at the Wastewater Plant which tracks our flows and capacities. One of the ones that we have has failed. This is a replacement. One quote from a company we use quite a bit which the quote is slightly over the \$7,500 amount. Ms. Wirthlin stated that she believes this is what we have annually as \$20,000 for emergency assets.

THE COMMITTEE AGREED TO RECOMMEND THAT THE LAW DIRECTOR DRAFT AN ORDINANCE AUTHORIZING THE CITY MANAGER TO PURCHASE A FLOW METER MAGFLUX FROM BUCKEYE PUMPS INC. IN THE AMOUNT OF \$7,795.00

DISCUSSION: QUARTERLY DATA UPDATES/ RA CONSULTANTS LLC

Ms. Holbrook brought to the committee's attention, information regarding Quarterly Data Updates for the GIS Data System that we installed last year to keep this very important information up to date for the emergency services for the city. This amount is under the threshold, but Ms. Holbrook wanted to bring this to the committee's attention so that they are aware.

There being no further business, the meeting adjourned at 5:50 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 March 14, 2022."