

**MINUTES OF MEETING  
INDIAN HILL VILLAGE COUNCIL  
December 18, 2017**

A meeting of the Indian Hill Village Council was held on December 18, 2017 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
Mrs.	Monique A. Sewell, Council member
Mr.	Abbot A. Thayer, Council member
Ms.	Dina C. Minneci, City Manager
Mr.	Donald L. Crain, 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 November 20, 2017 had previously been distributed to each Council member. Mayor Kuenning made a motion to accept the minutes, which was seconded by Council member Cowan and was approved as issued 7-0.

**ORGANIZATIONAL MINUTES:** The minutes of the Organizational meeting of December 1, 2017 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 as issued, 7-0.

**FINANCE COMMITTEE REPORT:** Council member Sewell directed Council's attention to a memo titled, "*Finance Committee*". She reported that the Finance committee met on December 8, 2017 to review several items in advance of the Council meeting.

Council member Sewell also directed Council's attention to the November financial statements, which were included in the Council packet.

Council member Sewell gave the following financial report:

- a. **Income Tax Receipts:** The Village received \$34,773 which is approximately \$12,000 less than received in November 2016. Year-to-date cash receipts are 96% of budget.
- b. **Operating Disbursements:** Operating expenditures equated to \$1,100,786 which is \$46,000 less than November 2016. This is due to timing of payments and retroactive pay made in 2016 due to union contracts.
- c. **CIRF:** Disbursements totaled \$483,310. This cost includes culvert replacements and bi-annual bond payment.
- d. **Water Works Receipts:** Water Works receipts were \$308,200 which is approximately \$22,000 less than November 2016 receipts.

- e. **Water Works Disbursements:** Total operating disbursements of \$1,386,668 is \$1,200,000 more than October 2016. This is due to the Metropolitan Sewer District providing two sewer reimbursement invoices in one month.
- f. **Water Works CRF:** Total expenditures equate to \$236,579. This represents work on the generator upgrade and the bi-annual bond payment.
- g. **Cash and Investments:** Total month end cash and investments were \$27,549,878 compared to \$30,446,520 in October 2017 and \$30,353,510 in November 2016. Month-to-month and year-to-year changes are due to normal operations and the funding of the construction of the new Joint Fire District firehouses through the Firehouse Construction Fund.
- h. **Rowe Funds:** The market value as of November 30<sup>th</sup> was \$3,740,891. The unrecognized gain was \$1,135,121. Total monthly operating receipts, including dividends, were \$4,485 with monthly operating expenses totaling \$7,239 and investment sale net gains of \$16,376.
- i. **Green Areas Fund:** The market value as of November 30<sup>th</sup> was \$2,725,452. The unrecognized gain was \$1,423,582. Total monthly earnings equate to \$132 with monthly expenses totaling \$3,931.

The financial statements for November 2017 had previously been distributed to each Council member. There being no exceptions noted, the financial statements were accepted as issued.

Council member Sewell reported the Finance committee reviewed the 2018 Appropriation Ordinance which highlights total expenditures for each fund. She said that the following significant changes have been made since November's Public Hearing:

- a) The State Highway Fund (operating expenditures) was decreased by \$250,000 due to not receiving the Ohio Public Works Commissions (OPWC) grant dollars to replace the culvert on Remington Road. In conjunction, revenues were decreased by \$125,000 as well. This project was pushed back until 2019. The engineering cost of \$35,000 remains in the recommended 2018 Appropriations.

Council member Cowan asked why the culvert project wasn't granted in that the Village was in the top 5 projects submitted. City Manager Minneci explained that the County had made a clerical error and when they reviewed their numbers the Village had slipped out of the top 5; therefore, the grant was not awarded. She explained that the request would be made again since it was looked on favorably before and she thinks that there is a good opportunity that it will be granted in the future.

- b) The 2018 Other Receipts were increased by \$125,000 due to the Madeira & Indian Hill Joint Fire District approving a reimbursement of excess reserves to both cities in 2018 at its Board meeting in November.
- c) An estimated 6% increase in the Metropolitan Sewer District rate was eliminated as Hamilton County announced earlier this month that it will freeze the sewer rates for the third year in a row.

