

**MINUTES OF MEETING  
INDIAN HILL VILLAGE COUNCIL  
May 18, 2020**

A meeting of the Indian Hill Village Council was held on May 18, 2020 at 6:30 p.m. The meeting was held via remote Webinar access to respect social distancing as required as a result of the Coronavirus pandemic.

Officials present:

Mrs.	Melissa S. Cowan, Mayor
Mr.	Donald C. McGraw, Vice-Mayor
Mr.	Richard J. Hidy, Council member
Mrs.	Elizabeth C. Ispording, Council member
Mr.	Stephen H. Krehbiel, Council member
Mr.	Shayne O Manning, Council member
Mrs.	Monique A. Sewell, Council member
Ms.	Dina C. Minneci, City Manager
Mr.	Scott D. Phillips, City Solicitor
Mr.	Paul C. Riordan, Clerk/Comptroller

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

**MINUTES:** The minutes of the regular meeting of April 20, 2020 had previously been distributed to each Council member. Council member McGraw made a motion to accept the minutes, which was seconded by Council member Sewell and was approved as corrected 7-0.

**FINANCE COMMITTEE REPORT:** Council member Sewell directed Council's attention to a memo titled, "*Finance Committee*". She reported that the Finance and Water Works committees met for a combined meeting on May 8, 2020 by remote Webinar access to discuss several items in advance of the Council meeting.

Council member Sewell also directed Council's attention to the April 2020 financial statements which were included in the Council packet. Council member Sewell provided the following financial highlights in her financial report:

- a. **Income Tax Receipts:** The Village received \$902,395, which was approximately \$9,800,000 less than received in April 2019. Year-to-date cash receipts are 13.1% of budget. As a result of COVID-19, the deadline for income taxes was extended from April 15, 2020 to July 15, 2020. Tax receipts over the next three months are expected to be sporadic until July 15<sup>th</sup>.
- b. **Operating Disbursements:** Operating expenditures equated to \$1,380,000 which is \$512,000 more than April 2019. This is due to April being a three-pay period month, the journalizing of a expenses from the OPWC Remington Road project (offset by grant revenue), and timing of various payments.
- c. **CIRF:** Disbursements totaled \$232,218. They are associated with journalizing Shawnee Run culvert repairs paid for by Ohio Department of Transportation (offset by grant revenue).
- d. **Water Works Receipts:** Water usage receipts were \$198,605 which is approximately \$27,000 more than April 2019 receipts. Year-to-sate cash receipts are 29.9% of budget.

- e. **Water Works Disbursements:** Total operating disbursements were \$231,822 which is approximately \$51,000 more than April 2019. This is due to April being a three-pay period month and timing of payments.
- f. **Water Works CIRF:** Disbursements totaled \$15,800. This is associated with water main engineering.
- g. **Long Term Debt:** There was no activity in April. The next semi-annual principal and interest payment for the 2009 Water Works bond will be made in May.
- h. **Cash and Investments:** Total month-end cash and investments were \$26,395,234 compared to \$26,442,153 in March 2020 and \$35,847,542 in April 2019. Month-to-month and year-to-year changes are affected by the delayed income tax deadline from April 15<sup>th</sup> to July 15<sup>th</sup> as a result of COVID-19. We have sufficient cash to fund the Village operations through July 15, 2020 when the majority of the income tax receipts should be received.
- i. **Rowe Funds:** The market value as of April 30<sup>th</sup> was \$3,516,900 which was a 9% decrease since 12-31-19. This is in conjunction with the overall stock market decline associated with COVID-19. The unrecognized gain was \$801,553. Total monthly operating receipts, including dividends, were \$7,030 with monthly operating expenses totaling \$20,570 and investment sale net loss of \$494.
- j. **Green Areas Funds:** The market value as of April 30<sup>th</sup> was \$2,971,712 which was a 9% increase since 12-31-19. The unrecognized gain was \$1,582,539. Total monthly earnings equated to \$54 with monthly expenses totaling \$0.

The financial statements for April 2020 had previously been distributed to each Council member. There being no exceptions noted, the financial statements were accepted as issued.

Council member Sewell reported that the Finance committee reviewed a proposal which would refund the Series 2009 General Fund Obligation Bond that is associated with water main replacements and is expected to expire in 2028. By keeping the same expiration term of 2028, the Village would save approximately \$154,000 over the next eight years while incurring approximately \$30,000 in reissuance fees, resulting in a net savings of \$124,000. She explained that after reviewing the process, the Finance committee recommended moving forward with the refunding. An Ordinance will be placed on the June Council meeting agenda which gives staff the ability to submit the appropriate documentation.

