

**MINUTES OF MEETING
INDIAN HILL VILLAGE COUNCIL
October 20, 2014**

A meeting of the Indian Hill Village Council was held on October 20, 2014 at 7:00 p.m. The meeting was held in the Council Chamber of the Village Administration building.

Officials present:

Mr.	Keith M. Rabenold, Mayor
Mr.	Daniel J. Feigelson, Vice-Mayor
Mrs.	Molly R. Barber, Council member
Mrs.	Melissa S. Cowan, Council member
Mr.	Mark D. Kuenning, 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

Officials absent: Mrs. Laura S. Raines, Council member

Visitors present:

Ms.	Alyssa Heim, <i>with</i> Congressman Steve Chabot's Office
Mr.	Donald C. McGraw, 8380 Shawnee Run Road
Lt.	Michael Madsen, 6525 Drake Road
Chief	Chuck Schlie, 6525 Drake Road
Dr.	Jeffrey Youngquist, 11789 Gable Glen Lane, 45249

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

MINUTES: The minutes of the regular meeting of September 22, 2014 had previously been distributed to each Council member. Council member Kuenning made a motion to accept the minutes, which was seconded by Council member Cowan and was approved as corrected, 6-0.

CITIZEN PARTICIPATION: Lieutenant Michael Madsen, with the Indian Hill Rangers, addressed Council. He thanked Colonel Schlie, Ms. Minneci and Council for the opportunity to attend the FBI Academy from July 13, 2014 through September 19, 2014. He explained that the Academy was set-up to foster cooperation between the Federal, State and Local police departments in order to help solve cases throughout the country. Lt. Madsen also thanked Officers Bongiani and Watts, who are on his squad, and did a fantastic job while he attended the Academy. He explained that he took a number of leadership courses. He also explained that there were 210 participants, but there were only 9 in his class, and it was a graduate level class, which required eight different papers and three PowerPoint presentations, which he had to present. He said that classes included participants from all over the world.

Mayor Rabenold thanked Lt. Madsen for attending, and for his sacrifice for him and his family, and he said that he is sure that his attendance to the Academy will pay dividends down the road.

Lt. Madsen again thanked Council for allowing him to attend and explained that it is difficult to get into the Academy as shown that he was on the entrance list for 11 years and that only 1% of all Law Enforcement Officers in the United States get to attend the Academy.

Council member Barber asked Lt. Madsen what lessons he learned that he could bring back to the Village. Lt. Madsen explained that Miami Township had a homicide while he was at the Academy and that he received a copy of the 911 call from them which was reviewed by the FBI Behavioral Science staff and their assessment was given directly to the Miami Township Police. He said that the Village can do the same thing in the future. He explained that there are 25,000 graduates from the FBI Academy all over the world and he can contact any of them.

FINANCE COMMITTEE REPORT: Council member Kuenning directed Council's attention to a memo titled, "*Finance Committee*". He explained that the Finance committee met on October 10, 2014 to review several items in advance of the Council meeting.

Council member Kuenning also directed Council's attention to the September 2014 financial statement packet. He provided the following September 2014 financial report.

- a. **Income Tax Receipts:** The Village received \$205,916 which is \$46,919 more than received in September 2013. Year-to-date cash receipts equal \$8,900,000 which is approximately \$962,000 less than received through September 2013. On a cash tax basis, receipts are 101% of budget. On a tax year basis, receipts are 116.8% of budget.
- b. **Real Estate Tax:** The Village had no receipts this month. However, the County deducted \$14,718 in future payments for estate tax overpayments. This total deduction will amount to \$121,000 through future real estate tax disbursement in 2014 and 2015.
- c. **Operating Disbursements:** Total September operating expenditures equate to \$847,007 which is \$32,175 less than September 2013. This is due to one-time expenditures made in 2013 such as upgrades to Stephan and Drake parks. Year-to-date operating disbursements are tracking at 70.3% of, and within, the annual budget.
- d. **CIRF:** Disbursements for the month totaled \$165,441. This cost includes purchase of a collection packer body, culvert repair and street resurfacing which has been completed.
- e. **Water Works Receipts:** Water usage receipts for September were \$167,975 while year-to-date total is \$1,464,125, which is approximately \$33,761 more than 2013 year-to-date.
- f. **Water Works Disbursements:** Total September operating disbursements of \$126,173 are under September 2013 by \$546,722 due to timing of a sewer reimbursement.
- g. **Water Works CRF:** Total September expenditures equate to \$375,532. This represents payment for Indian Ridge and Rock Hill water main projects which have been completed.
- h. **Cash and Investments:** Total cash and investments were \$25,436,335 which is a decrease of \$724,025 from last month (to find normal operating expenditures) and an increase of \$821,547 from last year.
- i. **Rowe Funds:** The market value as of September 30, 2014 is \$3,069,351. The unrecognized gain was \$828,867. Total monthly earnings equated to \$34,979. Operating expenses are tracking according to budget.
- j. **Green Areas Funds:** The market value as of September 30, 2014 is \$2,115,544. The unrecognized gain was \$844,354. Total monthly earnings equated to \$7,678 for September. Expenses are tracking less than budget.

