



VILLAGE COUNCIL

Stephen H. Krehbiel — Mayor

Richard J. Hidy — Vice Mayor

Andrew A. Byer

Jeffrey G. Gibson

Elizabeth C. Isphording

Shayne O. Manning

Pat Stern

Paul C. Riordan — Clerk/Comptroller

Scott D. Phillips — City Solicitor

Dina C. Minneci — City Manager

COUNCIL MEETING PACKET

January 16, 2024

6:30 p.m.

Council Chambers





Council Agenda

January 16, 2024

6:30 p.m.

Council Chambers

1. Pledge of allegiance
2. Call to order & roll call
3. Council Minutes
 - a. Minutes of December 18, 2023 Council meeting
4. Citizen Participation
5. Work Session – 2024 Council Goals
 - a. Review 2023 Council Goals
 - b. Discuss 2024 Council Goals
6. Finance Committee – Mr. Gibson
 - a. Report on Finance Committee meeting
 - b. Review Financial Statements for December 2023
7. Law Committee – Vice Mayor Hidy
 - a. Report on Law Committee meeting
 - b. ***First Reading*** - Ordinance Amending Section 150 of the City of the Village of Indian Hill Code of Ordinances (***Ordinance attached***)
 - c. ***Second Reading*** - An Ordinance Amending the Civil Service Rules and Regulations of the City of the Village of Indian Hill (***Ordinance attached***)
 - d. ***Resolution Appointing Mr. Donald C. McGraw as an Alternate Member to the City of the Village of Indian Hill, Ohio Planning Commission (Recommend Resolution Adoption)***
8. Buildings & Grounds Committee – Mr. Byer
 - a. Report on Buildings & Grounds Committee meeting
 - b. ***Resolution Authorizing the City Manager to Accept 2023 Green Areas Gifts (Recommend Resolution Adoption)***
9. Public Works Committee – Mrs. Stern
 - a. Report on Public Works Committee meeting
 - b. ***Resolution Authorizing the City Manager to Employ an Engineer to Prepare Plans and Specifications for Street Rehabilitation, Equipment, Vehicles, Supplies and Other Special Capital Improvement Projects, Advertise for Bids, and Award Contracts for the Construction of Said Work and Purchase of Said Equipment, Vehicles, and Supplies. (Recommend Resolution Adoption)***

10. Water Works Committee & Utility Deregulation Committee - Mrs. Isphording

- a. Report on Water Works Committee & Utility Deregulation Committee meeting
- b. ***Second Reading - Ordinance Amending Chapter 51, Section 51.68 of the Codified Ordinances of the City of the Village of Indian Hill Regarding Water Works (Ordinance Attached)***

11. Public Safety Committee - Mayor Krehbiel

- a. Report on Public Safety Committee meeting
- b.

12. Planning Commission - Mr. Manning

- a. The January 17, 2024 Planning Commission meeting was canceled due to lack of agenda items
- b. The February 21st, 2024 Planning Commission Meeting - Case No. 24-001 - Review a special exception and variance request for the IHEVSD for the construction of a new indoor sports/recreation fieldhouse. The subject property is located at 6865 Drake Road.

13. City Manager Report

- a. February 19, 2024 - Administrative offices closed for President's Day

14. Executive Session

Request a Motion to go into Executive Session for the purpose of conferencing with attorney for public body concerning disputes involving it that are subject of pending or imminent court action.

15. Adjournment

**MINUTES OF MEETING
INDIAN HILL VILLAGE COUNCIL
December 18, 2023**

A meeting of the Indian Hill Village Council was held on December 18, 2023 at 6:30 p.m. The meeting was held in the Council Chamber of the Village Administration building.

Officials present:

Mr.	Stephen H. Krehbiel, Mayor
Mr.	Richard J. Hidy, Vice-Mayor
Mr.	Andrew A. Byer, Council member
Mr.	Jeffrey G. Gibson, Council member
Mr.	Shayne O Manning, Council member
Mrs.	Pat Stern, Council member
Ms.	Dina C. Minneci, City Manager
Mr.	Paul C. Riordan, Clerk/Comptroller
Mr.	Scott D. Phillips, City Solicitor

Officials absent: Mrs. Elizabeth C. Isphording, Council member

Visitor present:

Mr.	Bart Choate	7718 Stonehenge Drive, 45242
Mr.	Chip Hunter	50 Fairway Drive, 41071
Mrs.	Susan Hunter	50 Fairway Drive, 41071
Mr.	Vincent Knueven	9935 Lincoln Road, 45111
Mrs.	Rosemary Welsh	8660 Hopewell Road, 45242
Mr.	Jon West	6525 Drake Road

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

MINUTES: The minutes of the regular meeting of November 20, 2023 had previously been distributed to each Council member. There being no changes or corrections noted, Mayor Krehbiel declared the minutes accepted as issued.

MINUTES: The minutes of the organizational meeting of December 1, 2023 had previously been distributed to each Council member. There being only a minor spelling change, Mayor Krehbiel declared the minutes accepted as issued.

CITIZEN PARTICIPATION: Mrs. Rosemary Welsh, President of the Indian Hill Historical Society provided an update on the Indian Historical Society. She also presented a PowerPoint presentation; highlights from the presentation are as follows:

- 50th year Anniversary
- 50th year Anniversary at Peterloon
- It was the 2nd year of the Speakers Series
- 1-room schoolhouse experience for 4th graders
- Christmas Party
- 4th of July Parade
- Co-sponsors with the Village on the “New Residents” Party
- Participation in the Village Dialogue meetings (occurs every quarter)

- Student history awards which are given to Juniors at Indian Hill High School and Cincinnati Country Day.
- The Indian Hill Historical Society also archives information about the Village such as newspapers, books and directories. These records are maintained at Buckingham Lodge. The goal is to put this type of information on the website in an electronic format.
- Historical staff also answers questions, provides information, presents lectures and manages Historical plaques.
- The following are the projects for 2024:
 - Buckingham Lodge will be undergoing structural changes
 - Review the 5-year strategic plan which was started in 2022 to determine if it has to be revised or changed and possible additions to the strategy
 - 3rd annual author's series
 - Legacy of Green

After several questions from Council, Council thanked Mrs. Welsh for the update on the Indian Hill Historical Society.

FINANCE COMMITTEE REPORT: Council member Gibson directed Council's attention to a memo titled, "*Finance Committee*". He reported that the Finance committee met on December 8, 2023 to review several items in advance of the Council meeting. Copies of the Finance committee minutes are included in the Council packet.

Council member Gibson directed Council's attention to the November 2023 financial statements which were included in the Council packet. Council member Gibson reported that the Finance committee reviewed the financial statements, and generally speaking, all of the categories were as expected.

The following are the financial highlights:

- a. **Income Tax Receipts:** Income tax receipts were 113% of budget.
- b. **Operating Disbursements:** Disbursements were minorly down from November 2022, which was a timing situation for payments.
- c. **CIRF:** CIRF disbursements were a little higher than normal with street payments totaling \$1,101,686. This includes street resurfacing program and other items.
- d. **Water Works Receipts:** Water receipts were 102% of budget, which was within expectations.
- e. **Water Works Disbursements:** Disbursements were up marginally over November 2022, which basically is due to the timing of sewer reimbursement.
- f. **Water Works CRF:** Regular disbursements totaled \$605,661. This was for debt payment and water main repairs.
- g. **Long Term Debt:** Interest payments are made in May and November, and the annual principal payment was just made in November.
- h. **Cash and Investments:** Cash and investments were a little less than \$50,000,000 compared to \$51,929,402 in October 2023 and \$49,606,649 in November 2022.
- i. **Rowe Funds:** The market value was down marginally from October 2022. The total unrecognized gain is approximately \$1,000,000. Everything else is as expected.
- j. **Green Areas Funds:** The total market value for investments and cash was approximately \$4,700,000 with monthly expenses of approximately \$7,500.

Council member Gibson reported that the Finance committee reviewed the 2024 Appropriation Ordinance which highlights total expenditures for each fund. The Finance committee discussed this Ordinance and recommends an emergency passage of the Ordinance.

Council member Gibson reported that the Finance committee reviewed an additional Appropriation Ordinance to ensure compliance with State and County Auditor budget requirements. The Ordinance recommends the following increases:

- a. General Fund – increase of \$200,000.
- b. Rowe Arboretum Fund – increase of \$50,000
- c. After the Finance meeting, \$375,000 was added to the Water Works Fund and the Capital Improvement Fund. This is due to the completion of the Given Road water main project which is offset by surety bond funding and approval of contract for design and engineering of a water tower. A transfer is required from the Water Works Fund to the Capital Fund.

Council member Gibson said that after discussion, the Finance committee agreed to recommend emergency passage of the additional Appropriation Ordinance for it to be effective as of December 31, 2023.

Council member Gibson reported that the Finance committee reviewed a draft Ordinance amending the fees and charges set forth by the Village. This will be on the website for all citizens to see and there were some adjustments to the fees. The fees will be reviewed on an annual basis.

Council member Gibson reported that the Finance committee reviewed the Ordinance to amend Section 35.20 of the Code of Ordinance to establish rates of compensation for all offices and positions within the City. The amendments clarified the general schedule of compensation and provided a recommendation of a 4% increase to both the minimum and maximum salary ranges to non-contract classifications. After the Finance committee discussed this Ordinance, it is recommending emergency passage of the Ordinance to be effective as of January 1, 2024.

Council member Gibson reported that following from previous discussions, the Finance committee reviewed the prior recommendation and decided to reduce the income tax rate from 0.475% to 0.45%. The reduction was based on 4 critical factors: 1) higher than anticipated income tax receipts in 2022 and 2023 which resulted in 2) higher than anticipated year-end balances; 3) very conservative spending; and 4) utilization of grant funds for capital projects. He said that the Finance committee recommends passage of the Ordinance.

Council member Gibson reported that the Finance committee discussed and agreed to recommend a Resolution requesting advance tax payments from the County Auditor. This will allow the Village to receive estimated real estate revenues 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 to the Village in a timely fashion.

Council member Gibson reported that the Finance committee reviewed a Resolution to accept the Madeira & Indian Hill Joint Fire District appropriations for 2024. It is passed by both Madeira and Indian Hill on a 50/50 basis. The Resolution states that both Indian Hill and Madeira will pay up to \$2,413,400 which includes contributions from the Fire Company, interest income and Emergency Medical Services (EMS) billing credits received during 2024. The Finance committee agrees to recommend passage of the Resolution.

Council member Gibson reported that the Finance committee reviewed a Resolution expressing the intent of the Village to sell surplus property via Internet auction for the 2024 calendar year. It is very interesting to see how efficient this process has become. This year the Village acquired approximately \$250,000 in revenue from auctioned items. Not only is the Village receiving cash for the equipment, but that well-maintained Village equipment is flowing to smaller municipalities.

