

**MINUTES OF MEETING
INDIAN HILL VILLAGE COUNCIL
October 17, 2016**

A meeting of the Indian Hill Village Council was held on October 17, 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
- Mrs. Melissa S. Cowan, Council member
- Mr. Donald C. McGraw, Council member

Officials absent:

- 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.

SPECIAL MEETING MINUTES: The minutes of the Special meeting of October 10, 2016 had previously been distributed to each Council member. Council member Kuenning made a motion to accept the minutes, which was seconded by Council member McGraw and was approved, 6-0.

MINUTES: The minutes of the regular meeting of September 19, 2016 had previously been distributed to each Council member. Council member McGraw made a motion to accept the minutes, which was seconded by Council member Barber and was approved, 6-0.

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

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

Council member Kuenning gave the following financial report:

- a. **Income Tax Receipts:** Income tax receipts were strong for the month bringing the total year-to-date receipts to \$11,038,000. It is estimated that the total receipts for the year will be approximately \$12,500,000. This will put the Village in a very strong financial position.
- b. **Operating Disbursements:** September operating disbursements totaled \$806,000 which was \$30,000 less than September 2015. The disbursements are running within budget.
- c. **CIRF:** Disbursements for the month totaled \$829,000. Disbursements included the resurfacing program and Grand Valley Ranger station.
- d. **Water Works Receipts:** Water usage receipts for September 2016 were \$186,000 which was approximately \$38,000 more than September 2015 receipts. Total receipts year-to-date were \$1,534,000. Receipts for the year are estimated to be in the range of \$2,300,000 to \$2,400,000. The total receipts would be similar to last year but under budget due to a generally wet summer.

- e. **Water Works Disbursements:** Total September 2016 operating disbursements were \$761,000 which is \$614,000 more than September 2015. This is mainly due to the timing difference on the payment of the MSD invoice. The disbursements year-to-date are within budget.
- f. **Water Works CRF:** Total September expenditures were \$309,000. This represents Blome Road water main replacement and generator repairs. Some of the expense for the software for the high service pump will be carried over to 2017. This is necessary just due to the time it takes to do the work.
- g. **Cash and Investments:** Total month-end cash and investments were \$32,290,000 compared to \$34,090,000 in August 2016 and \$33,744,000 in September 2015. The reduction is due primarily to the normal operations of the Village and the funding of the construction of the new Madeira and Indian Hill firehouses through the Firehouse Construction Fund.
- h. **Rowe Funds:** The market value as of September 30th was \$3,272,000. The unrecognized gain was \$688,000. Total monthly operating receipts were \$14,000 with monthly operating expenses totaling \$14,000.
- i. **Green Areas Funds:** The market value as of September 30th was \$2,299,000. The unrecognized gain was \$1,070,000. Total monthly earnings were \$8,900 with monthly expenses totaling \$2,500.

The financial statements for September 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 preliminary 2017 Budget Overage (Shortfall) Summary Statement. The following are the highlights:

- a. The 2016 year end forecast for operating and capital indicates a \$533,555 overage when expenditures are compared to revenues. This is a combination of approximately \$1.4 million more in income tax revenues than anticipated and expenditures totaling less than originally budgeted.
- b. 2017 Budget indicates a shortfall of \$1.5 million. This includes inclusion of infrastructure projects and equipment that have been deferred beyond their multi-year life cycles. It also includes an estimated 5% increase in risk management costs and 6% increase in health insurance. Two full time public works positions that have been vacant since 2008 are anticipated to be filled as well as a Director of Administrative Services for all human resource, risk management and other administrative functions.
- c. 2017 income tax revenues are based on a 3% anticipated increase in adjusted gross income minus a one-time significant payment.

Council member Kuenning reported that the Finance committee reviewed the Village Reserves Policy and Income Tax Analysis. As it does every year, the Finance committee discussed various factors that must be taken into consideration when determining the income tax rate for the upcoming year. Such factors include appropriate reserve levels for future known and estimated liabilities, possible operating deficits and cash flow needs due to the main source of revenue, income tax receipts being delayed until April of each year. In addition, new accounting regulations now require all local governments to record in their financial statements their share of actuarial unfunded liabilities of the

Ohio Public Employees System and Ohio Police and Fire pension system. He said that after discussion of these factors, an appropriate level of Village reserves can be determined.

