

**MINUTES OF MEETING  
INDIAN HILL VILLAGE COUNCIL  
September 19, 2016**

A meeting of the Indian Hill Village Council was held on September 19, 2016 at 6:30 p.m. The meeting was held in the Council Chamber of the Village Administration building.

Officials present:           Mr. Daniel J. Feigelson, Mayor  
                                  Mr. Mark D. Kuenning, Vice-Mayor  
                                  Mr. John B. Armstrong, Council member  
                                  Mrs. Molly R. Barber, Council member  
                                  Mr. Donald C. McGraw, Council member  
                                  Mr. Abbot A. Thayer, Council member

Officials absent:           Mrs. Melissa S. Cowan, Council member  
  
                                  Ms. Dina C. Minneci, City Manager  
                                  Mr. Donald L. Crain, City Solicitor  
                                  Mr. Paul C. Riordan, Clerk/Comptroller

Visitors present:           Mr. Jeff Hayes, 8440 Blome Road

**PLEDGE OF ALLEGIANCE:** Council opened the meeting with the Pledge of Allegiance.

**MINUTES:** The minutes of the regular meeting of August 22, 2016 had previously been distributed to each Council member. Council member Thayer made a motion to accept the minutes, which was seconded by Council member McGraw and was approved, 6-0.

**CITIZEN PARTICIPATION:** Mr. Jeffrey Hayes, a resident of the Village of Indian Hill residing at 8440 Blome Road appeared before Council. He explained that over the Labor Day weekend he was digging a trench for a waterline in his yard which was approximately 250 feet long when his neighbor complained to the Village staff. The Indian Hill Rangers then required him to shut down his trenching project until after the weekend. Mr. Hayes expressed very firmly that he thought this was unfair and that he wasn't being treated fairly and he requested that Council look into the situation. Mayor Feigelson said that Council would direct this matter to the Law committee for further review and they will review to see if there is any inconsistencies in the Ordinance and what might be done.

**FINANCE COMMITTEE REPORT:** Council member Kuenning directed Council's attention to a memo titled, "*Finance Committee*". He reported that the Finance committee met on September 7, 2016 to review several items in advance of the Council meeting.

Council member Kuenning also directed Council's attention to the August financial statements which were included in the Council packet.

Council member Kuenning gave the following financial report:

- a. **Income Tax Receipts:** In August, the Village received \$81,547 which is approximately \$21,500 less than received in August 2015. Year to date cash receipts are 98% of budget.
- b. **Operating Disbursements:** Total August operating expenditures equate to \$921,522 which is \$78,000 more than August 2015. This is due to workers' compensation and HSA contributions made at different times in 2015.
- c. **CIRF:** Disbursements for the month totaled \$107,071. The majority of the costs include replacement of a field mower for the parks and culverts.
- d. **Water Works Receipts:** Water usage receipts for August were \$244,933 which is approximately \$18,000 less than August 2015 receipts. Council member Kuenning reported that due to the wet weather, Water Works receipts will not achieve the revenue budgeted for the year.
- e. **Water Works Disbursements:** Total August operating disbursements of \$167,776 is \$572,000 less than August 2015. This is mainly due to the timing difference on the payment of the MSD invoice.
- f. **Water Works CIRF:** Total August expenditures equate to \$6,689. This represents high service pump installation and transformer repairs.
- g. **Cash and Investments:** Total month end cash and investments were \$34,090,504 compared to \$35,122,590 in July 2016 and \$34,281,211 in August 2015. Month to month and year to year changes are due to normal operations and the funding of the construction of the new Madeira fire house through the Firehouse Construction Fund. Two payments were made in August toward the construction where last month there were no payments.
- h. **Rowe Funds:** The market value as of August 31<sup>st</sup> was \$3,285,313. The unrecognized gain was \$701,391. Total monthly operating receipts were \$19,894 with monthly operating expenses totaling \$9,172.
- i. **Green Areas Funds:** The market value as of August 31<sup>st</sup> was \$2,298,637. The unrecognized gain was \$1,016,868. Total monthly earnings equate to \$47 with monthly expenses totaling \$633.