Council member Gibson requested a suspension of the rules and enter into emergency session. The request was seconded by Council member Stern and was passed by roll call vote 6-0.

Council entered into Emergency Session.

Council member Gibson said that he would like to present the first reading of the Ordinance making appropriations for the expenses of the City of the Village of Indian Hill for the fiscal year 2024 and also make a motion to waive the three readings of the Ordinance. The motion was seconded by Council member Byer and was passed by roll call vote 6-0.

Council member Gibson presented the Ordinance:

AN ORDINANCE MAKING APPROPRIATIONS FOR THE EXPENSES OF THE CITY OF THE VILLAGE OF INDIAN HILL FOR THE FISCAL YEAR 2024 AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Gibson seconded by Council member Byer the Ordinance was passed by roll call vote 6-0. Mayor Krehbiel declared Ordinance **08-23** enacted.

Council member Gibson said that he would like to present the first reading of the Ordinance amending Ordinance **13-22** and making appropriations for the expenses of the City of the Village of Indian Hill, Ohio for the fiscal year 2023 and also make a motion to waive the three readings of the Ordinance. The motion was seconded by Council member Byer and was carried by roll call vote 6-0.

Council member Gibson presented the Ordinance:

AN ORDINANCE AMENDING ORDINANCE 13-22 AND MAKING APPROPRIATIONS FOR THE EXPENSES OF THE CITY OF THE VILLAGE OF INDIAN HILL FOR THE FISCAL YEAR 2023, AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Gibson seconded by Council member Byer and passed by roll call vote 6-0. Mayor Krehbiel declared Ordinance **09-23** enacted.

Council member Gibson said that he would like to present the first reading of the Ordinance amending Ordinance **16-22** and adopting revised fees and charges for 2024 for the City of the Village of Indian Hill, Ohio and also make a motion to waive the three readings of the Ordinance. The motion was seconded by Council member Byer and was passed by roll call vote 6-0.

Council member Gibson presented the Ordinance:

AN ORDINANCE AMENDING ORDINANCE 16-22 AND ADOPTING REVISED FEES AND CHARGES FOR 2024 FOR CITY OF THE VILLAGE OF INDIAN HILL, AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Gibson seconded by Council member Byer the Ordinance was passed by roll call vote 6-0. Mayor Krehbiel declared Ordinance 10-23 enacted.

Council member Gibson said the he would like to present the first reading of the Ordinance to amend Section 35.20 of the City of the Village of Indian Hill codified Ordinances to establish rates of compensation for all offices and positions in the City service and also make a motion to waive the three readings of the Ordinance. The motion was seconded by Council member Byer and was passed by roll call vote 6-0.

AN ORDINANCE TO AMEND SECTION 35.20 OF THE CITY OF THE VILLAGE OF INDIAN HILL CODIFIED ORDINANCES TO ESTABLISH RATES OF COMPENSATION FOR ALL OFFICES AND POSITIONS IN THE CITY SERVICE, AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Gibson seconded by Council member Byer the Ordinance was passed by roll call vote 6-0. Mayor Krehbiel declared Ordinance 11-23 enacted.

Council member Gibson said that he would like to present the first reading of the Ordinance to amend Chapter 93 of the City of the Village of Indian Hill, Ohio 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 0.45% provided in section 93A-03 for the tax years 2023 and 2024 and also make a motion to waive the three readings of the Ordinance. The motion was seconded by Council member Byer and was passed by roll call vote 6-0.

Council member Gibson presented the Ordinance:

AN ORDINANCE AMENDING CHAPTER 93 OF THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO 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 0.45% PROVIDED IN SECTION 93 A-03 FOR THE TAX YEARS 2023 AND 2024, AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Gibson seconded by Council member Stern the Ordinance was passed by roll call vote 6-0. Mayor Krehbiel declared Ordinance 12-23 enacted.

Council returned to regular session.

Council member Gibson made a motion to approve a Resolution requesting the County Auditor to make advance payments of taxes.

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

The motion was seconded by Council member Byer and was passed by voice vote 6-0. Mayor Krehbiel declared Resolution **18-23** adopted.

Council member Gibson made a motion to approve a Resolution accepting the 2024 appropriations for the Madeira and Indian Hill Joint Fire District.

A RESOLUTION ACCEPTING THE 2024 APPROPRIATION FOR THE MADEIRA AND INDIAN HILL JOINT FIRE DISTRICT was presented and read.

The motion was seconded by Council member Byer and was passed by voice vote 6-0. Mayor Krehbiel declared Resolution **19-23** adopted.

Council member Gibson made a motion to approve a Resolution declaring intent to conduct Internet auctions for the sale of unneeded, obsolete or unfit personal property of the City of the Village of Indian Hill effective January 1, 2024 through December 31, 2024.

A RESOLUTION DECLARING INTENT TO CONDUCT INTERNET AUCTIONS FOR THE SALE OF UNNEEDED, OBSOLETE OR UNFIT PERSONAL PROPERTY OF THE CITY OF THE VILLAGE OF INDIAN HILL EFFECTIVE FROM JANUARY 1, 2024 UNTIL DECEMBER 31, 2024 was presented and read.

The motion was seconded by Council member Byer and was passed by voice vote 6-0. Mayor Krehbiel declared Resolution **20-23** adopted.

LAW COMMITTEE REPORT: Council member Hidy directed Council's attention to a memo titled, "*Law Committee*". He reported that the Law committee met on December 7, 2023 to review several issues in advance of the Council meeting. Copies of the meeting minutes are included in the Council packet.

Council member Hidy reported that Mrs. Chaney reported that staff and the Personnel Advisory and Appeals Board discussed the Charter as it pertains to the Rule of 3. Currently, the Charter requires the Village to hire from the top three candidates on a final eligibility list after competitive examination. The Board, with staff's input, has recommended a proposal to amend the Charter from Rule of 3 to Rule of 5. Mrs. Chaney reported that there has been discussion of other potential Charter amendments that will be considered as well upon convening the Charter Review committee during the first quarter of 2024 and finalized then.

Council member Hidy reported that Mr. West presented an Emergency Ordinance for a zoning district reclassification for property that was annexed into the Village located in Symmes and Columbia Townships. The property stretches from Grand Valley south to the Milford border along State Route 126 Glendale-Milford Road. The property is proposed to be zoned District A (5-acre minimum) to be consistent with the Village's Land Use Objectives and Policies. To initiate this change, Mr. West stated that a public hearing was held previously by the Planning Commission and

another hearing would be held tonight. Notifications to relevant property owners have been sent in accordance with the Zoning Ordinance.

Council member Hidy reported that Mrs. Chaney reported to the Law committee that the Personnel Advisory and Appeals Board met on November 29, 2023 to discuss proposed amendments to the Civil Service Rules and Regulations. Amendments include updating definitions, better defining the hiring process for exempt services or non-classified service positions as required by the Charter, ensuring identity of the candidates are confidential to the extent permitted by Ohio law, defining competitive examination when there is not a sufficient number of applicants, changing the qualifications for lateral police hiring from six to fifteen years to five to seventeen years of experience and clarifying the duration of final eligibility lists and updating the types of transfers within Village service. These changes have been approved by the Board and Village Council. Council member Hidy reported that the Law committee agreed to present the first of three readings of this Ordinance.

Council member Hidy reported that staff presented a Resolution to reappoint Mr. Barrett “Bear” Tullis to the Planning Commission for an eight-year term. The Law committee agreed to recommend the Resolution to reappoint Mr. Tullis to the Planning Commission with a new expiring term date of December 31, 2031.

Council member Hidy presented to the Law committee a Resolution to reappoint Mr. Eric Holzapfel to the Personnel Advisory and Appeals Board for a six-year term. The Law committee agreed to pass this Resolution.

Council member Hidy reported that the Law committee reviewed a Resolution to designate Mrs. Chaney to attend mandatory public record training meetings on behalf of all Council members which is required every two years. Council members are permitted to designate a staff member to attend on their behalf. Mrs. Chaney is the best candidate to do so since she oversees the Village’s records program. The Law committee agreed to recommend Mrs. Chaney as the Council’s designee as has been done before.

Council member Hidy reported that the Law committee entered into Executive Session for the purpose of discussing the November legal activity report that includes conducting a conference with an attorney for the public body concerning disputes involving the public body that are subject of pending or imminent court action.

Council member Hidy said that he would like to request a public hearing to present and discuss the Zoning District Classification of Annexed Land in Zoning District. Mayor Krehbiel opened the public hearing.

Council member Hidy turned over the public hearing to Mr. Jon West to present and address any questions or comments from Council or the audience on the reclassification.

Mr. West directed Council’s attention to a zoning map which was included in the Council packet. Mr. West explained that the property under consideration is on the east and west sides of State Route 126 and includes all Village owned property located in Symmes and Columbia Townships. The property would be reclassified as Zoning District A which is five-acre properties. The Village, by four separate Ordinances, annexed approximately 650-acres. The Indian Hill Planning Commission held a public hearing on August 16, 2023 and the Planning Commission recommended to Council a reclassification of the Zoning District to District A. The request is consistent with the Village’s Land

Use Objectives and Policies. He said that all adjacent property owners have been notified and it has been advertised in the paper. The property includes: Grand Valley, Public Works, Water Works, Kugler Mill Fields, Gun Club, Rangers' Shooting Range, and areas located in the Green Areas Trust. This property is all owned by the Village. One resident in the audience asked if the property would remain "green" and forested land. Council said that is correct.

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

Council member Hidy requested a suspension of the rules and enter into emergency session. The request was seconded by Mayor Krehbiel and the request was approved by roll call vote 6-0.

Council entered into Emergency Session.

Council member Hidy said he would like to present an Ordinance approving the Zoning District Reclassification of Annexed Land in Zoning District A as set out in the zoning Ordinance and also make a motion to waive the three readings of the Ordinance. The motion was seconded by Council member Byer and was passed by roll call vote 6-0. Mayor Krehbiel declared the motion passed.

Council member Hidy presented the Ordinance:

AN ORDINANCE APPROVING THE ZONING DISTRICT RECLASSIFICATION OF ANNEXED LAND IN ZONING DISTRICT A AS SET OUT IN THE ZONING ORDINANCE, AND DECLARING AN EMERGENCY was presented and read.

Upon motion by Council member Hidy seconded by Council member Byer the Ordinance was passed by roll call vote 6-0. Mayor Krehbiel declared the Ordinance 13-23 enacted.

Council returned to regular session.

AN ORDINANCE AMENDING THE CIVIL SERVICE RULE AND REGULATIONS OF THE CITY OF THE VILLAGE OF INDIAN HILL was presented and read for the first reading.