Council member Sewell reported that the Finance committee discussed the traffic study and urban forestry study that are included in the 2020 budget and defined as 2020 Council Goals. Due to the undetermined financial impacts of COVID-19, budget items are being reviewed for possible deferment. The traffic study was scheduled to be performed during the spring to accommodate school and construction/landscaping traffic. However, due to school closures resulting from COVID-19, the traffic study results would be ineffective. Council member Sewell reported that the Finance committee recommended delaying the \$20,500 traffic study until more accurate financial effects of COVID-19 can be determined. She said that the urban forestry study's intent was to develop a strategic plan for tree reforestation and proactive methods of soil preservation/stability within the Village green areas which would allow for sustainable and viable tree growth. Although this study is important to provide direction on preserving the future of the Village green areas, the Finance

committee recommended delaying the \$30,000 study until more accurate financial effects of COVID-19 are determined.

Council member Sewell reported that the Finance committee reviewed a very preliminary financial outlook for the 2020 budget and 2021 budget preparation as it relates to the COVID-19 pandemic. The analysis included estimates on how revenues and expenditures may be affected based on the information known at this time. Council member Sewell said that however, being early in the process, ever-changing regulations/directives from the state and federal government, and much still unknown about the future of the pandemic, the estimated decrease in revenues and evaluation of what specific areas of the budget may need to be reduced/deferred cannot be pinpointed at this time. Both areas must be analyzed on a month by month basis, with COVID-19 effects being a key factor during the 2021 budget preparation. The full effect of COVID-19 on the Villages finances will not be completely realized until April 2021 when this year's income taxes are due. Council member Sewell said that overall, the Village has a very strong fund balance reserves and has always been prudent with its spending. This provides a sustainable threshold to work through this pandemic and beyond to ensure a viable financial standing while continuing high quality services to the residents.

Council member Sewell reported that the Finance committee reviewed the water rate analysis spreadsheets which included a revised revenue estimates over the next ten years. Original estimates were based on the average of the past ten years' worth of actual revenue received. She said that the revised spreadsheets included an average based on the past five years' worth of actual revenue received due to those years having increases and the prior five years not having rate increases. The Finance committee remains committed to recommending a 10% increase that begins in July and was proposed with last month's first legislative reading. Council member Sewell reported that these revisions will be used in future analyses as the Finance and Water Works committees work toward ensuring strong Water Works fund balances and planning for future infrastructure projects.

**LAW COMMITTEE REPORT:** Council member Hidy directed Council's attention to a memo titled, "*Law Committee*". He reported that the Law committee met on May 11, 2020 by remote Webinar access to review several items in advance of the Council meeting.

Council member Hidy reported that Ms. Minneci updated the Law committee on a "meet and greet" that was held with Mr. Rick Gibson, the new Magistrate. He met with the Rangers, Mr. Milliron, Mr. West and Mr. Gully to discuss process, procedures and types of cases. Staff will be preparing for Mayor's Court to resume on June 15<sup>th</sup> which will include "Stay Safe Ohio" guidelines to ensure a safe environment for all those in attendance.

Council member Hidy reported that Ms. Minneci updated the Law committee on the passage of Issue 1, Charter recommendations, in the April 28<sup>th</sup> Primary Election. The Board of Elections has up to May 19<sup>th</sup> to certify the election results, but it is anticipated they will be completed within the next week. Subsequent to the Law committee meeting, the Board of Elections certified the election results on May 14, 2020. The charter changes become effective immediately. Upon certification, the Village is required to certify a copy of the amendment to the Secretary of State within 30 days after the date of election.

Council member Hidy reported that the Law committee reviewed the revised draft agreements between the Village of Indian Hill and the Indian Hill Historical Society for leasing Buckingham

Lodge and Little Red Schoolhouse. Both parties are satisfied with the agreements. The Law committee recommends the passage of the two Resolutions – one for the Buckingham Lodge and one for the Little Red Schoolhouse which allows the City Manager to enter into these agreements.

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW LEASE AGREEMENT WITH THE INDIAN HILL HISTORICAL MUSEUM ASSOCIATION FOR THE BUCKINGHAM LODGE** was presented and read.