The financial statements for August 2016 had previously been distributed to each Council member. There being no exceptions noted, the financial statements were accepted as issued.

Council member Kuenning reported that the Finance committee reviewed the annual Resolution accepting the amounts and rates as set by the Hamilton County Budget Commission. He explained that this is an annual Resolution that the Village passes. He said that the General Fund amount approved by the Budget Commission within the 10 -mill limitation is \$804,192. The tax rate to be levied within the 10-mill limitation is .96. The Finance committee recommends passage of this Resolution.

**A RESOLUTION ACCEPTING AMOUNTS AND RATES AS SET FOR THE CITY OF THE VILLAGE OF INDIAN HILL BY THE BUDGET COMMISSION, AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR** was presented and read.

Upon motion by Council member Kuenning, seconded by Council member Barber, the Resolution was passed by unanimous voice vote. Mayor Feigelson declared Resolution number **14-16** adopted.

Council member Kuenning reported that the Finance committee reviewed the preliminary 2017 operating and capital budget. The budget includes the following departments: City Council, City Manager, Technology Services and Health Department. Significant highlights are as follows:

- a. **City Council** – 1) decrease in contractual services due to off year for codification, and 2) an increase in solicitor fees based on contract renewal. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 4% decrease.
- b. **City Manager** – 1) increase in salaries due to request for Director of Administrative Services position to assume human resource and risk management responsibilities, and 2) request for three year license for City Engineer’s AutoCAD software. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 22% increase. This is mainly due to request for a FTE and a full year of City Engineer/Project Manager salary.
- c. **Technology Services** – increase in equipment due to one-time purchases of long term needs such as network switches and web content filter. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 12% increase.
- d. **Inspection Division** – request for increase in contractual services due to new contract with the Hamilton County Public Health Department. Overall, the initial 2016 year end estimate to 2017 budget comparison equates to a 16% increase.

Council member Kuenning reported that Mr. Gully presented the preliminary 2017 operating budget for the Clerk/Comptroller department. Significant highlights include request for increase in professional services for investment management. Overall, the initial 2016 year-end estimate to 2017 budget equates to a 1% decrease.

Council member Kuenning reported that Ms. Minneci and Mr. Gully commented on the overall preliminary 2017 operating and CIRF budget summary. He said that Ms. Minneci provided an outline of the significant additions to the 2017 budget to provide a clearer understanding of how the 2016 year-end estimate more accurately compares to the 2017 budget. He said that per the Summary of Expenditures by department and fund and the Budget Summary Statement, the 2017 total preliminary operating budget of \$11,636,258 reflects a 7% increase compared to the 2016 year-end estimate. The 2017 total preliminary operating and CIRF budget of \$14,377,808 reflects a 5% increase compared to the 2016 year-end estimate.

Council member Kuenning reported that the Finance committee and staff discussed how the entire budget still remains in a preliminary stage with changes to estimates and re-evaluation of requests being made on a continuous basis. Another revised total operating and CIRF budget will be presented at next month’s Finance committee meeting for review.

**LAW COMMITTEE REPORT:** Council member Armstrong directed Council’s attention to a memo titled, “*Law Committee*”. He reported that the Law committee met on September 7, 2016 to review several items in advance of the Council meeting.

Council member Armstrong reported that Mr. Crain presented to the Law committee the July/August legal activity report. The report included updates on real estate questions, Mayor's Court and labor contract administration.

Council member Armstrong reported that the Law committee entered into Executive Session to discuss pending litigation.

**BUILDINGS & GROUNDS COMMITTEE REPORT:** Ms. Minneci, in Council member Cowan's absence, directed Council's attention to a memo titled, "*Buildings and Grounds Committee*". She reported that the Buildings and Grounds committee met on September 6, 2016 to review several items in advance of the Council meeting.

Ms. Minneci reported that Messrs. Adkins and West provided the Buildings and Grounds committee with the departmental activity and project management reports, copies of which are included in the Council packet.