A RESOLUTION APPROVING THE REAPPOINTING OF MR. BARRETT "BEAR" TULLIS TO THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO PLANNING COMMISSION was presented and read.

Upon motion by Council member Hidy seconded by Council member Stern the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution 21-23 adopted.

A RESOLUTION APPROVING THE REAPPOINTMENT OF MR. ERIC HOLZAPFEL TO THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO PERSONNEL ADVISORY AND APPEALS BOARD was presented and read.

Upon motion by Council member Hidy seconded by Council member Stern the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution 22-23 adopted.

A RESOLUTION DESIGNATING JESSICA CHANEY AS COUNCIL'S DESIGNEE TO RECEIVE PUBLIC RECORDS TRAINING ON BEHALF OF EACH OF THE ELECTED OFFICIALS PURSUANT TO AND IN ACCORDANCE WITH OHIO REVISED CODE SECTION 109.43(B) AND 149.43 (E)(1) was presented and read.

Upon motion by Council member Hidy seconded by Council member Byer the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution 23-23 adopted.

BUILDINGS & GROUNDS COMMITTEE REPORT: Council member Byer directed Council's attention to a memo titled, "*Buildings and Grounds Committee*". He reported that the Buildings and Grounds committee met on December 12, 2023 to review several items in advance of the Council meeting. Complete meeting minutes are included in the Council packet.

Council member Byer reported that routine maintenance was performed on all buildings and grounds, green areas, parks and recreational fields. While we label this work as routine, it is important work. This maintenance ensures that our facilities meet both resident expectations and also operability expectations of Village employees working at Village facilities. In addition to routine maintenance, during the past month winterization work was completed on fields, irrigation systems and the bird sanctuary fountain and 2,000 daffodil bulbs were planted at Livingston Lodge.

Council member Byer reported that a 2.5977-acre gift to Green Areas from 8625 Deep Run has been executed and is being recorded.

Council member Byer reported that the John Bentley Tree Grove at Radio Range Park was planted on December 2, 2023. Special thanks to the 14 volunteers who helped plant the approximately 40 trees, including John's wife Helene, daughter Anna and extended family, as well as Kevin O'Dell and Jeff Payne.

Council member Byer reported that Rowe Arboretum planted 12 additional specimens that came from its greenhouse and invasives were cleared along Arboretum drive frontage. The "*No Pet*" policy signs were erected ahead of going into effect January 1, 2024.

Council member Byer reported that key projects are all proceeding as per schedule, including the Public Works Facility Roof Retrofit, the 2023 Reforest the Hill Program and the Sycamore Creek Restoration and Habitat Enhancement. For the Sycamore Creek project, a public meeting was held December 6th during the Green Areas Advisory Committee meeting with 27 people attending to get an overview of the project and its goals.

During the November Recreation Commission meeting, an update on the proposed Indian Hill School fieldhouse was provided by Brain Phelps, a Recreation Commission member and Indian Hill Schools Athletic Director. Mr. Phelps indicated the facility is expected to begin construction in spring 2024 and be completed summer 2025. This project has not yet been reviewed by the Planning Commission.

Council member Byer reported that the Buildings and Grounds committee discussed a Resolution to confirm appointments to the Indian Hill Recreation Committee which is required by the Village's Code of Ordinances. Council member Byer stated that he as the Council Representative to the Recreation Commission, along with the Program Director, Sarah Fink strongly endorse the proposed Officer and member slate. These individuals have proven their commitment and dedication to our community's recreation programs.

A RESOLUTION CONFIRMING THE CURRENT APPOINTMENTS TO THE INDIAN HILL RECREATION COMMISSION was presented and read.

Upon motion by Council member Byer, seconded by Council member Manning, the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution number **24-23** adopted.

PUBLIC WORKS COMMITTEE REPORT: Council member Stern directed Council's attention to a memo titled, *Public Works Committee*". She reported that the Public Works committee met on December 12, 2023 to review several items in advance of the Council meeting. Copies of the meeting minutes are included in the Council packet.

Council member Stern reported that Mr. Adkins presented the departmental activity report, a copy of which is included in the Council packet. Staff trimmed honeysuckle and cleared trees from the right-of-way throughout the Village. The Public Works department also improved a new drainage system at Camargo/Kugler Mill Roads, repaired guardrails as well as black top failures, installed channel linings along drainage ways and assembled the Holiday scene.

Council member Stern reported that Mrs. Wade-Dorman presented the following highlights on the project management report. A copy of the report is included in the Council packet.

- a. **Street Resurfacing Program** – The project is being closed out.
- b. **Given Road Evaluation/Maintenance** – The contractor will schedule the pier wall maintenance in the winter.
- c. **Varner Road Evaluation/Maintenance** – Staff is reviewing the Varner Road Improvement Summary conclusions and recommendations.
- d. **Sycamore Creek Restoration & Habitat Enhancement** – The contractor has mobilized by treating invasives in preparation for construction to commence in Spring 2024. A Public Meeting and Open House with consultant and contractor was held on December 6th during the Green Areas Advisory Committee meeting. Twenty-seven people were in attendance to hear an overview of the project and its goals.
- e. **Loveland-Madeira Culvert Maintenance** – The contractor has completed lining two culverts and completed restoration for one set of headwalls.
- f. **Spooky Ridge Lane Culvert Replacement** – The contractor made the connection to the new water main and began installation of the new culvert. However, the new culvert was unable to connect to the existing culvert. Therefore, the existing culvert will have to be replaced as well.
- g. **McCane Lane Bridge** – The contractor completed the removal of trees but left three Sycamore trees as agreed upon by the adjacent property owners. The contractor will mobilize this month and begin construction in January.

Council member Stern reported that Mrs. Wade-Dorman presented a Resolution to accept a donation of a permanent drainage and maintenance easement from Chris Bergen and Candace Kendall.

Due to the location of the McCane Lane Bridge project and the severe stream bank erosions, it is necessary for the Village to acquire a permanent drainage and maintenance easement from the adjacent property owners to construct and maintain the channel and bridge. Council member Stern said that after discussions, the Public Works committee agreed to recommend passage of this Resolution.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE DONATION OF A PERMANENT DRAINAGE AND MAINTENANCE EASEMENT FROM CHRIS BERGAN AND CANDACE KENDALL, LOCATED AT 9190 CAMARGO ROAD AS PART OF THE MCCANE LANE BRIDGE REPLACEMENT PROJECT was presented and read.

Upon motion by Council member Stern, seconded by Council member Byer, the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution number 25-23 adopted.

Council member Stern reported that Ms. Minneci presented a Resolution to enter into a Tender Agreement with United Fire & Casualty and Howell Contractors for completion of the Phase 2 Water Distribution Improvement Project on Given Road. This contract defines the Village's receipt of bond funding, including attorney's fees incurred by the Village, to complete the project after the original contractor walked off the job earlier this year. It also identifies the scope of services, schedule and service fees for the new contractor hired to complete the project. Council member Stern said that after discussion, the Public Works committee agreed to recommend passage of the Resolution.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A TENDER AGREEMENT WITH RELEASE WITH UNITED FIRE & CASUALTY COMPANY AND HOWELL CONTRACTORS, INC. FOR COMPLETION OF THE PHASE TWO WATER DISTRIBUTION IMPROVEMENT (GIVEN ROAD) PROJECT was presented and read.

Upon motion by Council member Stern, seconded by Council member Byer, the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution number 26-23 adopted.

WATER WORKS REPORT: Council member Manning, in Council member Isphording's absence directed Council's attention to a memo titled, "*Water Works Committee*". He reported that the Water Works committee met on December 12, 2023 to review several items in advance of the Council meeting. Copies of the meeting minutes are included in the Council packet.

Council member Manning reported that Mr. Adkins presented the departmental activity report, a copy of the report is included in the Council packet. He said that staff repaired 5 watermain breaks, performed watermain inspections and installed a new water tap on Hobbit Road. Plant operators responded to 237 customer service calls, met with consultants to obtain update on PFAS analysis and put water softening salt out for bid.

Council member Manning reported that Mrs. Wade-Dorman distributed the project management report. The following are the highlights:

- a. **\$5,600,000 Water Works Bond – Project #1 (Given Road watermain replacement – Shawnee Run to Camargo)** – Staff received a Tender Agreement with United Fire & Casualty Company and Howell Contractors. The contractor will begin finishing the project this month.
- b. **\$5,600,000 Water Works Bond – Project #2 (Given Road watermain replacement – Camargo Road to Spooky Hollow Road)** – The contractor has a punch list to complete this month. Upon completion, the project will be closed out.
- c. **Blome Road Watermain Replacement** – The contractor has completed all the work and is scheduled to complete punch list items this month. Upon completion, the project will be closed out.
- d. **Miami Road Watermain Replacement Engineering** – Staff is working with contractor to complete the project design by the end of this year. Construction is expected next year.

Council member Manning reported that Ms. Minneci and Mr. Adkins informed the Water Works committee that they will be working with the Village of Terrace Park to implement a 25% surcharge on Terrace Park residents' water usage to assist with watermain infrastructure improvements in their jurisdiction. The agreement will be similar to the one the Village currently has with the City of Madeira.

Council member Manning reported that Ms. Minneci gave an update on the Village's gas aggregation program and an article that will be in the upcoming Bulletin that addresses the variability of gas rates during the winter months.

Council member Manning reported that Mr. Adkins recommended a change to Section 51.68 of the Code of Ordinance defining when credits would be allowed on water invoices for leakages. This provision has not been updated since 1949 and is needed to establish an appropriate maximum credit that meets current day situations. The Village is unique in allowing water credits as very few distribution systems allow any. The Water Works committee agreed to present a first reading of the Ordinance.

AN ORDINANCE AMENDING CHAPTER 51, SECTION 51.68 OF THE CODIFIED ORDINANCES OF THE CITY OF THE VILLAGE OF INDIAN HILL REGARDING WATER WORKS was presented and read for the first reading.

Council member Manning reported that Mr. Adkins presented a Resolution to enter into an agreement with Fishbeck for the design and engineering of an elevated water tank. The Water Works committee requested more clarification in the agreement regarding payment obligations. He said that after the Water Works committee meeting, staff updated the agreement and the Water Works committee agreed to recommend passage of the Resolution.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROPRIATE FUNDS TO EMPLOY FISHBECK FOR DESIGN AND ENGINEERING OF THE SHAWNEE RUN ELEVATED WATER STORAGE TANK was presented and read.

Upon motion by Council member Manning, seconded by Council member Byer, the Resolution was passed by voice vote 6-0. Mayor Krehbiel declared Resolution number 27-23 adopted.

