

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held March 15, 2022

20

The Council of the City of Milford met in Council Chambers at 745 Center Street at 7:00pm on March 15, 2022.

Mayor Evans then called the meeting to order with the Pledge of Allegiance and a Moment of silence for peace.

Roll Call:

Present: Mayor Lisa Evans, Vice Mayor Sandy Russell, Ted Haskins, Kyle Mitchell, Janet Cooper, Benjamin Redman, Kim Chamberland. Also present was City Manager, Michael Doss and Law Director Mike Minniear. The public was able to view via Facebook live and via ICRC TV broadcast.

Proceedings: Approve the City Council Regular Meeting Proceedings from March 1, 2022 Ms. Russell made a motion to approve. Seconded by Ms. Chamberland All Yes

Financial Statements: Receive the February 2022 Finance Report Ms. Chamberland made a motion to approve. Seconded by Ms. Russell All Yes

Presentation Chief Mills Presented a Power Point Presentation/2021 Annual Police Report. Full report is available on the City of Milford website/Police Department.

Public Comments: None at this time

Standing Committee Report:

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.** Seconded by Ms. Chamberland All Yes **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** Seconded by Ms. Chamberland All Yes **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** Seconded by Ms. Chamberland All Yes **DISCUSSION: REDKNOT PROPOSED GARFIELD AVENUE AND HIGH STREET SUBDIVISION AND PLANNED** Ms. Holbrook discussed the Redknot Planned

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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* Seconded by Ms. Chamberland All Yes 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* Seconded by Ms. Chamberland All Yes 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* Seconded by Ms. Chamberland All Yes 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

City Manager's Report

MEMORANDUM TO: City Council CC: Mike Minniear, Law Director Jackie Bain, Administrative Assistant/Clerk FROM: City Manager DATE: January 18, 2022RE: Manager's Report Duke Energy Gas Line Replacement Project – Duke Energy intends to replace the main gas line and service lines throughout the city in 2022. Areas impacted include Main Street from Mill Street to Pike Street and Lila Avenue behind Kirgan Lane. The project will commence in April. The project is anticipated to last six months with individual blocks being shut down in the downtown area at a time. Duke will mill and asphalt overlay the impacted areas. There will also be accommodations for Frontier Days and Sparks in the Park. Duke intends to meet with the individual business owners in mid-February to discuss the scope of the project.25 Main Street Proposals – New and/or revised proposals for the property are due to the City by the end of February. Proposal solicitations include consideration for the building only and the entire property lot including the building site. Cemetery Maintenance Bids – City is accepting public bids for cemetery lawncare maintenance bids. Interested parties must attend a mandatory pre-bid on Friday, January 28 at 2:00 pm. Bids are due by Friday, February 4 at 2:00 pm. Clermont County Park District Grant – The Clermont County Park District is accepting grants under their Parks Improvement Grant. The City is exploring two options: Resurface the remaining parking lots at Jim Terrell Park and Riverside Park or provide shade covers for the existing playground equipment within the Milford park system.2022 State of the City Presentation – The 2022 State of the City will be presented at the February 1 City Council meeting. The presentation will highlight 2021 and provide an overview of the goals and objectives for 2022.STANDING COMMITTEE MEETINGS None at this time REMINDERS January 27 – BZA Meeting at 6:00 pm. February 1 – City Council Meeting at 7:00 pm

Fire and Ems Report

Chief Baird reported a number of their members, including Career FF/EMT Walt Ritchie, worked tirelessly to raise approximately \$20,000 to cover all the funeral expenses for their deceased co-worker Brandon Sparks as well as to receive a Trust Fund for his two small children. Congratulations to Jim Watkins who was named the Asst. Fire Chief for Pierce Township.

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Council Comments

Mayor Evans announced the April 9th Easter Eggstravaganza event that will be held at Riverside Park from 10:00am - 11:30am.

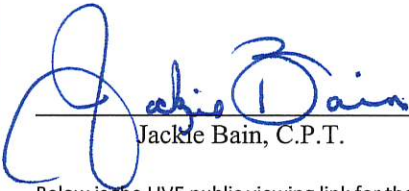
New Business:


Ordinances and Resolutions

- 22-135 An Ordinance Authorizing the Purchase of Migration Software from E Technologies Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes
- 22-136 An Ordinance Authorizing the Purchase of Office 365/Exchange Online, Proofpoint from E Technologies Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes
- 22-137 An Ordinance Authorizing Payment to D&B Fleet Maintenance Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes
- 22-138 An Ordinance Authorizing the Purchase of a Flow Meter MagFlux from Buckeye Pumps for The Wastewater Treatment Plant Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes
- 22-139 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 District with A Planned Development Overlay Ms. Russell made a motion to suspend the rules and read by title only. Seconded by Ms. Chamberland. All yes Ms. Russell made a motion to adopt Seconded by Ms. Chamberland All yes

Old Business: None at this time

Adjourn: There being no further business to come before the City Council; Ms. Chamberland adjourned the meeting at 7:47pm with a motion from Ms. Chamberland Seconded by Ms. Cooper All voted yes.


Jackie Bain, C.P.T.


Lisa Evans, Mayor
SANDY RUSSELL, VICE MAYOR

Below is the LIVE public viewing link for the Milford City Council - March 15th. Viewing Link: <https://icrctv.com/video/milford-city-council-31522> As always, we'll stream LIVE to the City of Milford Facebook page and on cable TV, Spectrum channel 17 and Cincy Bell channel 847.