The financial statements for September 2014 had previously been distributed to each Council member. There being no exceptions noted, the financial statements were accepted as issued.

Council member Kuenning directed Council's attention to a statement included in the Council packet titled, "*2015 Budget Overage / (Shortfall) Summary Statement – Operating & CIRF*

Funds". Council member Kuenning reported the following highlights for 2014 year-end and 2015 budget.

- a. 2015 total operating and capital budget is estimated to be \$271,020 over the 2014 projected total which is a 2.1% increase.
- b. 2015 operating and capital expenditures are estimated to be \$476,580 more than the anticipated 2015 revenue. \$121,000 of this is associated with the estate tax overpayment.
- c. The 2014 year-end fund balance is expected to be \$16,100,000 while the 2015 year-end balance is expected to be \$15,600,000.

Council member Kuenning reported that the Finance committee also discussed the creation of a Retirement Benefit Reserve Fund. As a way to avoid significant highs and lows in the year to year operating budget comparisons, staff recommended the creation of a Retirement Benefit Reserve Fund. This fund will be a restricted fund for retirement benefit payments only. It will be treated very similar to the Capital Improvement Reserve Fund (CIRF). Transfers from the General Fund will be made on an annual basis to support future retirement benefit payments. He said that transfers will be based on actuary tables that estimate current employee retirement dates and final payout amounts. Adjustments in the transfer will be evaluated every year during the budget approval process as retirement dates are verified. Council member Kuenning explained that expenditures will be restricted to retirement benefit payments only. No other expenditures will be made from this fund. He said that this fund also allows future liabilities to be tracked more accurately.

Council member Kuenning said that the Finance committee recommended a first reading of an Ordinance establishing two special revenue funds for retirement benefit reserves within the general fund and the water works fund.

Upon motion by Council member Kuenning, seconded by Council member Feigelson, the following Ordinance was presented and read for a first reading.

AN ORDINANCE ESTABLISHING TWO SPECIAL REVENUE FUNDS FOR RETIREMENT BENEFIT RESERVE WITHIN THE GENERAL FUND AND THE WATER WORKS FUND was presented and read for the first reading.

Council member Feigelson explained that he supports this revenue fund because there is such a large liability and this will present a better picture of total unrestricted funds as we analyze our tax rates over the years. He said that it gives a better picture of how large the savings account is to work with.

Council member Kuenning explained that he believes it is difficult to predict when retirements occur and if there are a number of them in a short period of time it can have significant effects on the total disbursements. This reserve will take out the variation so that it is not necessary to explain large differences between the years and expenditures with each benefits. Mayor Rabenold requested that the word "revenue" be taken out of the Ordinance title for the second reading.

Council member Kuenning reported that the Finance committee also reviewed the 2015 Budget Summary Sheet which includes revenue and expenditure projections through 2018. He said that this summary was used as a reference point for the Village Reserves Policy and Income Tax Analysis. The Finance committee discussed various factors that must be taken into consideration

when determining the 2015 income tax rate. 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, being delayed until April of each year. After considerations of these factors, an appropriate level of reserve can be determined. Council member Kuenning explained that if the appropriate level is exceeded, the Finance committee would evaluate the need for an income tax decrease.

Council member Kuenning reported that Ms. Minneci provided an update on the Finance Director interviews.

Council member Kuenning reported that the Finance committee agreed to change next month's meeting date to Monday, November 10, 2014 at 7:30 a.m.