SAFETY COMMITTEE REPORT: Mayor Krehbiel directed Council's attention to a memo titled, "*Safety Committee*". He reported that the Safety committee met on December 7, 2023 to review several items in advance of the Council meeting. Copies of the meeting minutes are included in the Council packet.

Mayor Krehbiel reported that Chief Oughterson reviewed the November Fire/EMS report, a copy is included in the Council packet. He said that EMS runs were 146 for the month. Total runs for the year are 1,521 and compares to 1,557 this time last year.

Mayor Krehbiel reported that Chief Oughterson highlighted a structure fire in Terrace Park. No injuries were reported; however, the structure will be closed for the immediate future. The fire is being investigated by the Hamilton County Fire Investigation Team as a possible electrical issue.

Mayor Krehbiel reported that Chief Oughterson discussed the department's USAR and drafting training. The department is also completing its inspections for the year. He also updated the Safety committee on the process for hiring a full-time career member. Chief Oughterson explained that they received 21 applications for either lateral entry or to test. All applications will be graded this month after testing.

Mayor Krehbiel reported that Colonel Schlie presented the Rangers' December report. Activities include: 1) burglary; 2) theft and 3) general information.

Mayor Krehbiel reported that Colonel Schlie provided an update on the recent burglaries:

- a. Rangers have been providing a considerable number of safety inspections of house at the residents' request.
- b. Colonel Schlie distributed news articles highlighting cities throughout the United States that are having similar type burglaries.
- c. The Rangers recovered stolen property and arrested one suspect in connection with the most recent incident. Since this meeting, four more suspects were arrested.
- d. The Rangers are part of a Task Force which includes the Hamilton County Prosecutor's Office, ICE, Homeland Security, Hamilton County Sheriff, Amberley Village and local alarm companies.
- e. Colonel Schlie recommended residents fully utilize alarm systems, motion detectors and intermittent light timers.
- f. The Rangers will put out a message to residents to dispel the inaccurate information.

Council member Byer said that he has heard from multiple residents how comforting it is to speak to the Rangers. One Resident said thank you to the Rangers – they represent the Village so well.

City Manager Minneci said that the Village borrowed the drone from the City of Montgomery which was used in the arrest on Thanksgiving in the Algonquin area. She also reported that Indian Hill is in the process of purchasing a drone.

Council member Stern said that Assistant Chief Dressell attended their HOA meeting and gave a presentation to 30 of the residents. She said that he did a wonderful job and the neighbors were impressed with all of the information he gave them and it put them at ease. Recommendations were

spot-on and dispelled all of the rumors going around. Captain Dressell stayed for approximately three hours and answered everyone's questions.

Council member Stern said that she wanted to publicly thank him.

PLANNING COMMISSION REPORT: Council member Manning reported that the Planning Commission meeting was cancelled in December due to lack of agenda items.

CITY MANAGER'S REPORT: City Manager Minneci reported the following in her Manager's Report:

- a. Administrative offices closed for Christmas – December 22 and 25, 2023
- b. Administrative offices closed for New Year's Day – January 1, 2024

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

Respectfully submitted,

Stephen H. Krehbiel, Mayor

ATTEST:

Paul C. Riordan, Clerk



2023 Council Goals

As of December 31, 2023

1. Monitor revenues and expenditures to determine if the income tax rate decrease from 0.525% to 0.475%, in coordination with current inflationary conditions, results in significant budgetary fluctuations – **COMPLETED 4TH QTR.**

Operating revenues and expenditures were in line with budget estimates throughout 2023. The Village continues to experience inflationary increases on certain supplies and materials, such as chemicals used for water distribution. We have noticed increased difficulty obtaining certain materials.

Income tax collections were higher than anticipated and surpassed the 2023 budgeted amount. The collections are down more than 25% when compared to last year, but this was expected with the reduction in the income tax rate and the anticipated reduction from the abnormally high collections received in 2022.

2. Complete/commence the following major infrastructure projects:

- a. Bridge replacements:

- a. McCane Lane Bridge (*reappropriated from 2022*)

The subcontractor completed the removal of all large trees, leaving the three large Sycamore trees as agreed upon by the property owners. The contractor has completed the remaining clearing and installation of the northside of the creek's wingwalls.

- b. Culvert maintenance/replacement:

- a. Loveland-Madeira Road

The contractor has completed the lining of all three culverts and is installing a headwall on culvert #3 and restoration of the project sites.

- b. Hopewell Road – **COMPLETED 2ND QTR.**

- c. Shawnee Run Road – **COMPLETED 3RD QTR.**

- d. Spooky Ridge – **COMPLETED 4TH QTR.**

- c. Landslide maintenance/replacement:

- a. Redbirdhollow Stream Restoration – **COMPLETED 2ND QTR.**

- b. South Given Road Stream Restoration– **COMPLETED 2ND QTR.**

- c. Walton Creek – **COMPLETED 2ND QTR.**

- d. Sycamore Creek Stream Restoration

The contractor removed invasive honeysuckle on the 12-acre project area in preparation for construction to commence Spring 2024. The Public Meeting and Open House was held in conjunction with the Green Area Advisory Committee meeting. Stream Restoration Specialists and Beaver Creek Hydrology provided a power point presentation overview and answered questions on the project with twenty-seven people in attendance. This project will continue into 2024 with completion of construction in November 2024.

- e. South Given Road study and maintenance of existing pier walls and landslides.

JTM Smith Construction has ordered the material for the pier wall maintenance. Once all material is received, this work will be scheduled with the Public Works Department in 2024.

- f. Varner Road Corridor Study and maintenance of existing pier walls, landslides, and stream restoration – **COMPLETED 3RD QTR.**
 - g. Hopewell Road Pier Wall – **COMPLETED 2ND QTR.**
 - d. Replace administration roof at Public Works facility – **COMPLETED 4TH QTR.**
 - e. Stephan Field playground – **COMPLETED 4TH QTR.**
 - f. Watermain replacement (\$5.6 million bond)
 - a. Given Road (Shawnee Run to Camargo – *continued from 2022*)

The Village received surety bond proceeds for another contractor to complete the project. Work will begin in early January and will complete all watermain work over the winter with paving work scheduled for April once the asphalt plants resume operations.
 - b. Given Road (Camargo to Spooky Hollow to Sycamore Creek) – **COMPLETED 4TH QTR.**
 - g. Blome Road Watermain replacement (Water Works Fund/Local Fiscal Recovery Funds) – **COMPLETED 4TH QTR.**
3. Finalize direction of solar panel installation project after completion of design/engineering and Inflation Reduction Act updates – **REEVALAUTE IN 2024**
 4. Pursue land acquisition and complete design/engineering for new water tower; evaluate the future of current water tower.

Staff provided Council tours of the future Water Tower site on Shawnee Run Road. Staff provided information on the approximate location, height, and impact on neighbors. At the November Water Works Committee meeting, staff submitted updated project cost estimates for the elevated tank options. Upon review, a majority of Council provided direction to move forward with engineering and design of the Shawnee Run Road Water Tower site. In December, Council passed a Resolution to appropriate funds to employ Fishbeck for design and engineering of the Shawnee Run elevated water storage tank. The design of the new elevated water storage tank will begin in Q1 of 2024.
 5. Complete comprehensive salary study that includes:
 - a. adjustment of certain ranges to correct salary range penetration.
 - b. implement a compensation philosophy that is consistent among all positions.

This process will be reevaluated in 2024.
 6. Create Green Areas land management program based on results of Urban Forestry Study and identify financial resources to support such program – **COMPLETED 3rd QTR.**
 7. Improve wooded areas at key gateway locations and identify limited maintenance landscaping around park signs – **COMPLETED 3RD QTR.**
 8. Finalize reporting of new budget software

Staff continues to configure the new budget preparation software that will be used to present the budget in a more interactive format for the website and the residents. Meetings are set up to help establish the framework needed to integrate the Village's

budget data into the new software. This process will be finalized for 2025 budget presentation.

9. **Finalize income tax software upgrade, which includes E-file module.**
The software company has installed the software upgrades. Training will begin in Q1 of 2024. E-file module limitations are being evaluated to determine a more efficient option.
10. **Install and commence new cybersecurity monitoring system – COMPLETED 2ND QTR.**
11. **Install and commence new traffic security system– COMPLETED 3rd QTR.**
12. **Recreation Commission – finalize registration software upgrade (Rec 1) and update internal governance policies– COMPLETED 3RD QTR.**
13. **Evaluate opportunities to increase the Village website and Village App functionality.**
Every page on the website has now been assigned to a respective staff member to review the current content and ensure information is accurate. While doing this, they are also exploring additional functionality of their pages to make them easier to use and more helpful to residents as the transition is made from the Village App to a mobile-friendly website.
14. **Reinstate New Resident Party – June 11, 2023 – COMPLETED 2ND QTR.**
15. **Evaluate impact of Village expansion and current trends in criminal activity on public safety resources and methods (Public Safety Committee) – COMPLETED 3RD QTR.**
16. **Carryover from 2022 Council Goals:**
 - a. **Complete the cybersecurity audit, including NIST 800-171 compliance, and create implementation processes based on audit’s findings – COMPLETED 2ND QTR.**
 - b. **Finalize work with consultant to complete the zoning and subdivision ordinance review and make recommendation for changes.**
Staff has completed updating Sections 1-4 and 12-16 of the Zoning Ordinance. It will be finalized in 2024.
 - c. **Finalize upgrading SSI utilities and asset management software (Finance Committee) – COMPLETED 2ND QTR.**
 - d. **Continue to evaluate effects of Meadows of Peterloon on Village services as property develops – COMPLETED 4TH QTR.**
Staff evaluated the number of new homes that will come online over the next ten years in the northern area of the village and presented recommendations for future staffing needs during the budget work sessions.



