

**MINUTES OF MEETING
INDIAN HILL VILLAGE COUNCIL
November 19, 2018**

A meeting of the Indian Hill Village Council was held on November 19, 2018 at 6:30 p.m. The meeting was held in the Council Chamber of the Village Administration building.

Officials present: Mr. Mark D. Kuenning, Mayor
 Mrs. Melissa S. Cowan, Vice-Mayor
 Mr. John B. Armstrong, Council member
 Mr. Stephen H. Krehbiel, Council member
 Mr. Donald C. McGraw, Council member
 Mr. Abbot A. Thayer, Council member

Official on Phone: Mrs. Monique A. Sewell, Council member

 Mr. Scott Gully, Finance Director ~Tax Commissioner
 Ms. Dina C. Minneci, City Manager
 Mr. Paul C. Riordan, Clerk/Comptroller
 Mr. Jon West, Assistant City Manager

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

MINUTES: The minutes of the regular meeting of October 22, 2018 had previously been distributed to each Council member. Council member Thayer made a motion to accept the minutes, which was seconded by Council member Cowan and was approved, 6-0 with Council member Sewell abstaining.

FINANCE COMMITTEE REPORT: Mayor Kuenning, in Council member Sewell's absence, directed Council's attention to a memo titled, "*Finance Committee*". He reported that the Finance committee met on November 9, 2018 to review several items in advance of the Council meeting.

Mayor Kuenning also directed Council's attention to the October financial statements, which were included in the Council packet.

Mayor Kuenning presented the following finance report:

- a) **Income Tax Receipts:** Income tax receipts were strong and the Village is still on target to receive a total of \$10,800,000 by year-end which will put the Village approximately \$1,000,000 over budget. The big unknown is how much in prepayments will be received by the end of the year. The Village has budgeted the normal amount received in December but it is not possible to project how much will actually be received.
- b) **Operating Disbursements:** Expenditures are in line with a couple notations on the financial statements explaining the variances. Income tax refunds are much higher this year due to all the prepayments made last year. October 2018 had three pay periods while October 2017 only had two pay periods.
- c) **Water Works Disbursements:** Water works receipts are going well but are expected to be slightly behind budget by year-end. Receipts for the year are projected to be over disbursements by \$500,000; however, with the large capital expenditures it is projected there will be a deficit for the year.
- d) **Cash and Investments:** Total month-end cash and investments were \$29,166,894 compared to the November balance of \$30,453,861. The decrease is the result of normal operations for the month.

Nothing unusual to report on Rowe and Green Areas Funds. The market was unfriendly with a reduction for the month; however, the stock market is rebounding in the current month.

The financial statements for October 2018 had previously been distributed to each Council member. There being no exceptions noted, the financial statements were accepted as issued.

Mayor Kuenning reported that staff provided a summary of the significant changes to the overall 2019 budget since last month's committee meetings. He said that the most significant change included increasing the 2018 year-end estimate for income tax refunds to \$650,000, which will create an overage of \$425,000 in this line item. It appears this unusually high refund total is related to the significant amount of prepayments made in December 2017 due to federal tax law changes.

Mayor Kuenning reported that the Finance committee continued its discussion from last month regarding the determination of the income tax rate for the upcoming year. He explained that after a very lengthy and detailed dialogue, the Finance committee asked staff to prepare additional financial spreadsheets highlighting past year revenues, expenditures and fund balance ratios. He said that the choices being considered were: 1) maintain the current 0.55% tax rate; 2) decrease the rate to 0.525%; or 3) decrease the rate to 0.53%. Mayor Kuenning said that subsequent to the meeting, the new information was distributed to all of Council along with a background of the Finance committee discussions. He said that the Finance committee will review these new summaries and any questions or comments received from other Council members, via Ms. Minneci, at the December Finance meeting. He said that it is anticipated the Finance committee will make a recommendation on the tax rate at the December Council meeting in order to have it effective as of January 1, 2019.

Mayor Kuenning reported that Mrs. Chaney presented the 2018 benchmarking report which fulfilled a 2018 Council goal. He said that she did an outstanding job. Mayor Kuenning explained that the purpose of the project was to provide data on various aspects of salaries for comparable positions within the Village and work to identify a cost of service benchmarking program. The goal was to provide Council with statistics that may be useful for evaluating the internal and external pay equity among Village positions compared to other jurisdictions and serve as a guide for future benchmarking projects. He said that after the Finance committee reviewed the report, it will be sent to all of Council for their review and comment. Mayor Kuenning asked Ms. Minneci to express to Mrs. Chaney a large amount of thanks from Council for her efforts in preparing this report. Council appreciates a big effort on her part. Ms. Minneci said that this report will be used as a template for future reports.