LAW COMMITTEE REPORT: Mayor Rabenold presented the Law Committee Report in Council member Raines' absence. Mayor Rabenold directed Council's attention to a memo titled, "*Law Committee*". He explained that the Law committee met on October 9, 2014 to review several items in advance of the Council meeting.

Mayor Rabenold reported that Mr. Crain presented the August/September legal activity report which centered on arbitrations, fire district discussions, MVRMA cases and Mayor's Court activities.

Mayor Rabenold reported that the Law committee welcomed Ms. Pam Carrigan, a resident of the Village of Indian Hill. He said that she presented a request for the Law committee's consideration. She would like to see the Village Ordinance allow restricted hours when it comes to use of residential lawn equipment. Currently, the Ordinance has restricted hours related to commercial landscaping and construction work; however, it does not include a resident's personal use of lawn care equipment. Ms. Carrigan indicated that she is requesting this change to restrict any resident's ability to continually use high volume equipment during early mornings or late evenings.

Mayor Rabenold reported that the Law committee reviewed the Village sign Ordinance to determine if changes to current implementation processes need to be made. He said that staff recommended that an article be placed in the upcoming Bulletin to refresh residents about sign restrictions. In addition, letters will be sent to local real estate agents as a reminder. He said that staff will work to create notes which will be placed on illegal signs located on resident's property as a way to spread the word on the Village's regulations.

Mayor Rabenold reported that the Law committee agreed to change next month's meeting to Wednesday, November 5, 2014 at 8:00 a.m.

BUILDINGS & GROUNDS COMMITTEE REPORT: Mayor Rabenold directed Council's attention to a memo titled, "*Buildings and Grounds Committee*". He explained that the Buildings and Grounds committee met on October 14, 2014 to review several items in advance of the Council meeting.

Mayor Rabenold reported that Messrs. Adkins and Kipp provided the departmental activity and project management reports, copies of which are included in the Council packet. He explained that the work is for routine activities for this time of year. He highlighted that a projector screen has been installed at Livingston Lodge. This is expected to help with increasing rentals as having this

amenity makes the Lodge more attractive for those searching for a location to host their gatherings. He said that an article was placed in the September Bulletin marketing Livingston Lodge.

Mayor Rabenold reported that Ms. Minneci presented a revised 2015 preliminary operating and CIRF budget for ground and building related departments. Since last month, operating costs decreased approximately \$12,000 due to the delay of equipment purchases, reduction in routine expenditures and reduction in property insurance estimate.

Mayor Rabenold reported that the Buildings and Grounds committee followed-up on a discussion from June related to implementing a field usage fee for sports teams and camps that do not operate through the Indian Hill Recreation Commission. The usage fee concept was highlighted due to Public Works resources being used to prepare and maintain the fields for these groups. He said that during this discussion, it was referenced that many of the non-Recreation Commission sports groups have at least 50% participants from within the Indian Hill School District. At this time, only 1-2 groups are known to have less than 50%. Consequently, the Buildings and Grounds committee agreed with staff to continue to monitor field usage by outside groups to determine if those with less than 50% Indian Hill School District participants increases. Also, staff will monitor other organizations which request usage of Village parks for events to determine if a fee structure is appropriate to implement.

Mayor Rabenold reported that the Buildings and Grounds committee agreed to change next month's meeting to Wednesday, November 12, 2014 at 8:00 a.m.

PUBLIC WORKS COMMITTEE REPORT: Council member Barber directed Council's attention to a memo titled, "*Public Works Committee*". She explained that the Public Works committee met on October 14, 2014 to review several items in advance of the Council meeting.

Council member Barber reported that Messrs. Adkins and Kipp provided the departmental activity and project management reports, copies of which are included in the Council packet. She explained that the 2014 road resurfacing program has been completed and updates were provided on two subdivisions that have been approved or soon to be reviewed by the Planning Commission. The subdivisions are Voorhees Vineyard Estates and Twin Fences, Phase 2A.

Council member Barber reported that Mr. Kipp recommended a Resolution allowing the City Manager to submit an application to the Ohio Public Works Commission for funding opportunities related to the 2016 Blome Road project. She said that Mr. Kipp said the project is estimated at \$1,389,350. The grant request is for 75%, or \$1,042,000, with the Village matching the remaining 25% or \$347,350.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED was presented and read.