***CITY OF THE VILLAGE OF INDIAN HILL
COUNCIL CONTINUING GOALS***

- 1. Run the Village efficiently while providing exemplary, high-quality services to the residents.**
- 2. Ensure a commendable financial audit with no findings as well as maintain the Village's AAA rating.**
- 3. Monitor income tax revenues to determine any significant effects to the budget and future reserves to determine appropriate income tax rate level.**
- 4. Monitor water rates and tap fees to ensure continued operational sustainability and to provide for infrastructure replacement based on long term capital need projections.**
- 5. Review all Village investment policies on a scheduled basis and meet with investment brokers on an annual basis.**
- 6. Recommend capital projects for potential fundraising efforts and grant applications.**
- 7. Monitor properties for any change in status for possible green area acquisition or donations.**
- 8. Beautify key Village properties by updating plantings and improving maintenance programs.**
- 9. Overall review of Village Code of Ordinances to recommend changes, if needed, which adapt to current conditions and incorporate changes in federal and state legislation/regulations. Charter reviews and recommended changes must be done through the community subcommittee.**
- 10. Attract and retain high quality employees who respect and adhere to the Village's mission that centers on dedication to exemplary service and preserving the community's character.**



2024 DRAFT

CITY OF THE VILLAGE OF INDIAN HILL COUNCIL GOALS

- 1. Monitor revenues and expenditures to determine if the income tax rate decrease from 0.475% to 0.45%, in coordination with current inflationary conditions, results in significant budgetary fluctuations.**
- 2. Complete/commence the following major infrastructure projects:**
 - a. Bridge replacements:**
 - a. McCane Lane Bridge (*continued from 2023*)**
 - b. Culvert maintenance/replacement:**
 - a. Loveland-Madeira Road (*continued from 2023*)**
 - b. Kugler Mill Road**
 - c. Camargo Road**
 - c. Landslide maintenance/replacement:**
 - a. Sycamore Creek Stream Restoration (*continued from 2023*)**
 - b. Given Road Pier Wall**
 - c. Varner Road Design**
 - d. Replace Public Works facility roof**
 - e. Replace Public Works Fencing**
 - f. Miami Road Watermain replacement**
 - g. Stephan Field Renovations**
- 3. Monitor the Inflation Reduction Act's Direct Pay application process for possible reevaluation of solar panel project.**
- 4. Complete design/engineering for new water tower; evaluate the future of current water tower.**
- 5. Establish additional community event**
- 6. Transition of following positions due to retirements:**
 - a. Police Chief**
 - b. City Engineer/Project Manager**
 - c. Clerk/Comptroller**
 - d. Water Distribution Foreman**
 - e. Ranger**
- 7. Finalize reporting of new budget software (*continued from 2023*)**
- 8. Finalize income tax software upgrade, which includes possibility of E-file module (*continued from 2023*)**
- 9. Transition Village App into mobile friendly website with updated content**

10. Renew the following contracts:

- a. **Ohio Patrolmen's Benevolent Association (OPBA) – Rangers**
- b. **Three-party agreement – Village of Indian Hill, Madeira & Indian Hill Joint Fire District & City of Madeira**

11. Engage Charter Review Committee to make recommendations for Village Charter updates to submit for November 2024 election.

12. Finalize work with consultant to complete the zoning and subdivision ordinance review and make recommendation for changes (*continued from 2023*)



***CITY OF THE VILLAGE OF INDIAN HILL
COUNCIL CONTINUING GOALS***

- 1. Run the Village efficiently while providing exemplary, high-quality services to the residents.**
- 2. Ensure a commendable financial audit with no findings as well as maintain the Village's AAA rating.**
- 3. Monitor income tax revenues to determine any significant effects to the budget and future reserves to determine appropriate income tax rate level.**
- 4. Monitor water rates and tap fees to ensure continued operational sustainability and to provide for infrastructure replacement based on long term capital need projections.**
- 5. Review all Village investment policies on a scheduled basis and meet with investment brokers on an annual basis.**
- 6. Recommend capital projects for potential fundraising efforts and grant applications.**
- 7. Monitor properties for any change in status for possible green area acquisition or donations.**
- 8. Beautify key Village properties by updating plantings and improving maintenance programs.**
- 9. Overall review of Village Code of Ordinances to recommend changes, if needed, which adapts to current conditions and incorporates changes in federal and state legislation/regulations. Charter reviews and recommended changes must be done through the community subcommittee.**
- 10. Attract and retain high quality employees who respect and adhere to the Village's mission that centers on dedication to exemplary service and preserving the community's character.**

Memo

To: All Council Members
From: Dina C. Minneci
CC: Paul Riordan & Scott Phillips
Date: 1/10/24
Re: Finance Committee Meeting

The Finance Committee met at 7:30 a.m. on January 10, 2024 in Council Chambers. Council members present were Mayor Krehbiel, Vice Mayor Hidy, Mr. Gibson, and Mr. Byer. Mrs. Minneci, Mr. Riordan, Mr. West, and Mr. Gully were the staff members in attendance.

1. Mr. Riordan provided the December Financial statements (**Financial Statements Attached**):
 - a. **Income Tax Receipts:** The Village received \$257,689, which is \$87,000 more than received in December 2022. Year to date cash receipts are 115% of budget.
 - b. **Operating Disbursements:** Operating expenditures equate to \$1,369,860 which is \$28,000 less than December 2022. This is due to the timing of payments.
 - c. **CIRF:** Disbursements totaled \$541,253. These expenditures include the upfitting of two trucks and Public Works roof replacement.
 - d. **Water Works Receipts:** Water usage receipts were \$324,500 which is approximately \$19,000 more than December 2022 receipts. Year to date cash receipts are 110% of budget.
 - e. **Water Works Disbursements:** Total operating disbursements are \$944,602 which is approximately \$252,000 more than December 2022. This is due to the timing of sewer reimbursement.
 - f. **Water Works CIRF:** Disbursements totaled \$27,017. This is for purchase of meters.
 - g. **Long Term Debt:** Interest payments are made in May and November, and the annual principal payment is made in November.
 - h. **Cash and Investments:** Total month end cash and investments were \$47,512,149 compared to \$49,175,959 in November 2023 and \$47,973,954 in December 2022.
 - i. **Rowe Funds:** The market value as of December 31st is \$4,615,384 which is a 2.2% increase since December 31, 2022. The total unrecognized gain is \$1,138,074. Total monthly operating receipts, including dividends/interest, were \$11,340 with monthly operating expenses totaling \$15,519 and net investment loss of \$10,556.
 - j. **Green Areas Funds:** The total market value for investments and cash as of December 31st is \$4,901,980. The total unrecognized gain for investments and cash is \$3,090,661. Total monthly earnings equate to \$17,109 with monthly expenses totaling \$16,918.
2. Mr. Gully presented a list of purchase change orders that will carryover from year-end 2023 into budget year 2024. Total carryovers equate to \$3,655,392 with the breakdown as follows:

- a. General Fund Operating - \$38,180
 - b. Street Maintenance Fund - \$5,000
 - c. General Fund CIRF - \$2,167,096
 - d. Water Works Operating - \$2,067
 - e. Water Works CIRF- \$1,443,048
3. Mr. Gully presented the Annual 2023 General Operation Fund Revenue Detail Report for the Committee to review.

STATEMENT OF RECEIPTS AND DISBURSEMENTS

December 31, 2023

1	2		3	4	5	6	7	
DECEMBER			YEAR TO DATE		2023	% OF	REMAINING	
<u>2023</u>	<u>2022</u>	<u>SUMMARY OF RECEIPTS</u>	<u>2023</u>	<u>2022</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BALANCE</u>	
A.	\$257,689	\$170,875	Income Tax Receipts	\$16,402,257	\$21,985,045	\$14,250,000	115.1%	(\$2,152,257)
B.	24,756	27,118	Local Gov. State & County	280,539	271,403	270,000	103.9%	(10,539)
C.	0	0	Real Estate Tax	908,118	909,824	877,440	103.5%	(30,678)
D.	106,502	72,528	Interest	1,250,773	496,824	450,000	277.9%	(800,773)
E.	1,001	594	Alarm Fees	117,656	119,390	115,000	102.3%	(2,656)
F.	41,235	38,514	License & Gas Tax-Streets	479,020	443,792	451,400	106.1%	(27,620)
G.	1,298	693	Recreation	294,583	305,938	329,665	89.4%	35,082
H.	<u>63,045</u>	<u>23,239</u>	Other	<u>814,208</u>	<u>707,298</u>	<u>538,050</u>	<u>151.3%</u>	<u>(276,158)</u>
I.	495,526	333,560	TOTAL RECEIPTS	20,547,154	25,239,513	17,281,555	118.9%	(3,265,599)
			<u>SUMMARY OF DISBURSEMENTS</u>					
J.	193,089	193,363	General & Administration	2,241,039	2,146,199	2,409,841	93.0%	168,802
K.	8,193	3,496	Income Tax Refunds	696,115	539,471	700,000	99.4%	3,885
L.	41,718	54,410	Bldg & Grounds	356,373	351,355	395,350	90.1%	38,977
M.	439,310	418,338	Police Dept.	4,344,736	4,186,071	4,472,088	97.2%	127,352
N.	183,114	170,717	Fire Protection	2,257,348	2,101,890	2,319,900	97.3%	62,552
O.	3,324	8,909	Snow Removal	115,549	150,346	205,725	56.2%	90,176
P.	136,534	133,184	Waste/Recycling Collection	1,423,958	1,411,428	1,482,600	96.0%	58,642
Q.	120,743	118,549	Parks/Grand Valley	1,069,085	992,542	1,165,615	91.7%	96,530
R.	21,935	22,353	Camp Ross (Shoot Club)/Bridle/Jim B	203,422	254,143	220,101	92.4%	16,679
S.	46,532	26,112	Recreation	375,614	361,587	456,465	82.3%	80,851
T.	<u>175,368</u>	<u>191,800</u>	Street Maint.& Repair/State Hwy	<u>1,946,474</u>	<u>1,961,408</u>	<u>2,089,320</u>	<u>93.2%</u>	<u>142,846</u>
U.	1,369,860	1,341,230	TOTAL OPERATING DISBURSEMENTS	15,029,712	14,456,439	15,917,005	94.4%	887,293
V.	(874,333)	(1,007,670)	RECEIPTS OVER/(UNDER) DISBURSEMENTS	5,517,441	10,783,073	1,364,550		
W.	0	0	CIRF RECEIPTS	789,212	624,291	1,410,000		
X.	<u>541,253</u>	<u>282,188</u>	CIRF DISBURSEMENTS	<u>4,151,026</u>	<u>5,137,469</u>	<u>6,760,561</u>		
Y.	(\$1,415,587)	(\$1,289,858)	TOTAL OVERAGE/(SHORTFALL) WITH CIRF	\$2,155,627	\$6,269,896	(\$3,986,011)		

- NOTES:**
- H-1: Other December 2023 receipts includes \$43,000 for sale of equipment
 - L-2: Bldg & Grounds December 2022 expenditures include \$18,400 for demolition and removal of range master home located next to public works at Ranger's upper gun range and \$4,600 for gravel driveway installation from wells to Lohr property. Offset in 2023 by \$4,300 for police locker room exhaust fan replacement, \$2,600 for garage door repairs, and \$10,000 to replace roof top exhaust fan on truck barn
 - S-1: Recreation December expenditures include \$34,400 for basketball (\$12,500 in 2022)
 - T-2: Street December 2022 expenditures includes \$15,000 for various base repairs on Indian Hill Road, Graves Road and Shawnee Run Road.