Council member Kuenning reported that after in depth discussions, the Finance committee wanted to further evaluate if a decrease in the income tax is warranted due to the strong year-end and projected reserves for tax year 2016 (based on 2015 income) and the year-end reserves for 2017-2020 also looking very stable with the current CIRF ten-year plan. He said that staff will be providing more information for next month's meeting where the Finance committee will recommend a continuance of the current rate or a decrease in the income tax rate that will be imposed on January 1, 2017.

Council member Kuenning reported that the Finance committee also reviewed the Retirement Reserve Fund and the formulas being utilized to ensure appropriate reserves for those calculated liabilities.

LAW COMMITTEE REPORT: Council member Armstrong directed Council's attention to a memo titled, "*Law Committee*". He reported that the Law committee met on October 5, 2016 to review several items in advance of the Council meeting.

Council member Armstrong reported that Mr. Crain presented to the Law committee the September legal activity report. The report included updates on Green Area transactions, bridle trail easements, zoning issues, Mayor's Court and labor contract administration.

Council member Armstrong reported that the Law committee welcomed Mr. Jeff Hayes. He presented a request for the Law committee's consideration. His request is that the Village Ordinance, Chapter 94.11(E), be updated to specifically define the types of equipment that are allowed under the definition of "Routine Landscaping". After discussion and review of the correspondence received prior to the meeting, the Law committee indicated it does not wish to recommend changes to the Ordinance at this time due to its ability to cause unintended consequences for residents throughout the Village and that this request is based on a one-time noise complaint. He said that staff will continue to monitor to see if such incidents become habitual and a nuisance throughout the Village.

Council member Armstrong said that the Law committee also considered Mr. Hayes' reimbursement request for additional rental costs he incurred on his outdoor project due to work stoppage. After consulting with the City Solicitor, if an employee is enforcing an Ordinance, this enforcement falls under an immunized governmental activity. Therefore, the Village has no liability.

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 October 11, 2016 to review several items in advance of the Council meeting.

Council member Cowan reported that Mr. Adkins provided the Buildings and Grounds committee with the departmental activity and project management reports, copies of which are included in the Council packet. She said that Mr. Adkins indicated that routine maintenance continues at all facilities. Several guardrail posts were installed at Grand Valley to assist in separating the walking path and parking area. Preparation for the Hunter trials took place at Clippinger Field.

Council member Cowan reported that Mr. West provided the Buildings and Grounds committee with the project management report, a copy of which is included in the Council packet. The Hamilton County Urban Search and Rescue Team performed training at Grand Valley. The Ranger station construction progresses with the slab being poured and waiting on flood plan verification. Council member Cowan indicated that the Shooting Range clubhouse continues with its renovations on the upper level with work on the lower level commencing soon.

Council member Cowan reported that Mr. West reviewed a summary provided to Buildings and Grounds committee members prior to the meeting, regarding a resident's request for grazing rights on green areas property located on Hopewell Road. She said that the resident will present to the Buildings and Grounds committee next month.

Council member Cowan reported that the Buildings and Grounds committee reviewed changes made to the 2017 preliminary operating and CIRF budgets related to Public Works:

- a. \$40,000 was added to the self-funded Rowe Arboretum Fund for a master plan study that will assist in preparing short and long range priorities and provide focus for possible fundraising endeavors. The last master plan was created almost 30 years ago.
- b. Various items in the Bridle Trails, Buildings & Grounds, Parks & Recreation and Grand Valley were reduced in efforts to utilize donations, project consolidation and in-house personnel.

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 October 11, 2016 to review several items in advance of the Council meeting.

Council member Barber reported that Mr. Adkins provided the departmental activity report, a copy of which is included in the Council packet. She said that staff continues to trim honeysuckle, clear right-of-way trees and limbs and mowing throughout the Village. Storm water pipe repairs on Wyman Lane and Camargo Road also occurred throughout the month.