Upon motion by Council member Barber, seconded by Council member Thayer, the Resolution was passed by unanimous voice vote. Mayor Rabenold declared Resolution **11-14** adopted.

Council member Barber reported that Ms. Minneci presented an updated 2015 preliminary Operating and CRF budget for the Public Works department. She said since last month, the operating budget decreased by \$3,200 due to adjustments in the property insurance.

Council member Barber explained that the Public Works committee agreed to change its meeting next month to Wednesday, November 12, 2014 at 7:00 a.m.

WATER WORKS REPORT: Council member Cowan directed Council's attention to a memo titled, "*Water Works and Deregulation Committee*". She reported that the Water Works committee met on October 14, 2014 to review several items in advance of the Council meeting.

Council member Cowan reported that Messrs. Adkins and Kipp provided the departmental activity and project management reports, copies of which are included in the Council packet. She said that the work is routine for this time of year. She explained that there are no Water Works projects currently in progress. She said that Mr. Adkins indicated that he will work to schedule a tour of the newly cleaned water tower for any interested Council members.

Council member Cowan reported that the Water Works committee reviewed the 2015 preliminary Water Works operating and CRF budgets. She explained that since last month, it was determined that an increase in meter/radio replacements was needed in order to accommodate anticipated replacements due to a high number of meters expected to reach their ten year life expectancy cycle in 2014 and 2015. As a way to offset this increase, various equipment and vehicle purchases will be delayed until future years.

Council member Cowan reported that the bi-monthly billing concept is still being analyzed. She said that due to the anticipated increase in meter replacements in 2015, staff wants to ensure meter readings and replacements can be done in a timely manner within the new timeframes required from a bi-monthly billing cycle.

Council member Cowan reported that the Water Works and Deregulation committee agreed to change its next meeting to Wednesday, November 12, 2014 at 7:30 a.m.

SAFETY COMMITTEE REPORT: Council member Feigelson directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met on October 9, 2014 to review several items in advance of the Council meeting.

Council member Feigelson reported that Chief Ashbrock presented the Fire/EMS report for September, a copy of the report is attached to the minutes. He highlighted that EMS runs remain high for the year as total to date is 818 compared 675.

Council member Feigelson reported that Colonel Schlie presented the Rangers' Activity report for September, a copy of which is included in the packet. He explained that Chief Schlie specifically highlighted that Lieutenant Mike Madsen graduated from the FBI Academy and that Indian Hill and Cincinnati Country Day Schools homecoming were successful and without incident.

Council member Feigelson reported that 16 candidates will be taking the written portion of the Ranger recruitment process on October 18, 2014. This process is taking place due to the upcoming retirement of Ranger Bongiani.

Council member Feigelson reported that the Safety committee reviewed an updated 2015 preliminary Public Safety operating and CIRF budget. He explained that since last month, the operating budget was reduced by \$10,340 due to a decrease in routine expenditures as well as reallocation of equipment purchases to other police-related restricted funds.

Council member Feigelson reported that the Safety committee agreed to change its next meeting to Wednesday, November 5, 2014 at 7:30 a.m.

Council member Feigelson reported that the Safety committee moved into Executive Session to discuss property acquisition and/or sale of property, including real, personal, tangible, and intangible property.

PLANNING COMMISSION REPORT: Council member Thayer directed Council's attention to a memo titled, "Planning Commission". He reported that the Planning Commission met on September 16, 2014 to consider several items.

Council member Thayer reported that the Planning Commission approved a variance to the side yard setback at 8050 Shawnee Run Road. They also approved a variance to the front yard setback for the construction of 3' x 6' front porch at 4745 Hilltop Lane.

Council member Thayer reported that the Planning Commission approved preliminary and final plans for the Voorhees Vineyard Estates Subdivision.

CITY MANAGER'S REPORT: Ms. Minneci reported that the Administrative offices will be closed on Tuesday, November 11, 2014 in observance of Veterans Day. She explained that on that day the Village will hold its annual Veterans Day celebration at the Veterans Memorial. This event will begin at 11:00 a.m. Notices will be placed in the *Indian Hill Bulletin* and on the Village website.

Ms. Minneci reported that there will be a public hearing on the 2015 budget on November 17, 2014 at the next Council meeting.

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

Respectfully submitted,

Keith M. Rabenold, Mayor

ATTEST:

Paul C. Riordan, Clerk