CAPITAL IMPROVEMENT & REPLACEMENT FUND

December 31, 2023

	<u>DECEMBER 2023</u>	<u>YEAR TO DATE</u>	<u>2023 BUDGET</u>	<u>REMAINING BALANCE</u>
CIRF FUND BALANCE BEGINNING OF YEAR:		\$7,480,565		
Receipts:				
CIRF Receipts	0	789,212	\$1,410,000	\$620,788
Transfer In	<u>2,279,445</u>	<u>2,279,445</u>	3,500,000	1,220,555
TOTAL RECEIPTS	2,279,445	3,068,657	4,910,000	1,841,343
Disbursements:				
<u>Project Name</u>				
Contractual Services	1,068	79,121	108,395	29,274
Culvert Contingency	0	56,171	140,171	84,000
Culvert Replacement	12,889	171,050	565,000	393,950
Landslide Corrections	1,220	1,280,851	2,830,529	1,549,678
Landslide Contingency	0	17,482	212,200	194,718
Street Resurfacing Program	0	994,794	1,000,000	5,206
Real Estate Taxes	0	31,094	35,000	3,906
Technology (IT) Hardware	0	49,640	52,125	2,485
Major Waste Collection Equip	1,894	146,940	150,000	3,060
Major Park Equip	0	0	60,500	60,500
Major Street Repair Equipment	128,250 *	370,641	371,000	359
Patrol Vehicles	0	93,820	101,950	8,130
Land/Property - Grand Valley	0	16,892	17,500	608
Land/Property - General	162,561 **	257,964	330,000	72,037
Bridge Repair & Maintenance	0	220,284	360,567	140,283
Solar Panels	0	130,911	130,624	(287)
TOTAL DISBURSEMENTS	<u>\$541,253</u>	<u>\$4,151,026</u>	<u>\$6,760,561</u>	<u>\$2,609,535</u>
CIRF FUND BALANCE END OF MONTH:		<u><u>\$6,398,196</u></u>		

Notes: 2023 Budget includes carryover encumbrances of:

\$37,625	Contractual Services
\$40,171	Culvert Replacements
\$1,227,341	Landslide Corrections
\$7,125	Technology (IT) Hardware
\$275,000	Major Street Repair Equipment
\$242,738	Bridge Repair & Maintenance
\$2,230,000	Solar Panels
<u>\$4,059,999</u>	

*Includes upfitting of two trucks

**2023 PW Facility - Phase 2 Roof Retrofit Project

STATEMENT OF RECEIPTS AND DISBURSEMENTS

Water Works

December 31, 2023

	1	2		3	4	5	6	7
	DECEMBER		WATER WORKS	YEAR TO DATE		YEAR - 2023	% OF	REMAINING
	2023	2022	<u>MAINTENANCE & OPERATION FUND RECEIPTS</u>	2023	2022	BUDGET	BUDGET	BALANCE
A.	\$324,500	\$305,871	Sale of Water	\$4,724,833	\$3,991,098	\$4,297,100	110.0%	(\$427,733)
B.	45,785	49,221	Madeira Maint. Sale of Water-Surcharge	280,736	251,659	\$238,900	117.5%	(41,836)
C.	575	514	Ham. County Maint. Sale of Water-Surcharge	33,573	31,576	\$31,500	106.6%	(2,073)
D.	270,778	285,694	Sewer Charges	2,795,857	2,655,650	2,835,500	98.6%	39,643
E.	0	5,249	Service Branches	69,607	76,003	75,000	92.8%	5,393
F.	16,055	2,087	Interest	118,493	22,373	25,000	474.0%	(93,493)
G.	37,361	19,546	Other	255,978	57,219	64,000	400.0%	(191,978)
H.	695,053	668,183	TOTAL RECEIPTS	8,279,077	7,085,579	7,567,000	109.4%	(712,077)
			<u>DISBURSEMENTS</u>					
I.	80,374	73,978	Salaries	1,019,142	927,248	1,059,100	96.2%	39,958
J.	19,648	11,618	Contractual Services	316,733	304,279	359,850	88.0%	43,117
K.	16,631	44,966	Supplies & Materials	379,734	369,784	388,300	97.8%	8,566
L.	21,697	29,084	Utilities & Sundries	281,194	267,054	275,500	102.1%	(5,694)
M.	9,060	8,889	Meters/Yokes/Boxes	183,007	108,639	110,000	166.4%	(73,007)
N.	598,086	350,846	Sewer Reimbursed	2,543,082	2,459,799	2,635,000	96.5%	91,918
O.	141,600	118,460	Madeira Maintenance Reimb.	284,172	248,995	255,000	111.4%	(29,172)
P.	53,277	45,762	Fringe Benefits	310,767	303,853	333,300	93.2%	22,533
Q.	4,228	8,950	Equipment	39,229	109,248	47,497	82.6%	8,268
R.	944,602	692,553	TOTAL OPERATING DISBURSEMENTS	5,357,060	5,098,898	5,463,547	98.1%	106,487
S.	(249,549)	(24,370)	RECEIPTS OVER/(UNDER) DISBURSEMENTS	2,922,017	1,986,680	2,103,453		
T.	\$23,983	\$16,055	WW CRF RECEIPTS	\$273,065	\$151,158	83,500		
U.	27,017	17,284	WW CRF DISBURSEMENTS	1,149,256	868,696	2,605,542		
V.	(3,034)	(1,229)	WW CRF RECEIPTS OVER/(UNDER) DISBURSEMENTS	(876,191)	(717,538)	(2,522,042)		
W.	<u>(\$252,583)</u>	<u>(\$25,599)</u>	TOTAL OVERAGE/(SHORTFALL) WITH CRF	<u>\$2,045,826</u>	<u>\$1,269,142</u>	<u>(\$418,589)</u>		

Notes:

G-1: Other December 2023 receipts includes \$14,600 for sale of equipment

J-1: Contractual Services December 2023 expenditures includes \$7,700 for PFAS removal evaluation

K-2: Supplies and Materials December 2022 expenditures includes \$28,600 for chemicals (\$3,200 in 2023).

N-1: Sewer Reimbursed December 2023 includes \$250,000 from November 2023 (November invoice was not received by month end)

Q-2: Equipment December 2022 includes \$8,950 for hydraulic impact wrench. 2023 includes \$4,200 for water tower roof repair.

WATER WORKS CAPITAL RESERVE FUND

December 31, 2023

	<u>DECEMBER 2023</u>	<u>YEAR TO DATE</u>	<u>2023 BUDGET</u>	<u>% OF BUDGET</u>	<u>REMAINING BALANCE</u>
WATER WORKS CRF FUND BALANCE BEGINNING OF YEAR:		\$2,231,700			
Receipts:					
Bond Proceeds	0	0	\$0	0.0%	\$0
Interest	4,099	62,681	\$2,500	2507.2%	(\$60,181)
Capital Improvement Fees	19,884	210,384	81,000	259.7%	(\$129,384)
Reimbursements	0	0	0	0.0%	\$0
North Cincinnati Area Tap Fees	0	0	0	0.0%	\$0
Transfer In:	<u>2,080,000</u>	<u>2,080,000</u>	<u>1,977,000</u>	<u>105.2%</u>	<u>(\$103,000)</u>
TOTAL RECEIPTS:	<u>2,103,983</u>	<u>2,353,065</u>	<u>2,060,500</u>	114.2%	<u>-292,565</u>
Disbursements:					
<u>Project Name</u>					
Meter Changeover	14,226	54,375	90,000	60.4%	35,625
2020 WW Bonds Princ. & Int. (2009 refunded)	0	249,308	249,450	99.9%	142
2021 Bonds Principal & Int	0	326,995	327,000	100.0%	5
Treatment Plant Improvements	0	160,600	0	0.0%	(160,600)
Water Main	7,031	98,015	1,361,000	7.2%	1,262,985
Water Main Engineering	0	0	0	0.0%	0
Trucks	<u>5,760</u>	<u>259,962</u>	<u>274,592</u>	<u>94.7%</u>	<u>14,630</u>
TOTAL DISBURSEMENTS	<u>\$27,017</u>	<u>\$1,149,256</u>	<u>\$2,341,542</u>	<u>49.1%</u>	<u>\$1,192,286</u>
WATER WORKS FUND BALANCE END OF MONTH:		<u>\$3,435,509</u>			

Notes: 2023 Budget includes carryover encumbrances of:

107,750 Replace two trucks, one utility bed and one lift gate

STATEMENT OF CASH AND INVESTMENTS AND FUND BALANCES

	<u>CASH AND INVESTMENTS</u>			<u>FUND BALANCE</u>	
	December 31, 2023	November 30, 2023		December 31, 2023	November 30, 2023
Fifth Third Checking	\$192,733	\$171,033	GENERAL FUND	2,862,336	0
			INCOME TAX FUND	23,705,034	29,832,971
			SHOOT CLUB	220,486	227,202
			STATE HIGHWAY (SR 126)	209,579	205,906
			RECREATION FUND	109,096	144,818
Fifth Third Investments	5,306,707	7,104,774	BRIDLE TRAIL FUND	13,323	14,361
Star Ohio	16,163,687	16,087,523	STREET M & R	5,000	0
US Bank - Bartlett	21,539,112	21,509,195	Subtotal Operating Funds	27,124,854	30,425,258
			C.I.R.F.	6,398,196	4,660,004
			WATER WORKS FUND	2,669,223	5,024,346
			WATER WORKS C.R.F.	3,435,509	1,358,543
			WW HAMILTON CTY C.R.F	265,413	264,839
			WW 2021 LTGO BONDS	0	1,079
			CAMP JIM B	100,000	103,074
			AGENCY FUND	359,307	365,638
			GENERAL RETIREMENT FUND	1,340,333	1,190,333
			WW RETIREMENT FUND	211,291	186,291
			UNCLAIMED MONEY FUND	31,849	31,849
			RANGER FUND	222,294	224,320
			LOCAL FISCAL RECOVERY FUND	0	0
			MISCELLANEOUS FUNDS	62,646	58,234
Vanguard Investments	832,601	832,601	GREEN AREA ENDOWMENT FUND	832,601	832,601
			GREEN AREA MAINTENANCE FUND	181,099	180,908
			GREEN AREA LAND ACQUISITION	29,636	29,547
			GREEN AREA UNRESTRICTED FUND	770,587	768,263
			Subtotal Other Funds	16,909,986	15,279,868
Fifth Third Checking	48	36			
Fifth Third Savings	0	0			
Bartlett - Rowe Trust - Schwab	1,150,917	1,149,661			
Bahl & Gaynor - Rowe Trust	2,326,345	2,321,137			
Sub total Rowe Arboretum	3,477,310	3,470,834	Rowe Arboretum Fund	3,477,310	3,470,834
TOTAL ALL FUNDS	\$47,512,149	\$49,175,959		\$47,512,149	\$49,175,959