Mayor Kuenning opened a Public Hearing on the 2019 Village budget. He explained that the Village goes through an extremely thorough and detailed process to prepare the budget. He said that the budget process starts in June and it is started at the bottom and worked up. It is also reviewed thoroughly from top down perspective. He said that the quality of the budget is directly reflected by the effort put in to its preparation and our budget is extremely thorough. Mayor Kuenning said that the Council members have copies of the detailed budget and he requested that Mr. Scott Gully review the highlights of the budget for Council. He explained that Mr. Gully is the author of the budget.

Mr. Gully explained that there is a lot of input from department heads, Comptroller, City Solicitor, and City Manager. Meetings are held by the Finance committee and other committees on the budget during the process. There is a great effort that goes into the budget which comes from

everyone. The full budget is on the website for anyone's review. Mr. Gully explained that a summary budget is also on the website for review.

Mr. Gully directed Council to a document titled, "*City of the Village of Indian Hill Budget and Brief Fiscal Year 2019*" dated November 19, 2018. Mr. Gully explained that 2018 was an unusual year because of all the prepayments of income tax received at the end of the prior year due to the Federal tax changes in 2017. This resulted in the 2018 income taxes being lower than expected. Mr. Gully explained that budget revenues in 2019 are increased \$1,860,000 or 13.8% from 2018 year-end estimates. A large portion of the revenues and increase is due to income tax receipts. Income tax receipts are by far the largest amount of the revenues being \$13,000,000 budgeted for 2019. A lot of work is put into reviewing tax rates and estimates so that a good projection for 2019 could be included in the budget. He said that another anticipated revenue for 2019 which contributes to the increase is an anticipated grant from Hamilton County Municipal Road Fund of \$164,000 to replace a culvert and land slide on Remington Road/State Route 126. Mr. Gully explained that the Village operating budget for 2019 is budgeted at \$13,100,000 which reflects a 4.6% increase (\$579,000) over the 2018 estimated year-end expenditures. He explained the following significant highlights:

- The creation of a new Detective classification/position within the police department - \$140,000.
- The Madeira & Indian Hill Joint Fire District contract increased to replace three part-time positions with three full time positions for a cost of \$234,000. This is the Village's portion of the total increase which is split between the City of Madeira and the Village.
- Replacing culvert on Remington Road/State Route 126. Expenses of \$330,000 will be offset by potential grant funding of \$164,000. Mr. Gully explained that this disbursement is throwing off the operating budget by a considerable amount in that the State Route 126 fund is a capital fund; however, for operating purposes it is included with the operating budget.

Mr. Gully explained that expenses offset by decreases associated with decrease Solicitor fees, \$165,000 and decrease tax refunds as mentioned by the Mayor of \$400,000. He explained that the monies being spent out of the State Highway Fund are not being funded by taxpayers but rather by the State.

Mr. Gully explained that the 2019 Capital Improvement Reserve Fund (CIRF) equates to \$3,740,000 in disbursements and reflects a \$360,000 or 10.7% increase from 2018 year-end estimates. He directed Council's attention to the pie graph included in the report which shows that street resurfacing/repairs total \$1,220,000 or 33% and culvert landslide repairs \$1,125,000 or 30% of the total disbursements. The Village is catching up on capital projects which were put on hold during the recession period especially with the culverts/landslides were the Village has many more projects for 2019. The 2018 year-end CIRF expenditure forecast is \$203,000 or 6.4% more than originally projected. This overage is due to an unexpected landslide repair on Shawnee Run Road totaling \$320,000.

Mr. Gully reported that the 2019 Water Works operating expenditure budget equates to \$2,400,000 (net sewer reimbursements to the Metropolitan Sewer District) and is a 9% increase or \$197,000 over the 2018 year-end forecast. He explained that the majority of this increase is due to: 1) contractual services increased \$40,000 primarily due to funds requested for the next phase of the

Source Water Protection Plan, salt storage and well maintenance; 2) specific supply and utility accounts having to be budgeted at the fullest level as they are associated with unpredictable weather conditions - \$83,000; 3) salary and fringe benefit expenses increased due to a vacant position not being filled for a large portion of 2018 yet being fully funded in 2019 - \$66,000.

Mr. Gully explained that the 2018 Water Works year-end operating expenditures forecast is \$143,500 or 6% less than originally budgeted. Net sewer revenue is forecasted to be a negative \$365,000 due to MSD changing their sewer collection from quarterly to monthly which resulted in two extra months of reimbursement in 2018.