Council member Barber reported that Mrs. Wade-Dorman presented the project management report, a copy of which is included in the Council packet. She provided an update on ODNR's tunnel drainage issues at Shawnee Run Road and State Route 126. The bike path remains shut down and the Village will enter into a Right of Entry agreement with ODNR to allow use of Village property for equipment storage. Staff is working to coordinate with ODNR's effort to evaluate the condition of the Village's culvert and determine if repairs can be completed simultaneously.

Council member Barber reported that Mrs. Wade-Dorman also discussed staff's initial research into developing a Village Storm Water Management Program. More discussions will be forthcoming as the evaluation of the exiting program and Village options continues.

Council member Barber reported that the Public Works committee reviewed changes made to the 2017 preliminary operating and CIRF budgets related to Public Works:

- a. \$50,000 was added to CIRF for a culvert study to assist in preparing long range priorities related to culvert repairs

- b. Culvert Contingency was restructured to incorporate matching funds to assist in obtaining a Municipal Road Fund (MRF) grant that would go toward design work associated with the Shawnee Run Road culvert. Other projects will be incorporated in the culvert study to help accommodate this addition.

Council member Barber reported that Ms. Minneci and Mr. Adkins discussed collection drivers' safety procedures and recent trainings held with staff.

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 October 11, 2016 to review several items in advance of the Council meeting.

Mayor Feigelson reported that Mr. Adkins provided the departmental activity management report, a copy of which is included in the Council packet. He said that Mr. Adkins highlighted that staff repaired three water main break repairs and dirt restorations associated with those breaks. Waterline inspections continued at Blome Road, Buckingham Road and Cincinnati Country Day.

Mayor Feigelson reported that Mrs. Wade-Dorman provided the project management report, a copy of which is included in the Council packet. He said that she indicated that the engineering continues on the high service pump while the pump itself will take approximately four to six months to be delivered. Blome Road water main replacement work continues and is anticipated to be finished by the end of October/beginning of November.

Mayor Feigelson reported that the Water Works committee reviewed the preliminary 2017 Water Works Summary Statement. Although water usage was down during the first half of the year, the last two to three months have experienced some dry conditions. The water revenues will continue to be monitored the rest of the year in preparation for the water rate analysis that will take place in early 2017. Capital project estimated for 2017 also continues to be monitored to determine a more refined estimate prior to final appropriation approval.

SAFETY COMMITTEE REPORT: Council member McGraw directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met in a joint Public Safety committee meeting with the City of Madeira Public Safety committee on October 5, 2016.

Council member McGraw reported that the Fire/EMS and Ranger reports were distributed prior to the meeting, copies of which were included in the Council packet.

Council member McGraw reported that the Safety committee entered into Executive Session to discuss personnel as related to shared services.

PLANNING COMMISSION REPORT: Ms. Minneci, in Council member Thayer's absence, directed Council's attention to a memo titled, "*Planning Commission*". She reported that the Planning Commission met on September 20, 2016 to review several issues.

Ms. Minneci reported that the Commission approved a re-subdivision request by Breezy Hill Estates, LLC, to increase the size of Lot 4 by adding a portion of land from the adjacent Lot 5 in the Voorhees Vineyard Estates Subdivision.

Ms. Minneci reported that the Commission tabled a request for authorization to build a new single family residence on a non-conforming lot of record by Artisan Estates Homes, LLC. The property is located at 9845 Cunningham Road.

Ms. Minneci reported that the Commission conditionally approved a request for authorization to build a new family residence on a non-conforming lot of record by classic Living Homes. The property is located at 7945 Graves Road.

CITY MANAGER'S REPORT: Ms. Minneci reported the following:

- November 11, 2016 the Administrative offices will be closed in observance of Veterans Day.
- The observation of Veterans Day will be held at the Veterans Memorial beginning at 10:45 am.
- There will be a public hearing on the 2017 Appropriation Budget at the next Council meeting on November 14, 2016.

Ms. Minneci requested an Executive Session to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning terms and conditions of employment, including compensation.

Council member Barber made a motion that Council to enter into Executive Session to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning terms and conditions of employment, including compensation. The motion was seconded by Council member Cowan and was carried by unanimous roll call vote. Council moved into Executive Session.

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

Respectfully submitted,

Daniel J. Feigelson, Mayor

ATTEST:

Paul C. Riordan, Clerk