Note: December 31, 2022 Total All Funds \$47,973,954 (Income Tax Fund was \$20,788,988)

LONG TERM DEBT

BOND SUMMARY 2022

		Principal Balance 12/31/2022	BUDGET 2023	Paid in May	Paid in November	Principal Balance 12/31/2023
2020 Refinanced Water Works Bonds	Principal	1,404,000	(234,000)		(234,000)	1,170,000
Original issue date June 2009	Interest		(15,450)	(7,586)	(7,722)	
Refunded in July 2020	Total		<u>(249,450)</u>	<u>(7,586)</u>	<u>(241,722)</u>	
\$2,107,000 in 8 year GO Bonds Interest rate 1.1% Final Payment due December 2028 Paid from WW CRF 100%						

		Principal Balance 12/31/2022	BUDGET 2023	Paid in May	Paid in November	Principal Balance 12/31/2023
2021 Water Works Bonds	Principal	4,890,000	(205,000)		(205,000)	4,685,000
Issue date March 2021	Interest		(122,000)	(60,998)	(60,998)	
\$5.58 million in 20 year GO Bonds	Total		<u>(327,000)</u>	<u>(60,998)</u>	<u>(265,998)</u>	
Interest rates 1.4% to 4.0% True Interest Cost (TIC) of New Bonds: 1.56% Final Payment due December 2040 Paid from WW CRF 100%						

ROWE ARBORETUM FUND OF THE VILLAGE OF INDIAN HILL
STATEMENT OF ASSETS AND FUND BALANCE
December 31, 2023

ASSETS

Investment	Cost (Fund Balance)	Market Value	Change vs. Last Month	Net Return Month	Net Return YTD
Bahl & Gaynor	\$2,326,345	\$3,526,406	4.71%	5.16%	7.97%
Bartlett	\$1,150,917	\$1,088,930	2.03%	2.03%	4.57%
Savings - Fifth Third Bank	\$0	\$0	5.57% APY		
Checking - Fifth Third Bank	\$48	\$48			
Total Fund Balance & Assets (1)	\$3,477,310	\$4,615,384	4.06%		
Unrecognized Gain or (Loss)		\$1,138,074			
Accumulated Withdrawals YTD		\$72,000			

(1) Investment market value history

Date	Value	% chg from prior year end	S&P	CPI
12/31/2011	\$2,298,480	10.8%	2.1%	3.2%
12/31/2012	\$2,401,929	4.5%	16.0%	2.1%
12/31/2013	\$2,878,530	19.8%	32.4%	1.5%
12/31/2014	\$3,168,677	10.1%	13.7%	0.8%
12/31/2015	\$3,049,154	-3.8%	-0.7%	0.7%
12/31/2016	\$3,313,919	8.7%	9.5%	2.1%
12/31/2017	\$3,774,636	13.9%	19.4%	2.1%
12/31/2018	\$3,619,285	-4.1%	-6.2%	1.8%
12/31/2019	\$4,153,957	14.8%	28.9%	2.3%
12/31/2020	\$4,296,079	3.4%	16.3%	1.1%
12/31/2021	\$4,946,119	15.1%	26.9%	7.0%
12/31/2022	\$4,515,464	-8.7%	-19.4%	6.1%
11/30/2023	\$4,435,116	-1.8%	19.0%	3.0%

ROWE ARBORETUM FUND OF THE VILLAGE OF INDIAN HILL
INVESTMENTS AS OF DECEMBER 31, 2023

ACCOUNT BALANCE - BEGINNING OF MONTH \$2,321,137.17

MONTHLY
EARNINGS

Stock Dividends		9,742.22
Cash Management Interest		10.11
Gain on Sales:		
Broadcom Inc (15 SHS)		12,408.34
Prologis Inc. REIT (36 SHS)		406.56

Total Month Earnings 22,567.23

MONTHLY
DISBURSEMENT

Trustee / Agent fees		0.00
Transfer to Checking account		0.00
Transfer to Fifth Third Checking		15,100.00
Transfer to Schwab - Bartlett (Cash)		0.00
Loss on Sales:		
Prologis Inc. REIT (63 SHS)		314.73
RTX Corp (106 SHS)		1,944.44

Total Month Disbursements 17,359.17

ACCOUNT BALANCE - END OF MONTH \$2,326,345.23

STATEMENT OF RECEIPTS AND DISBURSEMENTS
Rowe Arboretum
December 31, 2023

	1	2		3	4	5	6	7
	DECEMBER 2023	2022	Rowe Arboretum MAINTENANCE & OPERATION FUND RECEIPTS	YEAR TO DATE 2023	2022	YEAR - 2023 BUDGETED	% OF 2023 BUDGETED	REMAINING BALANCE
A.	\$9,743	\$10,740	Stock Dividends	\$95,619	\$92,021	\$80,000	119.5%	(\$15,619)
B.	\$0	\$0	Bond Interest	\$0	\$0	\$0	0%	0
C.	\$1,266	\$1,203	Interest Income	\$32,684	\$24,231	\$25,000	130.7%	(7,684)
D.	\$280	\$210	Rowe Memberships	\$3,770	\$3,775	\$4,000	94.3%	230
E.	\$50	\$50	Donations	\$13,150	\$160,635	\$2,000	657.5%	(11,150)
F.	\$0	\$0	Plant/Bulb Sales	\$3,642	\$2,843	\$4,000	91.0%	358
G.	\$0	\$860	Educational Class Fees	\$250	\$1,810	\$0	0%	(250)
H.	\$0	\$0	Sale of Equipment	\$0	\$0	\$0	0%	0
I.	\$0	\$0	Other & Miscellaneous	\$0	\$0	\$0	0%	0
J.	\$11,340	\$13,063	SUB TOTAL OPERATING RECEIPTS	\$149,115	\$285,315	\$115,000	129.7%	(\$34,115)
			<u>DISBURSEMENTS</u>					
K.	\$5,971	\$5,309	Salaries	\$76,817	\$73,072	\$81,200	94.6%	\$4,383
L.	\$4,814	\$4,788	Contractual Services	\$83,688	\$81,978	\$96,900	86.4%	13,212
M.	\$368	\$165	Supplies & Materials	\$16,871	\$18,950	\$18,650	90.5%	1,779
N.	\$215	\$187	Utilities & Sundries	\$2,940	\$2,811	\$5,250	56.0%	2,310
O.	\$4,152	\$3,436	Fringe Benefits	\$15,000	\$13,803	\$15,000	100.0%	(0)
P.	\$0	\$0	Equipment	\$20,208	\$14,267	\$20,500	98.6%	292
Q.	\$15,519	\$13,884	TOTAL OPERATING DISBURSEMENTS	\$215,525	\$204,881	\$237,500	90.7%	\$21,975
R.	(4,180)	(822)	Excess of Operating Receipts/(Disbursements)	(66,410)	80,434	(122,500)		56,090
S.	\$12,815	\$0	Gain on Sale of Investments	\$135,535	\$231,518	\$25,000	542.1%	
T.	\$2,259	\$3,589	Loss on Sale of Investments	\$65,887	\$46,945	\$75,000	87.8%	
U.	10,556	(3,589)	Net on Sale of Investments	69,648	184,573	(50,000)	-139.3%	
V.	\$6,376	(\$4,411)	NET CHANGE IN FUND BALANCE	\$3,238	\$265,007	(\$172,500)		

Notes:

GREEN AREAS FUNDS OF THE VILLAGE OF INDIAN HILL
STATEMENT OF ASSETS AND FUND BALANCES
December 31, 2023

ASSETS

Fund	Investment	Cost (Fund Balance)	Market Value	Change vs. Last Month	Percentage of Total Mkt
Endowment	Vanguard (1)	\$832,601	\$3,920,657	4.86%	80.0%
Green Areas Maintenance	Star Ohio	\$180,908	\$181,099		3.7%
Green Areas Land Acquisition	Star Ohio	\$29,547	\$29,636		0.6%
Green Areas Unrestricted	Star Ohio	\$768,263	\$770,587		15.7%
Total Fund Balances & Assets		\$1,811,319	\$4,901,980		
Unrecognized Gain or (Loss)			\$3,090,661		

(1) Vanguard market value history

Date	Value	% chg from prior year end	S&P	CPI
12/31/2010	\$1,076,375	14.9%	15.1%	1.6%
12/31/2011	\$1,067,224	-0.9%	2.1%	3.2%
12/31/2012	\$1,214,657	13.8%	16.0%	2.1%
12/31/2013	\$1,582,394	30.3%	32.4%	1.5%
12/31/2014	\$1,755,247	10.9%	13.7%	0.8%
12/31/2015	\$1,727,794	-1.6%	-0.7%	0.7%
12/31/2016	\$1,907,087	10.4%	9.5%	2.1%
12/31/2017	\$2,267,706	18.9%	19.4%	2.1%
12/31/2018	\$2,110,783	-6.9%	-6.2%	1.8%
12/31/2019	\$2,707,296	28.3%	28.9%	2.3%
12/31/2020	\$3,217,382	18.8%	16.3%	1.1%
12/31/2021	\$3,990,816	24.0%	26.9%	7.0%
12/31/2022	\$3,161,798	-20.8%	-19.4%	6.1%
11/30/2023	\$3,738,992	18.3%	19.0%	3.0%

GREEN AREAS MAINTENANCE FUND OF THE VILLAGE OF INDIAN HILL
AS OF DECEMBER 31, 2023

	DECEMBER 2023	YEAR TO DATE	2023 BUDGET
FUND BALANCE - BEGINNING OF THE YEAR		\$197,059	
<u>RECEIPTS:</u>			
Stock Dividends (VanGuard)	\$16,435	\$55,957	\$48,000
Cash Management Fund Interest	\$575	\$6,671	\$400
Donations	\$100	\$100	\$100
	\$17,109	\$62,728	\$48,500
<u>DISBURSEMENTS:</u>			
Salaries	\$1,831	\$27,751	\$20,400
Advisory Fees	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0
Misc. Contractual	\$0	\$18,360	\$20,000
Supplies & Materials	\$0	\$11,028	\$7,250
Stewardship Sub-Committee (projects, plantings, maint.)	\$0	\$0	\$0
Education Sub-Committee (articles, water study, inserts, etc.)	\$0	\$767	\$3,000
Bridle Trail Sub-Committee	\$0	\$0	\$0
Tree Planting	\$0	\$1,704	\$2,500
Honeysuckle Eradicaton	\$14,840 *	\$14,840	\$22,500
Fringe Benefits	\$247	\$4,239	\$3,200
	\$16,918	\$78,688	\$78,850
FUND BALANCE - CURRENT		\$181,099	

*Green Area Clearing - Muchmore / Arboretum Drive Green Area

Memo

To: All Council Members
From: Dina C. Minneci
CC: Paul Riordan & Scott Phillips
Date: 1/4/24
Re: Law Committee Meeting

The Law Committee met on January 4, 2024 at 8:00 a.m. in Council Chambers. Council members included Mayor Krehbiel, Vice Mayor Hidy, Mrs. Isphording (via phone), and Mrs. Stern. Mrs. Minneci, Mr. West, and Mr. Phillips were the staff members in attendance.