Council member Sewell reported that the Finance committee also reviewed the purchase orders from 2017 which will carry over in 2018. She said that after discussion, the Finance committee agreed to recommend emergency passage, including the above-listed changes, of the 2018 Appropriation Ordinance at this Council meeting.

Council member Sewell reported that the Finance committee reviewed an additional Appropriation Ordinance to ensure compliance with State and County Auditor budget requirements. The Ordinance recommends an increase in the Rowe Arboretum Fund from \$313,645 to \$333,645. This is to account for the sale of investment losses coming in higher than budgeted. Although the gains received from sale of investment offset these losses significantly, the Appropriations only account for the expenditures and not the revenues. The second recommendation is to increase the Retirement Benefit Reserve Fund from \$100,000 to \$112,000. This is to account for the unexpected retirement of the Recreation Coordinator in 2017. Council member Sewell said that after discussion, the Finance committee agreed to recommend emergency passage of the additional Appropriation Ordinance at this Council meeting. She explained that it is necessary to make these emergency Ordinances because of the timing to allow for the Ordinances to be in effect January 1, 2018.

Upon motion by Council member Sewell, seconded by Council member Thayer, the rules were suspended by unanimous roll call vote for the following two Ordinances. .

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES OF THE CITY OF THE VILLAGE OF INDIAN HILL FOR THE FISCAL YEAR 2018 AND DECLARING AN EMERGENCY** was presented and read

Upon motion by Council member Sewell, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **11-17** enacted.

**AN ORDINANCE AMENDING ORDINANCE 07-16 AND MAKING APPROPRIATIONS FOR THE EXPENSES OF THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO FOR THE FISCAL YEAR 2017, AND DECLARING AN EMERGENCY** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **12-17** enacted.

Council member Sewell reported that Mrs. Chaney presented to the Finance committee three Ordinances related to salary and hourly ranges for 2018 for the Police Department, the Public Works/Water Works Department and all non-contract employees. These Ordinances define the minimum and maximum pay ranges for all positions within the Village in addition to vacation, longevity, sick time and other benefits. Any contractual obligations also are included in the Ordinances. Mrs. Chaney highlighted to the Finance committee clarification, grammatical and consistency changes that are being requested. Council member Sewell reported that the Finance

committee recommends emergency passage of all three Ordinances at this Council meeting. She explained that it is necessary to have these Ordinances passed by emergency passage so they will be in effect starting January 1, 2018.

Upon motion by Council member Sewell, seconded by Council member Thayer, the rules were suspended by unanimous roll call vote for the following three Ordinances:

**AN ORDINANCE FIXING THE COMPENSATION OF EMPLOYEES OF THE PUBLIC WORKS/WATER WORKS DEPARTMENTS OF THE CITY OF THE VILLAGE OF INDIAN HILL, REPEALING ORDINANCE NO. 08-16 AND DECLARING AN EMERGENCY** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Cowan, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **13-17** enacted.

**AN ORDINANCE FIXING THE COMPENSATION OF THE POLICE DEPARTMENT OF THE CITY OF THE VILLAGE OF INDIAN HILL, REPEALING ORDINANCE NO. 09-16, AND DECLARING AN EMERGENCY** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **14-17** enacted.

**AN ORDINANCE FIXING THE COMPENSATION OF PERMANENT EMPLOYEES OF THE CITY OF THE VILLAGE OF INDIAN HILL, NOT COVERED BY ORDINANCES, 13-17 AND 14-17 REPEALING ORDINANCE NO 02-17 AND DECLARING AN EMERGENCY** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **15-17** enacted.

Council member Sewell reported that the Finance committee continues its intent to maintain the income tax at 0.55%. The Finance committee agreed to recommend a second reading of an Ordinance amending Chapter 93 of the Village's Code Ordinances to reflect the income tax rate for 2017 and 2018 tax years and declaring an emergency. She explained that it is necessary to have this Ordinance in effect January 1, 2018 and therefore, it needs to be passed on emergency basis.