Ms. Minneci reported that Mr. Adkins presented the preliminary 2017 operating and capital improvement budget. His presentation included the following departments: Camp Ross Shooting Range, Park and Recreation, Buildings and Grounds, Bridle Trails and Green Areas. She explained that the significant highlights are as follows:

- a. ***Camp Ross Shooting Range*** – 1) request for increase in salaries to accommodate additional training time and in-house maintenance, 2) addition of higher safety fence on skeet field, 3) addition of septic pumping contract, 4) reduction in miscellaneous due to historical usage and 5) increase in clay birds and training classes which are both offset by revenues. Equipment requests include new furniture, windows and HVAC and plumbing components. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 21% increase. This mainly is due to more educational classes and rehabilitation to the skeet field building. The Shooting Range is self-sufficient with the revenues from memberships and user fees being used toward expenditures. No General Fund revenues subsidize this account.
- b. ***Parks and Recreation*** – 1) request for filling an FTE position that has been vacant since 2008, 2) decrease in contractual due to elimination of mowing contract that increased almost 100% after bids were received, 3) request for replacement of bunker rake that was originally donated by the Recreation Commission several years ago, and 4) baseball field and tennis court repairs, installation of concrete slabs for bleachers, and asphalt repairs to park walking trails. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 35% increase. This is due to the request for an additional FTE to assist with high level service needs and demands, part time employees being fully staffed in 2017, and overdue long term improvements to recreational facilities.
- c. ***Buildings and Grounds*** – 1) request for filling an FTE position that has been vacant since 2008, 2) replacement of Livingston Lodge roof, and 3) building improvements such as replacement of public works HVAC unit, administration building painting, and public works door repairs. Overall, the operating 2016 year end estimate to 2017

budget comparison equates to a 21% increase mainly due to requests for an additional FTE to assist with high level service needs and demands as well as a one-time, long term Livingston Lodge roof replacement. There also was a request for the copper gutters and Flemish bond that will be incorporated in the new Indian Hill firehouse construction. This request is accounted for in the Capital Improvement Replacement Fund (CIRF).

- d. ***Bridle Trails*** – 1) salary adjustment for new internal payroll process which ensures staff hours are being appropriated to proper funds, and 2) purchase of a six-way blade for skid steer. After discussion, the Committee requested that staff work with the equestrian community to obtain outside funding for this attachment.
- e. ***Green Areas*** – salary adjustment for new internal payroll process which ensures staff hours are being appropriated to proper funds. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 38% increase which is due to the reallocation of personnel costs. The Green Areas is self-sufficient with the revenues from investments being used toward expenditures. No General Fund revenues subsidize this account.

Ms. Minneci reported that Mr. West presented the preliminary 2017 operating and capital budget for Grand Valley. Significant highlights include a request for fish stocking, handicap restroom facility and upgrading current trail system with improved drainage. In addition, requests include prairie grass, wildflowers and tree placement throughout the preserve. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 27% increase due to significant need and demand for increased trail maintenance, greenery replacement and small boat storage. There also was a request, per the Grand Valley Master Plan update, for continuing the driveway paving that began in 2016. This request is accounted for in the Capital Improvement Replacement Fund (CIRF).

Ms. Minneci reported that Mr. West presented the preliminary 2017 operating and capital budget for Rowe Arboretum. Significant highlights include a request for a personnel transition plan due to the Manager's June 2017 retirement and the addition of mulch purchases that previously had been donated. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 65% increase mainly due to the personnel transition. Rowe Arboretum is self-sufficient with the revenues from investments, memberships and plant sales being used toward expenditures. No General Fund revenues subsidize this account.

Ms. Minneci reported that staff indicated that these recommendations remain preliminary and changes continue to be made to line items to ensure cost efficiencies. Revised preliminary budgets will be submitted at the October Committee meeting for review.

Mayor Feigelson asked how many full-time equivalents have been planned for the increase for the 2017 budget. Ms. Minneci explained that there are three full-time equivalents. She said that the following are additions to the budget: one in Buildings and Grounds, one in Parks and recreation, and one in the City Manager's office.

**PUBLIC WORKS COMMITTEE REPORT:** Council member Barber directed Council's attention to a memo titled, "*Public Works Committee*". She reported that the Public Works committee met on September 8, 2016 to review several items in advance of the Council meeting.