Mr. Gully explained that the 2019 Water Works Capital Improvement Reserve Fund (CIRF) and Retirement Reserve Fund equates to \$1,700,000 and reflects a \$440,000 or 20.5% decrease from 2018 year-end. He said that a significant portion of the CIRF is dedicated to \$785,000 for a water main repair on Shillito Lane.

Mr. Gully explained that the 2018 year-end Water Works CIRF and Retirement Reserve expenditure forecast \$484,000 or 18.2% less than originally budgeted.

Mr. Gully directed Council to the 80+ page detail budget on the website if they would like to review the budget details. He said to call him if they have questions or comments.

Council member Cowan and Mayor Kuenning expressed their gratitude for the summary. Mayor Kuenning said that the residents are receiving a very fine product and they can be assured their tax dollars are being spent wisely.

Mayor Kuenning thanked Mr. Gully, Ms. Minneci and Mr. Riordan for their many hours and efforts to prepare the budget.

There being no further questions or comments, Mayor Kuenning declared the public hearing closed.

LAW COMMITTEE REPORT: Council member Armstrong directed Council's attention to a memo titled, "*Law Committee*". He reported that the Law committee met on November 8, 2018 to review several items in advance of the Council meeting.

Council member Armstrong reported that Ms. Minneci presented the October legal activity report which included an update on green area donations, review of easement plats, review of contracts, review of Bureau of Workers' Compensation case and Mayor's Court.

Council member Armstrong reported that Ms. Minneci provided an update on the foreclosure process associated with and securance of a home which had been found guilty in Mayor's Court of numerous zoning violations, provides unsafe and unhealthy conditions and has been condemned by the Hamilton County Health Department.

BUILDINGS & GROUNDS COMMITTEE REPORT: Council member Cowan directed Council's attention to a memo titled, "*Buildings and Grounds Committee*". She reported that the Buildings and Grounds committee met on November 13, 2018 to review several items in advance of the Council meeting.

Council member Cowan reported that Mr. Adkins presented the departmental activity report, a copy of the report is included in the Council packet. She reported that staff installed concrete slabs and benches at the Bird Sanctuary in addition to a new pole and sign. Fallen trees were removed from Kugler Mill and Whisperinghill Drive. Staff repaired plumbing at Stephan Field and planted trees at both Livingston Fields and Rheinstrom Park. In addition, staff commenced soccer field restoration.

Council member Cowan reported that Mrs. Wade-Dorman and Mr. West distributed the project management report, a copy of the report is included in the Council packet. She explained that Mr. West highlighted the completion of trail damage repairs in the northeast portion of Grand Valley which included rebuilding the emergency access drive to Fletcher Road.

Council member Cowan reported that Mr. West indicated that soil samples have been completed at the Bonnell House and Little Red Schoolhouse to understand the impact on the design and location of upgraded septic systems at each location. Staff continues to work with Hamilton County on design alternatives for the Little Red Schoolhouse septic system due to its limited area and existing utilities.

Council member Cowan reported that Mrs. Wade-Dorman provided an update on the 2018 Reforest the Hill program. The Village has received 50 of the 95 donated trees in preparation for the fall planting. The trees are scheduled to be planted along Meadow Grove, weather depending.

Council member Cowan reported that Mr. West presented a draft Rowe Arboretum capital campaign presentation that will be utilized to market the Arboretum and promote charitable gifting to the Rowe Arboretum Fund in order to assist with self-preservation, capital improvements and continuous maintenance. The presentation will be reviewed by the Rowe Arboretum Advisory committee later this month. Circulation of the presentation and campaign promotion will likely begin by the end of the year.

Council member Cowan reported that Mr. West advised that the State of Ohio, as of September 2018, declared Running Yellow Groove Bamboo a noxious weed. Individuals who plant bamboo may be cited if the bamboo is not properly contained.

PUBLIC WORKS COMMITTEE REPORT: Council member Krehbiel directed Council's attention to a memo titled, "*Public Works Committee*". He reported that the Public Works committee met on November 13, 2018 to review several items in advance of the Council meeting.

Council member Krehbiel reported that Mr. Adkins presented the departmental activity report, a copy of which is included in the Council packet. Council member Krehbiel explained that staff cleared trees from the right-of-way on several streets. Drainage improvements were performed on Blome Road in addition to several storm water catch basins and pipe separation repairs throughout the Village. Staff also repaired a small landslide on Shawnee Run Road. He said that Mr. Adkins indicated the tree removal along Drake Road in front of the high school is being performed by the Village. Upon completion, it will be used as a location for the "*Reforest the Hill*" plantings.