**AN ORDINANCE AMENDING CHAPTER 93 OF THE CODE OF ORDINANCES BY ADOPTING THE CURRENT DEFINITION OF ADJUSTED GROSS INCOME IN SECTION 5747.01 OF THE OHIO**

**REVISED CODE, AND BY SETTING THE RATE OF 0.55% PROVIDED IN SECTION 93A-03 FOR THE TAX YEARS 2017 AND 2018, AND DECLARING AN EMERGENCY** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Thayer, the rules were suspended by unanimous roll call vote. Upon motion by Council member Sewell, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **16-17** enacted.

Mayor Kuenning explained that the Village does have a two-year tax rate; however, it is reviewed annually to determine if it needs to be modified.

Council member Sewell reported that the Finance committee discussed and agreed to recommend a Resolution requesting advance tax payments from the County auditor. This Resolution allows the Village to receive estimated real estate taxes in advance of the semi-annual payments. This resolution is done on an annual basis to ensure the County auditor forwards any tax distributions due the Village in a timely manner.

**A RESOLUTION REQUESTING THE COUNTY AUDITOR TO MAKE ADVANCE PAYMENTS OF TAXES** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Cowan, the Resolution was passed by unanimous voice vote. Mayor Kuenning declared Resolution **16-17** adopted.

Council member Sewell reported that the Finance committee reviewed a Resolution to accept the Madeira & Indian Hill Joint Fire District appropriations for 2018. This is a Resolution required by the joint fire district contract. It is passed by both Madeira and Indian Hill to verify the fire district's current year budget and permit monthly disbursements to the joint fire district based on a 50/50 contribution from both cities. For 2018, both Indian Hill and Madeira will pay \$1,730,094, which is net of income received from interest and Fire Company contributions. This expense may be reduced by EMS billing credits received during 2018. The Finance committee agrees to recommend passage of the Resolution at this Council meeting.

**A RESOLUTION ACCEPTING THE 2018 APPROPRIATIONS FOR THE MADEIRA AND INDIAN HILL JOINT FIRE DISTRICT** was presented and read.

Upon motion by Council member Sewell, seconded by Council member Thayer, the Resolution was passed by unanimous voice vote. Mayor Kuenning declared Resolution **17-17** adopted.

**LAW COMMITTEE REPORT:** Council member Armstrong directed Council's attention to a memo titled, "*Law Committee*". He reported that the Law committee met on December 7, 2017 to review several items in advance of the Council meeting.

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

Council member Armstrong reported that Mr. Crain presented the November/December legal activity report to the Law committee. The reported included updates on the American Federation of State, County and Municipal Employees (AFSCME) arbitration process, septic system inspection inquiries, Planning Commission appeal case review and Mayor's Court.

Council member Armstrong reported that Mr. West presented a request from a resident to swap a private parcel for a portion of a green area donation that contains a private retaining wall. He said that the Law committee asked staff to acquire more information in order to better assess the request.

Council member Armstrong reported that the Law committee recommends a Resolution to reappoint Mr. Rick Wiggers to the Planning Commission. The current term expires on December 31, 2017. His new eight year term will expire on December 31, 2025.

**A RESOLUTION APPROVING THE REAPPOINTMENT OF MR. RICHARD WIGGERS TO THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO PLANNING COMMISSION** was presented and read.

Upon motion by Council member Armstrong, seconded by Council member Thayer, the Resolution was passed by unanimous voice vote. Mayor Kuenning declared Resolution **18-17** adopted.

Council member Armstrong reported that the Law committee reviewed and recommends a Resolution to reappoint Mr. Eric Holzapfel to the Personnel Advisory & Appeals Board. The current term expires on December 31, 2017. His new six year term will last until December 31, 2023.

Council member Armstrong reported that the Law committee discussed a third and final reading for the Ordinance centering on right-of-way dedication for a portion of Indian Hill Road located in Nichol's Subdivision. Council member Armstrong said that the Law committee recommends passage of this Ordinance.

**AN ORDINANCE APPROVING THE RIGHT OF WAY DEDICATION PLAT OF NICHOL'S SUBDIVISION AND ACCEPTING THE DEDICATION OF INDIAN HILL ROAD RIGHT OF WAY** was presented and read for the third reading.

Upon motion by Council member Armstrong, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **17-17** enacted.