Council member Barber reported that Mr. Adkins and Mrs. Wade-Dorman provided the departmental activity and project management reports, copies of which are included in the Council packet.

Council member Barber reported that Mrs. Dorman provided an update on a tunnel drainage issue that recently was discovered at the underpass on Shawnee Run Road and State Route 126. The emergency improvements are the responsibility of Ohio Department of Natural Resources. The bike path in this area has been shut down and the Village will enter into an easement agreement for the use of its green area during the repair. The project is expected to continue until December 1, 2016. Ms. Minneci reported that Milford is considering raising the bridge and completely reconfiguring it. She said that staff will have a meeting with Milford and Ohio Department of Natural Resources (ODNR) to better understand their thinking on this matter. She also explained that the Village has been requested to move its waterline during this construction phase. One of the issues under consideration is that this is a main entrance to the Village and what will the changes do to the historical look of the overpass. Raising the bridge could increase truck traffic; therefore, the Village will be reviewing the Ordinances on this matter.

Council member Barber reported that Mr. Adkins presented to the Public Works committee the preliminary 2017 Public Works operating and capital improvement budget. It included the following departments: Street Maintenance and Repair, State Highway Maintenance, Snow Removal and Waste/Recycling Collection. Highlights are as follows:

- a. ***Street Maintenance and Repair*** – 1) deductions in contractual services due to increased utilization of in-house skills, 2) request for flashing light replacements on Indian Hill Road and, 3) replacement of zero turn mower. Overall, the initial operating 2016 year end estimate compared to the 2017 budget equates to a 4% increase. This mainly is due to utilizing \$24,000 less in contract services and supplies that relate to street repairs. These accounts are fully funded in 2017 due to unpredictability of repair work.

Under the Capital Improvement Replacement Fund (CIRF), a request was submitted for an increase in the Village's overall street resurfacing program to accommodate the repairs and concrete curb replacement on Shawnee Run and Indian Hill Roads, plus ten (10) other streets. Other CIRF requests include two (2) landslide projects, two (2) culvert repairs and replacement of two (2) pickup trucks, an aerial lift, arm mower and mini excavator. The initial capital 2016 year end estimate compared to the 2017 budget equates to a (3%) decrease.

- b. ***State Highway Maintenance*** – The change in this account centers on reapportioning the salaries and supplies based on historical usage. It is a state mandated and self-sufficient account that is earmarked for state highways. Therefore, expenditures can only be used for the repairs and maintenance associated with the areas of State Route 126 that fall within the Village. Revenues are derived from state gas and auto taxes.

- c. ***Snow Removal*** – requests for 2017 are very similar as to what was appropriated in 2016. Overall, the initial operating 2016 year end estimate to 2017 budget comparison equates to a 20% increase. This is all due to \$25,000 in unused overtime in 2016 that remains budgeted for in 2017 due to weather unpredictability.
- d. ***Waste/Recycling Collection*** – 1) deductions in salary due to employee retirement, 2) increase in recycling disposal charges due to reinstatement of dumping fees, 3) deductions in vehicle maintenance due to more in-house maintenance, and 4) deductions in small tools due to historical usage. Overall, the initial operating 2016 year end budget to 2017 budget comparison equates to 3% increase. A request also was submitted for the replacement of three (3) trucks which are accounted for under the Capital Improvement Replacement Fund (CIRF).

Council member Barber indicated that these budget recommendations remain preliminary and changes continue to be made to line items to ensure cost efficiencies. Revised preliminary budgets will be submitted at the October Public Works committee meeting for review.

**WATER WORKS REPORT:** Mayor Feigelson directed Council’s attention to a memo titled, “*Water Works and Deregulation Committee*”. He reported that the Water Works committee met on September 6, 2016 to review several items in advance of the Council meeting.

Mayor Feigelson reported that Mr. Adkins and Mrs. Wade-Dorman provided the departmental activity and project management reports, copies of which are included in the Council packet.