Upon motion by Council member Hidy, seconded by Council member McGraw, the Resolution was passed by voice vote 6-0 with Council member Krehbiel abstaining. Mayor Cowan declared Resolution **09-20** adopted.

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW LEASE AGREEMENT WITH THE INDIAN HILL HISTORICAL MUSEUM ASSOCIATION FOR THE LITTLE RED SCHOOLHOUSE** was presented and read.

Upon motion by Council member Hidy, seconded by Council member McGraw, the Resolution was passed by voice vote 6-0 with Council member Krehbiel abstaining. Mayor Cowan declared Resolution **08-20** adopted.

Council member Hidy reported that the Law committee convened into Executive Session for the purpose of discussing the April legal activity report that included discussions on pending litigation and property acquisition.

Mayor Cowan thanked everyone for all of their work on finalizing the lease agreements and she said that the work that Frost Brown Todd did was incredible. She said that Ms. Minneci and Mr. West have put in many hours on this project and she thanked them for all their work.

Ms. Minneci thanked Mayor Cowan for her commitment and due diligence to finalize these agreements. Ms. Minneci also explained that she had sent the recent minor changes to Rosemary Welsh, President of the Indian Hill Historical Society, and she agreed with the changes.

**BUILDINGS & GROUNDS COMMITTEE REPORT:** Mayor Cowan directed Council's attention to a memo titled, "*Buildings and Grounds Committee*". She reported that the Buildings and Grounds committee met on May 12, 2020 by remote Webinar access to discuss several items in advance of the Council meeting.

Mayor Cowan reported that Mr. Adkins presented the departmental activity report, a copy of which is included in the Council packet. She highlighted that during the last month hand sanitizers were installed in various facilities; fallen trees were cleared in various locations in the Village; and lacrosse and soccer fields were painted.

Mayor Cowan reported that Mr. West and Mrs. Wade-Dorman distributed to the Buildings and Grounds committee the project management report, a copy of which is included in the Council packet.

She reported that Mr. West highlighted that Grand Valley attendance continues to be at high levels due to the COVID-19 situation.

Mayor Cowan reported that Big Fish Farm had 43 paddlefish harvested which resulted in 71 lbs. of caviar and 186 lbs. of meat. Per the agreement between Big Fish Farm and the Village, the Village received 20% of the total which resulted in revenues of \$1,802.

Mayor Cowan reported that the new part-time employee began at Rowe Arboretum. Mr. Tony Weztel worked at the Cincinnati Zoo for over 30 years and brings a wealth of knowledge to assist Mr. Donovan.

Mayor Cowan reported that this year's *Reforest the Hill* program has had seven donations thus far, totaling \$19,500.

Mayor Cowan reported that the consultant has started in-office mapping of Redbirdhollow. Depending on COVID-19 regulations, field work is expected to begin in June with preliminary design to be completed by late July.

Mayor Cowan reported that the Buildings and Grounds committee discussed delaying the urban forestry study that is included in the 2020 budget and defined as 2020 Council Goals. Due to the undetermined financial impacts of COVID-19, budget items are being reviewed for possible deferment. She said that the Buildings and Grounds committee agrees with this determination.

Mayor Cowan reported that the Buildings and Grounds committee reviewed a presentation by Mr. Steuerwald, Shooting Club Manager for a plan to re-open the Shooting Club which includes policies related to the current COVID-19 statewide regulations. Some of these policies include: 1) six foot social distancing must be respected; 2) additional cleaning and sanitizing will take place throughout the day; 3) only members; no guests; 4) attendance limited to less than ten people; and 5) members limited to 90 minute sessions. At this time, the opening is expected to be June 1, 2020 to allow time for preparation and employee training.

Mayor Cowan reported that the Buildings and Grounds committee discussed opening Stephan Field tennis courts. Due to it being an outdoor facility and tennis being a non-contact sport, exposure to COVID-19 is less. However, the decision also centers on how opening of the courts would need to abide by the current Stay Safe Ohio orders. Therefore, the Buildings and Grounds committee recommended opening the tennis courts after advertising restrictions to the public. Staff will work to advertise those restrictions through signage at the tennis courts, on the website and in the Bulletin.

Mayor Cowan reported that the Buildings and Grounds committee also discussed the opening of all other Village facilities, including the renting of Livingston Lodge. Staff indicated it is waiting to see if a revised Stay Safe Ohio order will be issued after its current expiration date of May 29, 2020.