**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 December 12, 2017 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 which is included in the Council packet. She highlighted that the department removed 22 dead Ash trees from Stephen Field and replaced them with 37 new trees and 3,000 daffodils as part of the "Reforest the Hill" program. Also, the irrigation system at Camp Dennison was winterized and Kugler Mill fields were reseeded.

Council member Cowan reported that Mr. West presented to the Buildings and Grounds committee the Project Management report for Grand Valley, a copy of which is included in the Council packet. The Rowe Arboretum Master Plan and Collections policy was presented to Council on November 20<sup>th</sup>. The final draft will be finalized this month. She said that Mr. West also gave an update on pending Green Area donations.

Council member Cowan reported that Mrs. Wade-Dorman provided to the Buildings and Grounds committee updates on the Environmental Stewardship Committee for the Shooting Range and the "Reforest the Hill" program. To date, the Village has received approximately \$20,000. Any donations received after September will be used toward next year's plantings.

Council member Cowan reported that Mayor Kuenning received a resident request to evaluate the parking congestion at Rheinstrom Park. She said that staff indicated it has received concerns over time regarding the increased park usage, its growing popularity and issues with pet responsibility amongst park patrons. Over the next two months, staff will be evaluating options to determine the appropriate avenues to assist in alleviating these concerns.

**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 December 12, 2017 to review several items in advance of the Council meeting.

Council member Krehbiel gave the following report:

- Mr. Adkins presented the departmental activity report, a copy of which was included in the Council packet. Staff continues to work on clearing honeysuckle throughout the Village. This month's clearing was along Shawnee Run, Drake, Graves and Brill Roads. Staff also repaired drainage ways on Carriage Trail in addition to catch basins on Abbington Ridge. In addition, the crèche was assembled for the holiday season at the Bird Sanctuary.
- Mrs. Wade-Dorman presented the project management report, a copy of which was included in the Council packet. Shawnee Run Road drainage tunnel improvements have been completed. Staff is completing paperwork to close out this project.
- Camargo Road pier wall repair work began in December. It includes a road closure between Given and Kugler Mill Roads for approximately 45 days. Pier Wall 3 is working toward completion and Pier Wall 4 will begin soon after. Accommodations have to be made to assist Duke Energy service lines that cross over the piers.

- New gutters, catch basins and curbs were installed on Indian Hill Road and Loveland-Madeira Road. The design is intended to slow down storm water in order to reduce road deterioration.
- The Village culvert study has been completed. The consultant, GS&P, inspected 71 culverts. Of the 71 culverts, 35 were considered “good” or “better”. For the remaining 36 culverts, GS&P will provide estimates associated with a few different replacement methods (e.g. lining, pipe bursting, etc.). These estimates will be included in the Village’s Capital Improvement Project (CIP) forecast.
- The Village received information from Hamilton County that the Remington Road culvert replacement project will not be funded in 2018; however, it will be resubmitted for 2019 consideration. Engineering cost associated with the project remain in the 2018 budget recommendations.

City Manager Minneci said that Mrs. Wade-Dorman would have an update on the culvert projects in January.

**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 December 12, 2017 to review several issues in advance of the Council meeting.

Mayor Kuenning reported that Mr. Adkins presented the departmental activity management report, a copy of which was included in the Council packet. He explained that staff repaired three water main breaks which totaled 55 for the year. This total is about average for the year. Three fire hydrants were replaced and a new water tap was installed on Buckingham Road. The new high service pump was tested and is expected to be at full capacity by the end of the year.

Mayor Kuenning reported that Mrs. Wade-Dorman presented the project management report, a copy of which was included in the Council packet. Materials began to be delivered for the water treatment plant power distribution improvements. The majority of the project will begin after January and is expected to be completed mid-June 2018. Design work for the Shillito water main replacement is 60% completed. Meetings with affected residents to discuss easements will begin in January 2018.

Mayor Kuenning reported that the Water Works and Deregulation Committee discussed that a third and final reading for the Ordinance centering on changing various operational procedures for Water Works services should be passed at this Council meeting. The Water Works and Deregulation Committee recommends passage of the Ordinance.

**AN ORDINANCE AMENDING CHAPTER 51 OF THE CODE OF ORDINANCES, CHANGING VARIOUS OPERATIONAL PROCEDURES AND RELATED FEES AND CHARGES FOR SERVICES PROVIDED BY THE WATER WORKS DEPARTMENT** was presented and read for the third reading.

