

**Administrative Services Committee  
Meeting Minutes  
April 18, 2022**

Ms. Russell called the meeting to order at 4:00 p.m.

**Present:** *Sandy Russell*, Lisa Evans, Kim Chamberland

**Staff:** City Manager, Michael Doss, Assistant City Manager, Pam Holbrook, Law Director, Mike Minniear and Executive Assistant, Jackie Bain

**Visitors:** Claire Oliver, Jill Haungs, Lynn Chaney, Laurie & Tim Howland, Mark & Damiene Nelson, Dino Pelle, Becky Linser, Jen Liles, Nick Buhr, Peggy Head and Skip Margraf

**Proceedings:** The minutes from the March 9, 2022 Administrative Services Committee Meeting were approved.

DISCUSSION: SHORT TERM RENTALS AND REGULATIONS

❖ Public Comments opened the discussion:

Laurie Howland expressed her concerns with the committee. After more research she has found some disturbing statistics regarding Airbnb's and how it is becoming a huge issue across the country. Ms. Howland also discussed additional concerns regarding non-owner-occupied short-term rentals and had several suggestions on how we can address these issues.

Several other residents who attended the meeting also voiced their opinions and information regarding owner and non-owner-occupied properties.

There was discussion on how the current legislation needs to be used to regulate this issue. There was also discussion regarding how to use fines to enforce the rules and how the Airbnb's need to be run as a business and need to pay the taxes.

Ms. Russell appreciated everyone coming to the meeting and their comments. And how everyone feels the same way.

Law Director Mike Minniear stated that there is a difference between zoning and the codified ordinances. This information will be under the codified ordinances and there is no grandfathering in on the codified ordinances. He recommended that we do something soon and suggested that the Airbnb's in Residential area be Owner occupied, for no more than 30 days (possibly less due to month to month lease issue), and he along with Pam Holbrook would flush out the definitions, enforcement, rules and regulations. And if we need to tweak this information down the road, then we do so at that time. A violation would get the person into Mayor's Court. The fine structure should be set up at some point into incremental fines for each day of violations. Ms. Holbrook commented that the Landlord is supposed to contact the City Tax Department and to notify each

time a person comes and goes. But it is very difficult to enforce. Ms. Evans stated that if a person is staying at a hotel, they are paying the tax. If they are staying in an AirBNB, the landlord must report the information.

Ms. Chamberland suggested that all AirBNB owners should have a permit to operate. This way they are all registered to operate. Mr. Dino Pelle agreed that for those that operate an AirBNB to pay a fee to obtain a permit to operate. If you make it rigorous for people to operate an AirBNB then you would get a better class of Owner-Occupied homes hosting who are serious about what they are doing and are invested.

***The Committee Agreed to Move Forward and That the Next Step Is to Have the Law Director Start Working on Legislation Regarding Short Term Rental, Non-Owner Occupied, To Not Be Allowed in The Residential Districts in The City of Milford. The Legislation to Then Be Presented to Council as A Committee of The Whole for Approval at The May 5<sup>th</sup> City Council Meeting.***

#### CLERMONT COUNTY HEALTH DEPARTMENT 2023 HEALTH SERVICES CONTRACT

Mr. Doss presented to the committee information regarding a contract with Clermont County General Health District. The contract is for \$29,342.29 to be paid to Clermont County General Health District for Public Health services to the City of Milford. That said contract shall become effective on January 1, 2023 and shall remain in full force and effect for **one (1) year**.

***The Committee Agreed To Recommend That The Law Director Draft An Ordinance Authorizing The City Of Milford To Execute A Contract With The Clermont County General Health District For The Provisions Of Public Health Services For 2023 The Sum Of \$29,342.29 For (1) One Year Of Public Health Services, Said Sum To Be Paid Semi-Annually May And November 2023***

#### CASTRUCCI INVOICE FOR POLICE CRUISER REPAIRS

Mr. Doss informed the committee that the Milford Police Department 2016 Chevrolet Tahoe required maintenance repairs for a total of \$7,877.72.

***The Committee Agreed to Recommend That the Law Director Draft an Ordinance Authorizing Payment to Mike Castrucci Chevrolet Sales for Maintenance Repairs to The City of Milford Police Chevrolet Tahoe In the Amount Of \$7,877.72***

There being no further business, the meeting adjourned at 5:10 pm with a motion from Ms. Evans, Seconded by Ms. Chamberland All yes

Respectfully submitted,  
Jackie Bain, Executive Assistant

“These minutes have been approved and adopted by Ms. Russell, Ms. Evans and Ms. Chamberland on April 19, 2022.”