Mayor Cowan reported that the Buildings and Grounds committee discussed a new policy related to providing Grand Valley passes to Indian Hill water users who live in a complex with one water meter. Distribution of passes will be based solely on quarterly reports that must be submitted by the complexes to ensure residency.

Mayor Cowan reported that staff updated the Buildings and Grounds committee on another generous donation. Mr. Rick Pratt has offered to purchase 1,000 daffodil bulbs to be placed near the Administration Building or other locations that he and the Public Works department deem appropriate. She said that the Village is very appreciative of Mr. Pratt's outreach and desire to give back to his community.

**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 May 12, 2020 by remote Webinar access 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. Staff cleared trees from the right-of-way in several locations. Staff also trimmed honeysuckle along Graves Road and Taft Place, installed cold patch on various streets and repaired guardrail in multiple locations. In addition, the crews replaced storm pipe on Red Fox Lane and continued to clear tornado damage debris.

Council member Krehbiel reported that Mrs. Wade-Dorman distributed the project management report, a copy of which is included in the Council packet. Summaries for upcoming infrastructure projects are as follows:

- a) **Keller Road Bridge** – All work has been completed.
- b) **Shawnee Run Road Bike Path** – All work has been completed.
- c) **Blome Road Bridge** – Due to the state budget process being delayed as a result of COVID-19, the project may be delayed. However, the Village and County continue to finalize the design with stage design plans due this month.
- d) **Given Road Bridge** – Contractor has completed final design drawings and adjacent property owners have provided temporary right-of-way easements. Staff is anticipating bid advertisements to occur in June with construction commencing in July/August.
- e) **Hopewell & South Given Gabion Walls Replacement** – Design proposals have been updated for restoring the drainage channel and stabilizing the areas. Site assessment is scheduled for June.
- f) **Remington Road (S.R. 126) Pier Wall Extension and Draining Improvements** – Design work is being performed in 2020 with construction anticipated in 2021.
- g) **Street Resurfacing** – Curb replacement began on Loveland-Madeira Road. In addition, full depth repairs have begun on Caroline's Trail, Weil Road and Fawn Meadow.

Council member Krehbiel thanked Ms. Minneci and Public Works staff for all the work to clean up the damage caused by the recent tornado.

**WATER WORKS REPORT:** Council member Isphording directed Council's attention to a memo titled, "*Water Works and Deregulation Committee*". She reported that the Water Works met on May 12, 2020 via remote webinar access to review several items in advance of the Council meeting.

Council member Ispording reported that Mr. Adkins presented the departmental activity report, a copy of which is included in the Council packet. Staff repaired two main breaks and installed two water taps. Plant operators responded to 253 customer service calls and performed maintenance on the fluoride injection system.

Council member Ispording reported that Mrs. Wade-Dorman distributed the project management report, a copy of which is included in the Council packet.

Council member Ispording highlighted the following:

- a) **Water treatment plant brine storage tank replacement** – both new tanks have been installed. The updates that are being made to the SCADA system will be the final step in the process.
- b) **Algonquin water main replacement** – a preconstruction meeting will occur this month and construction is expected to begin in June.
- c) **Well #9 rehabilitation project** – equipment has been ordered with a lead-time of twelve weeks.
- d) **Water treatment softener rehabilitation project** – bid opening is May 28<sup>th</sup>.

Council member Ispording said that the Village does a very good job on softening the water and this is just a rehab of the existing system.

Council member Ispording reported that the Water Works committee reviewed a proposal from staff which would refund the Series 2009 General Fund Obligation Bond that is associated with water main replacements and is expected to expire in 2028. By keeping the same expiration date of 2028, the Village would save approximately \$154,000 over the next eight years while incurring approximately \$30,000 in reissuance fees, resulting in a net savings of \$124,000. After reviewing the process, the Water Works committee recommends moving forward with the refunding. An Ordinance will be placed on the June Council meeting agenda which gives staff the ability to submit the appropriate documentation.

Council member Ispording reported that the Water Works committee reviewed water rate analysis spreadsheets which included a revised revenue estimate over the next ten years. Original estimates were based on the average of the past ten years' worth of actual revenue received. The revised spreadsheets included an average based on the past five years' worth of actual revenue received due to those years having increases and the prior five years not having rate increases. The Water Works committee remains committed to recommending a 10% increase that begins in July and was proposed with last month's first legislative reading. These revisions will be used in future analyses as the Finance and Water Works committees work toward ensuring strong Water Works fund balances and planning for future infrastructure projects.