Upon motion by Mayor Kuenning, seconded by Council member Cowan, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **18-17** enacted.

Mayor Kuenning reported that the Water Works and Deregulation Committee reviewed the Ordinance centering on changing the fees to be charged by the Water Works Department. The Water Works and Deregulation Committee recommends passage of the Ordinance.

**AN ORDINANCE CHANGING THE CHARGES AND FEES TO BE CHARGED BY THE WATER WORKS DEPARTMENT OF THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO FOR NEW WATER SERVICE CONNECTIONS FOR CUSTOMERS, AMENDING SECTION 51.37 SERVICE BRANCH REGULATIONS OF THE CODE OF ORDINANCES** was presented and read for the third reading.

Upon motion by Mayor Kuenning, seconded by Council member Thayer, the Ordinance was passed by unanimous roll call vote. Mayor Kuenning declared Ordinance **19-17** enacted.

**SAFETY COMMITTEE REPORT:** Council member McGraw directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met on December 7, 2017 to review several items in advance of the Council meeting.

Council member McGraw reported that Chief Ashbrock presented the EMS and Fire report to the Safety committee, a copy of which is included in the Council packet. The EMS run total of 962 compares to 956 runs through November 2016. Fire runs included a car fire on I-275. He said that the Chief also discussed a gas grill fire that occurred in December due to it being left on inadvertently. He said that the Safety committee requested that an article be placed in the Bulletin informing residents of a device which automatically shuts off gas grills after a certain time.

Council member McGraw reported that Chief Ashbrock provided an update on staffing. Since last month, one full-time position has been filled and a Captain's position is expected to be filled over the next couple of months. In addition, the Fire District approved policy changes to assist in streamlining the hiring process. Chief Ashbrock also provided a graph representing the 2017 daily average staffing and a chart entitled, "Firefighter Hiring Environment", which emphasized the many factors the District, and other fire departments, must contend with while looking to maintain sufficient staffing.

Council member McGraw explained that for financial analysis purposes, Chief Ashbrock also provided an overview of the total cost for one full-time Firefighter/Paramedic as well as one part-time Firefighter/Paramedic. Chief Ashbrock will utilize these figures to present five to six strategies for Madeira and Indian Hill's consideration, to increase staffing levels to meet effective, high quality service expectations. Chief Ashbrock will present these strategies at the February 2018 Safety committee meeting.

Council member McGraw reported that Colonel Schlie presented the Rangers report, a copy of which was included in the Council packet. He said that there is nothing anything usual to report many cases have involved theft, general information and dog incidents. He said that Colonel Schlie also indicated to the Safety committee that the Rangers monitored trucks using Muchmore Road to ensure they were making local deliveries. Detective Shawn Perdue made a presentation about coyotes to the Green Areas Advisory Committee. His presentation was very well received and the meeting was well attended.

Council member Cowan questioned if there was any thought to put Detective Perdue's presentation in the Bulletin. Ms. Minneci replied that a summary is being prepared and it will be placed in the Bulletin.

**PLANNING COMMISSION REPORT:** Council member Thayer reported that the Planning Commission met on November 24, 2017 to review several requests for variances. He said that Planning Commission considered a variance for property located at 7595 Shawnee Run Road. The variances were approved but the homeowner was requested to change the front porch to more of a portico definition. The Planning Commission also considered Section 13.42. The lot behind the lot issue that has been considered before. The Planning Commission will wait until all members are present before they discuss this issue further.

**CITY MANAGER'S REPORT:** Ms. Minneci reported that the Administrative offices will be closed on December 22 and December 25 in recognition of Christmas. The offices will also be closed on January 1, 2018 in recognition of New Year's Day. January 16, 2018 at 7:30 am will be the Special Council meeting to establish 2018 Council Goals. She said that the Law committee meeting will immediately follow the goal setting meeting.

Ms. Minneci reported that New Resident Party has been rescheduled to April 29, 2018 at 4:00 pm.

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

Respectfully submitted,

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Mark D. Kuenning, Mayor

ATTEST:

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Paul C. Riordan, Clerk