Mayor Feigelson reported that Mr. Adkins presented the preliminary 2017 Water Works operating and capital budget. Highlights are as follows:

- a. Deduction in contractual services due to off year for tank inspections
- b. Increase in well maintenance due to additional repairs needed for wells #5 and #10
- c. Increase in lab contract services to accommodate new lead testing requirements
- d. Request for equipment replacements include laptop computer, chemical feed pumps, electronic water line locator, and hydraulic backhoe breaker.
- e. Request to increase MSD reimbursements by 6% which will be offset by 6% increase in revenues based on projected water sales.
- f. Under the Capital Improvement Replacement Fund (CIRF), items being requested include: 1) generator design, inspections, and construction repairs, 2) engineering for Shillito Lane water main replacement, and 3) replacement of two (2) 2008 pickup trucks.

The initial operating 2016 year end estimate to 2017 budget comparison equates to a 7% increase less pass through reimbursements for Madeira and MSD. This increase significantly is attributed to maintenance/supplies coming in \$50,000 less than budgeted in 2016 due to lower than usual water production as well as equipment replacement needs. Overtime wages also are estimated to be \$20,000 less than anticipated in 2016. However, budget amounts for these accounts remain the same in 2017 due to unpredictability relating to weather and number of water main breaks.

The initial overall 2017 total operating and CIRF Water Works Budget compared to the 2016 year end estimate budget reflects an increase of 2% less Madeira and sewer pass through reimbursements. This is due to deferring a water main replacement for generator repairs.

Mayor Feigelson reported that Ms. Minneci indicated that these recommendations remain preliminary and changes continue to be made to line items to ensure cost efficiencies. Revised preliminary budgets will be submitted at the October Water Works committee meeting for review.

**SAFETY COMMITTEE REPORT:** Council member McGraw directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met on September 8, 2016 to review several items in advance of the Council meeting.

Council member McGraw reported that the Fire/EMS and Ranger reports were distributed prior to the meeting to allow time for the 2017 budget review, copies of which are included in the Council packet.

Council member McGraw reported that Colonel Schlie presented the preliminary 2017 Police department operating and CIRF budget. Highlights include:

- a. deductions in utilities due to one-time alarm monitoring refunds in 2016 for those who did not transfer to the new system
- b. Deduction in equipment due to one-time purchases in 2016. However, 2017 equipment purchases include ballistic shields and scanner radios.
- c. Request to replace ten-year old squad room chairs.
- d. Increase in dues and subscriptions is related to the introduction of Lexipol, a publication that provides law enforcement resources that can be used toward mandatory training hours and other attorney general requirements.

Overall, the Police Department's initial operating 2016 year end estimate compared to the 2017 budget is a 3% increase. Requests in the Capital Improvement Replacement Fund (CIRF) include replacement of one (1) Ranger Tahoe and one (1) unmarked car.

Council member McGraw reported that Chief Ashbrock presented the preliminary 2017 Fire department budget which is based on the Madeira-Indian Hill Joint Fire District Board's recommendations. The Village's operating and capital expenditures are based on 50% of the fire district budget with the City of Madeira being responsible for the other 50%. Overall, the fire department's initial operating 2016 year end estimate compared to the 2017 budget equates to a 5% increase. This is due to filling a captain vacancy and operational adjustments for two (2) new buildings.

Council member McGraw reported that Ms. Minneci indicated that these recommendations remain preliminary and changes continue to be made to line items to ensure cost efficiencies. Revised preliminary budgets will be submitted at the October Safety committee meeting for review.



Council member McGraw reported that Mayor Feigelson and Madeira Council member Gehring met to discuss potential shared services between the two cities. Staff will continue the discussions to determine feasibility within the police and public works departments.

**PLANNING COMMISSION REPORT:** Council member Thayer reported that the Planning Commission did not meet since the last Council meeting. He explained that there would be a Planning Commission meeting tomorrow, September 20, 2016.

**CITY MANAGER'S REPORT:** Ms. Minneci reported that the public hearing on the 2017 Budget will be held on November 14, 2016 at the Council meeting.

There being no further business to come before Council, Mayor Feigelson declared the meeting adjourned.

Respectfully submitted,

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Daniel J. Feigelson, Mayor

ATTEST:

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Paul C. Riordan, Clerk