Council member Ispording reported that the Water Works committee was updated on the discussions with Madeira on infrastructure acquisition. Staff presented an overview of revenue and costs associated with forty years' worth of water main replacements (coordinated with Madeira's road resurfacing plan) and a surcharge sufficient to match the installation and future maintenance costs.

Council member Isphording reported that the Water Works committee recommends a second reading of the Ordinance for 10% water rate increase.

**AN ORDINANCE CHANGING THE RATES TO BE CHARGED FOR WATER SUPPLIED TO CUSTOMERS BY AMENDING SECTION 51.55 RATES OF THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO CODE OF ORDINANCES** was presented and read for the second reading.

**SAFETY COMMITTEE REPORT:** Council member McGraw directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met on May 11, 2020 via remote webinar access to review several items in advance of the Council meeting.

Council member McGraw reported that Chief Oughterson distributed the April Fire/EMS activity report, a copy of which is included in the Council packet.

Council member McGraw reported that Chief Oughterson indicated that runs continue to be down from last year throughout the pandemic. He also reported that Chief Oughterson presented a chart which highlighted runs that included COVID-19 symptoms and compares them to last year runs. The chart shows no surge in these cases. Over the past month, daily staffing average was nine. The District currently is accepting bids for landscaping the area where the retired Fire Chief's house was demolished.

Council member McGraw reported that Chief Oughterson gave an assessment of COVID-19. Besides gowns, Chief Oughterson feels they have a good handle on PPE although the acquisition of it remains competitive on a national scale. The Department of Health communicated that there are six to seven COVID-19 cases within the District.

Council member McGraw reported that Chief Oughterson provided the Safety committee with an update on a barn fire that occurred on Drake Road. There was no harm to individuals or animals; however, the barn was estimated to be a \$300,000 loss. The cause of the fire is undetermined; however, the Chief believes it was initiated by electrical connections for heavy machinery.

Council member McGraw reported that Colonel Schlie distributed the April Ranger's report, a copy of which is included in the Council packet. Cases included general information, construction noise after hour violations, ID Theft and the barn fire. Colonel Schlie also provided an assessment of COVID-19. He felt their PPE was adequate as of right now; however, they are always on the search for sanitizing resources. The Village is accepting applications for a dispatcher position due to the retirement of Diane Slagle last month.

Council member McGraw reported that the Safety committee discussed delaying the traffic study that is included in the 2020 budget and was defined as a 2020 Council Goal. He said that this issue had been previously reported on by Council members Sewell and Isphording. He said that the Safety committee recommends delaying the \$20,500 traffic study until more accurate financial effects of COVID-19 can be determined.

**PLANNING COMMISSION REPORT:** Council member Manning directed Council’s attention to a memo titled, “*Planning Commission*”. He reported that the Planning Commission met on April 21, 2020 and approved a request for Final Plat approval for the “Drake Road Subdivision” located at 5680 Drake Road. The proposed subdivision will split the existing 11.3-acre parcel into three separate residential building lots served by a private drive.

**CITY MANAGER’S REPORT:** Ms. Minneci presented the following in her City Manager’s report:

- a. May 25, 2020 Memorial Day – The Village administrative offices will be closed.
- b. May 25, 2020 Armstrong Chapel Memorial Day Observance – cancelled due to COVID-19. Articles will be placed in the Bulletin on this event including the names of those buried at the Chapel and a copy of the Mayor’s speech.
- c. July 4<sup>th</sup>/festival/fireworks – everyone is awaiting to make a decision until more is known about the COVID-19 changes on June 1, 2020. This decision will be monitored on a daily basis.
- d. Tennis courts will be opening up. Signage will be ready on May 20, 2020.
- e. Shooting Club – will open on June 1, 2020. Dick Steuerwald will be putting out a memo explaining the guidelines for opening the range.

Council member McGraw made a motion that Council enter into Executive Session for purpose of discussing property sale and/or acquisition and pending litigation with the City Solicitor. The motion was seconded by Council member Sewell and was passed by roll call vote 7-0. Council entered into Executive Session. Council returned from Executive Session

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

Respectfully submitted,

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Melissa S. Cowan, Mayor

ATTEST:

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Paul C. Riordan, Clerk