Council member Krehbiel reported that Mrs. Wade-Dorman presented the project management report, a copy of which is included in the Council packet. He reported that street resurfacing and striping has been completed, except for Grand Valley. The Weil Road stream restoration project held a pre-construction meeting and a schedule is being drafted. There is the possibility that a temporary

signal may be utilized to maintain traffic during the project. He said that the Village received the Municipal Road Funds of \$140,000 for the Spooky Hollow Road and Blome Road culvert repair project. A pre-construction meeting took place and construction will commence after January 1st. A meeting with Duke occurred to discuss relocating overhead lines temporarily to assist with installation of the culvert.

Council member Krehbiel explained that an Ohio Public Works Commission grant was submitted for the Remington Road culvert repair that will take place in 2019. The Village is expected to receive final determination on its grant application by the end of the year.

Council member Krehbiel reported that the Shawnee Run Road project continues to work through the ODOT process. Stage 2 drawings have been submitted to ODOT. The Village has been notified that ODOT is looking to bid the project in February 2019. Terracon continues to work on the landslide and retaining wall assessment.

Council member Krehbiel reported that Mrs. Wade-Dorman presented an update on the Blome Road bridge. He explained that after an inspection by Hamilton County, they have determined that a 10 ton weight restriction must be placed on the bridge due to current, unsafe conditions. This restriction will allow for an ambulance but not fire trucks, snow plows, construction vehicles or schools buses. The County will be presenting this recommendation to the Hamilton County Commissioners on November 28, 2018. If approved, it will become effective immediately. It is Hamilton County's responsibility to communicate this restriction to the public and those organizations that would be affected by it. He said that however, Mrs. Wade-Dorman has already reached out to the Joint Fire District and Indian Hill School District to make them aware. He said that in addition, the County has indicated it will be performing engineering on Blome Road bridge in 2019 in anticipation of a rebuilding in 2020-2021. Over the next year, staff will work closely with the County and Council to determine the bridge's future lane capacity.

Council member Krehbiel reported that Mrs. Wade-Dorman gave an update on the Keller Road bridge. Hamilton County is planning on performing an engineering study in 2019 and reconstruction of the bridge in 2020. At this time, the County has indicated it will not be requesting funding from the Village for this project.

Council member Krehbiel reported that Mrs. Wade-Dorman presented a draft Ordinance authorizing an agreement between the Village and the Ohio Department of Transportation to improve the Shawnee Run landslide. The project will be 80% funded through Federal Highway Emergency Relief grants and 20% by the Village. He said that the Public Works committee recommends passage of this Ordinance on an emergency basis.

AN ORDINANCE AUTHORIZING AN LPA FEDERAL ODOT – LET PROJECT AGREEMENT NO. 32618 BETWEEN THE CITY OF THE VILLAGE OF INDIAN HILL AND THE OHIO DEPARTMENT OF TRANSPORTATION RELATIVE TO THE IMPROVEMENT OF PID NO. 107983 – HAM CR705-3.45 SHAWNEE RUN SLIDE PROJECT AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Krehbiel, seconded by Council member Thayer, the rules were suspended by unanimous roll call vote with Council member Sewell abstaining. Upon motion by

Council member Krehbiel, seconded by Council member Thayer, the Ordinance was passed by roll call vote 6-0 with Council member Sewell abstaining. Mayor Kuenning declared Ordinance **07-18** enacted.

WATER WORKS REPORT: Mayor Kuenning directed Council's attention to a memo titled, "*Water Works and Deregulation Committee*". He reported that the Water Works committee met on November 13, 2018 to review several items in advance of the Council meeting.

Mayor Kuenning reported that Mr. Adkins presented the departmental activity report, a copy of which is included in the Council packet. He reported that staff repaired seven main breaks totaling 52 for this year and performed fire hydrant inspections. Staff collaborated with the Joint Fire District in flushing private hydrants. Plant operators responded to 249 customer calls. The Ohio Environmental Protection Agency performed its three-year certification inspection of the water works lab. The Village passed with flying colors.

Mayor Kuenning reported that Mrs. Wade-Dorman distributed the project management report, a copy of which is included in the Council packet. He reported that the water treatment plant power distribution improvements will be closed out after final testing and training. Construction drawings and contract documents for the Algonquin water main replacement project will be filed next month, and actual construction will take place in 2020.

Mayor Kuenning reported that Ms. Minneci provided the Water Works committee with an update on the gas aggregation program. He said that the Village's contract with Constellation expires on November 30, 2018. Staff is recommending a Resolution to authorize the City Manager to enter into a renewed contract with Constellation for gas aggregation brokerage services for six months. He said that staff will be evaluating other options over the next few months prior to the next gas aggregation renewal. Mayor Kuenning said that the Water Works and Deregulation committee recommends passage to approve the Resolution.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROGRAM AGREEMENT IN SUBSTANTIAL FORMAT WITH CONSTELLATION LLC FOR SUPPLYING NATURAL GAS TO PARTICIPANTS IN THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO GOVERNMENTAL AGGREGATION PROGRAM was presented and read.

Upon motion by Mayor Kuenning, seconded by Council member Thayer, the Resolution was passed by unanimous voice vote with Council member Sewell abstaining. Mayor Kuenning declared Resolution number **16-18** adopted.

SAFETY COMMITTEE REPORT: Council member McGraw directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met on November 8, 2018 to review several items in advance of the Council meeting.

Council member McGraw reported that Chief Ashbrock presented the Fire/EMS report, a copy of which is included in the Council packet. He reported that there was a chimney fire on Miami Road that was contained to one room. EMS runs remain about 75 more this year compared to last year.

Council member McGraw reported that Chief Ashbrock provided an update on the hiring process to replace three part-time firefighters with three full time firefighters as well as replace two open full time positions. Of the five positions, two have been filled. Thus far, fourteen applications have been received for the remaining three positions. At this time, Chief Ashbrock anticipates the positions to be filled by December 1st; however, this may adjust in the future due to accommodating many schedules.

Council member McGraw reported that Chief Ashbrock indicated the Joint Fire District is researching whether they should not make it a requirement to be a paramedic due to difficulty associated with finding candidates who have the proper certification. Cincinnati State is the only school that offers paramedic training. The City of Cincinnati is looking to start up paramedic training, but it may take time to acquire the proper credentials. The Chief also discussed hiring EMT's but requiring them to become paramedics within a certain timeframe. He said that according to the Chief, the City of Montgomery had 24 people apply for its open positions with 18 candidates making the final cut. The City of Montgomery looks to hire 18 over the next two years.

Council member McGraw reported that Colonel Schlie presented the Rangers report, a copy of which is included in the Council packet. He said that over the past month, cases have involved theft, general information, telecommunication harassment, and a dog case. He said that Colonel Schlie also highlighted that Lt. Frank Cogliano will be graduating from the Police Executive Leadership College. He was chosen to be President of his class.

Council member McGraw reported that Colonel Schlie discussed how 187 subpoenas have been issued on a fraud case for a resident on Spooky Hollow Road. In addition, the Rangers are aware of other fraud cases where residents are receiving e-mails or letters indicating their computer has been hacked and money is demanded to avoid release of their data.

Council member McGraw reported that Colonel Schlie addressed a resident's concern about accidents on Miami Road. He said that the Colonel explained that there are not many accidents in that area. However, when they have occurred, they are within Mariemont's corporation limits. He said that Colonel Schlie indicated it is difficult to have radar watch in this area due to insufficient space to park a patrol vehicle. However, the speed sign has been placed in the area several times. Colonel Schlie will speak with Mariemont's Police Chief to have his cars increase patrol in the area. The Village also will install the speed sign in the area and allow Mariemont to borrow it for its side of the street.

PLANNING COMMISSION REPORT: Council member Thayer reported that the Planning Commission did not meet since the last Council meeting. He directed Council's attention to the Planning Commission agenda for the meeting to be held on November 20, 2018.

CITY MANAGER'S REPORT: Ms. Minneci reported in her City Manager's report:

- a) Administrative offices will be closed on November 22 and November 23, 2018 in observance of Thanksgiving.
- b) A reception honoring Mr. Don Crain will be held November 30, 2018 at the Little Red Schoolhouse from 3:00 pm until 5:00 pm.
- c) An Active Shooter training program will be held following the January 28, 2019 Council meeting.
- d) City Manager Minneci distributed the 2019 Council and Committee calendars for their review.

Mayor Kuenning made a motion that Council enter into Executive Session for purpose of discussing property acquisition and/or sale of property, including real, personal, tangible and intangible and the appointment, promotion or compensation of a public employee. The motion was seconded by Council member Cowan and was passed by roll call vote 6-0 with Council member Sewell abstaining.

Council returned from Executive Session, there being no further business to come before Council, Mayor Kuenning declared the meeting adjourned.

Respectfully submitted,

Mark D. Kuenning, Mayor

ATTEST:

Paul C. Riordan, Clerk