1. Mr. West presented an Ordinance to update Chapter 150: Building Code of the Village's Code of Ordinances. The updates reflect proper references to the Ohio Building Code, Ohio Residential Code, and the Hamilton County Building Code. Mr. West stated that he reviewed the updates with the Hamilton County Chief Building Official as well as Mr. Phillips. After discussion, the Committee agreed to present the first reading of the Ordinance to Council (**Ordinance attached**).
2. The Committee agreed to present a second reading of the Ordinance amending the Civil Service Rules and Regulations to Council (**Ordinance attached**).
3. Staff presented a Resolution appointing Mr. Donald McGraw as an alternate member to the Planning Commission. He will fill an eight-year term beginning January 16, 2024 and ending December 31, 2031. The Committee agreed to recommend the Resolution to Council (**Resolution attached**).
4. Vice Mayor Hidy requested to convene into Executive Session for the purpose of discussing the November legal activity report that includes conducting a conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mayor Krehbiel seconded the motion, the motion passed, and the Committee convened into Executive Session. Mayor Krehbiel made a motion to come out of Executive Session with Vice Mayor Hidy seconding the motion.

ORDINANCE NO. - 24

AN ORDINANCE AMENDING SECTION 150 OF THE CITY OF THE VILLAGE OF INDIAN HILL CODE OF ORDINANCES

WHEREAS, it is in the best interest of the City of the Village of Indian Hill that the Code of Ordinances be updated to reflect the minimum standards of the Hamilton County, Ohio Building Code, Ohio Residential Code, and Ohio Building Code; and,

WHEREAS, it is necessary in accordance with law to administer and enforce the Hamilton County, Ohio Building Code, Ohio Residential Code, and Ohio Building Code within the limits of the City of the Village of Indian Hill; and

WHEREAS, an agreement has been entered into between the City of the Village of Indian Hill and Hamilton County, Ohio Board of County Commissioners for the enforcement of the Hamilton County, Ohio Building Code, Ohio Residential Code, and Ohio Building Code within the limits of the City of the Village of Indian Hill.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO:

Section 1. Chapter 150 of the Codified Ordinances of the Village of Indian Hill as set forth in the document entitled "Chapter 150: Building Code" is hereby amended with the changes and additions highlighted on the attached Exhibit A.

Section 2. This ordinance is declared to be necessary for the preservation of the peace, health, safety, and general welfare of the people of this municipality.

Section 3. This ordinance shall take effect from and after the earliest period allowed by law.

PASSED:

Stephen H. Krehbiel, Mayor

ATTEST:

Paul C. Riordan, Clerk

First Reading – January 16, 2024

EXHIBIT A

CHAPTER 150: BUILDING CODE

Building Code

- [150.01](#) Hamilton County Building Code, Ohio Building Code, and Residential Code of Ohio adopted by reference
- [150.02](#) Exceptions to the Hamilton County Building Code
- [150.03](#) Services of County Building Inspector
- [150.04](#) Appeals
- [150.05](#) Compliance with zoning code required
- [150.06](#) Deposit of fees

Building Regulations

- [150.20](#) Family fallout shelters exempted from the building code
- [150.21](#) Deposit with application for permit required
- [150.22](#) Permit for flood areas
- [150.23](#) Authority of City Manager to suspend building and construction work
- [150.24](#) Fire protection requirements for new homes
- [150.25](#) Plumbing inspections

BUILDING CODE

§ 150.01 HAMILTON COUNTY BUILDING CODE, OHIO BUILDING CODE, AND RESIDENTIAL CODE OF OHIO ADOPTED BY REFERENCE.

(A) Village building code. The village has heretofore and hereby adopts the Hamilton County Building Code, Residential Code of Ohio, and Ohio Building Codes as and for its building code within the limits of the village.
(Ord. 4-84, passed 4-23-84)

(B) Adoption of the most current version of the Hamilton County Building Code by reference, which sets forth rules and regulations for the erection, construction, alteration, and use of buildings is adopted by reference as if fully set out. Copies of this ordinance and all amendments shall be available for public inspection at the village offices.
(Ord. 4-76, passed 1-26-76)
(’80 Code, § 151.01)

§ 150.02 EXCEPTIONS TO THE HAMILTON COUNTY BUILDING CODE.

The following shall be exceptions to the Hamilton County Building Code:

- (A) Section HC.C104.4 requiring enclosures surrounding swimming pools shall not be applicable.
- (B) Section HC.C103.6 is amended to eliminate any prohibition on the use of electrified wire fences in the village. Section HC.C103.6 is also amended to require that every electrified fence in the village be equipped with a controller for voltage and current bearing the Underwriter's Laboratory stamp of approval.
- (C) Section HC.C103.6 is amended to eliminate any prohibition of the use of barbed wire in the village.
(’80 Code, § 151.02) (Ord. 4-76, passed 1-26-76; Am. Ord. 22-76, passed 9-27-76; Am. Ord. 5-82, passed 4-26-82; Am. Ord. 4-84, passed 4-23-84)

§ 150.03 SERVICES OF COUNTY BUILDING INSPECTOR.

The services of the County Building Inspector are hereby made available to the village for the purpose of approving plans, drawings, specifications, and data; issuing permits and making inspections for any and all buildings and other structures, erected within the village, as provided in the building codes.
(’80 Code, § 151.03) (Ord. 4-84, passed 4-23-84)

§ 150.04 APPEALS.

All appeals from decisions on matters contained in the Hamilton County Building Code,

Ohio Building Code, or Residential Code of Ohio, shall be entered with the Hamilton County Board of Building Appeals, as provided in HC.A112.
(’80 Code, § 151.04) (Ord. 4-84, passed 4-23-84)

§ 150.05 COMPLIANCE WITH ZONING CODE REQUIRED.

No permit for a building or other structure subject to the building codes shall be issued by the County Building Inspector unless the same is in strict compliance with the provisions of the zoning ordinance of the village and any other conditions imposed by the village. The village shall determine compliance and shall prepare and cause to be submitted to the County Building Inspector such certificates as necessary to confirm such compliance.

(’80 Code, § 151.05) (Ord. 4-84, passed 4-23-84)

§ 150.06 DEPOSIT OF FEES.

The schedule of fees for such review, inspection, and appeals services adopted by the county shall apply to the village, and such fees collected by the County Building Inspector shall be deposited in the county treasury.

(’80 Code, § 151.06) (Ord. 4-84, passed 4-23-84)

BUILDING REGULATIONS

§ 150.20 FAMILY FALLOUT SHELTERS EXEMPTED FROM THE BUILDING CODE.

(A) Definition. A ***FAMILY FALLOUT SHELTER*** is a structure designed and constructed in accordance with this chapter, for emergency use only, to afford minimum protection from:

- (1) Nuclear radiation, commonly known as "fallout," resulting from a nuclear incident which recently has been, or is, or is likely to be of catastrophic proportions;
- (2) Air raids;
- (3) Storms; and
- (4) Other emergencies.

(B)(1) A family fallout shelter shall be of a design conforming to that recommended or accepted by the federal department of defense, office of civil defense, or
(2) Such other design conforming to that approved and adopted by the City Manager as being the equivalent of the design approved in B(1) hereof.

(C) A family fallout shelter shall, in all matters relating to construction and structural stability, comply with not less than the equivalent of the provisions relating to design loads and general building requirements specified in the national building code (1955 ed.).

(D) Notwithstanding the foregoing, the provisions contained in section 8 (a), 9, 131, and 153 of the village building code relating to administration, permits, inspection, and penalties shall be applicable to family fallout shelters.

(E) Notwithstanding the foregoing, a family fallout shelter shall be considered a structure or building as defined in § [155.03](#) of the zoning code, and all provisions of the zoning code applicable thereto shall be fully enforced as if fully set forth in this chapter and the ordinance and the provision of the zoning code shall be enforceable with respect hereto as though this chapter were a part of the zoning code.

(’80 Code, § 151.10) (Ord. 9-62, passed 4-24-62)

§ 150.21 DEPOSIT WITH APPLICATION FOR PERMIT REQUIRED.

(A) From and after the effective date of this building code, applicants for building permits may be required to make a deposit in an amount determined by the City Manager in cash at the time of payment for the building permit or at any time during construction. The deposit will be retained by the City Manager as security against the cost of cleaning the mud from the streets and highways of the village during the course of the construction or remodeling contemplated by the building permit; however, in the event that the work contemplated by the building permit will not, in the opinion of the Manager, require the excavation or other removal or movement of earth, the deposit will not be required.

(B) When, in the opinion of the Manager, the construction or remodeling work contemplated by the building permit has been completed to the extent that there is little likelihood of any mud being tracked onto the streets and highways of the

village, the Manager shall return the then balance of the deposit.
(’80 Code, § 151.11) (Ord. 7-74, passed 2-25-74)

§ 150.22 PERMIT FOR FLOOD AREAS.

The City Manager shall review all building permit applications for new construction or substantial improvements to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a location that has a flood hazard, any proposed new construction or substantial improvement shall be in accordance with § 151: Flood Control.

(’80 Code, § 151.12) (Ord. 10-75, passed 5-27-75)

§ 150.23 AUTHORITY OF CITY MANAGER TO SUSPEND BUILDING AND CONSTRUCTION WORK.

- (A) Bulletin No. 202, issued by the Industrial Commission of Ohio and the Department of Industrial Relations, entitled "Specific Safety Requirements Relating to Building and Construction Work" and adopted by the Industrial Commission of Ohio as revised and issued as a general order, effective January 2, 1953, is adopted by the Council as its code of specific safety requirements relating to building and construction work, "SSRC" hereinafter.
- (B) Every person, firm, or corporation performing building or construction work referred to in SSRC shall at all times comply therewith and the rules and regulations providing for safety as set forth therein.
- (C) The City Manager is authorized to require compliance with SSRC by any person, firm, or corporation performing such work in the village. If any person, firm, or corporation fails or refuses to comply after being so instructed by the City Manager, the City Manager shall require this person, firm, or corporation by an order issued by him to cease all work on any project wherein the violation of SSRC is occurring and this person, firm, or corporation shall comply with the order.
- (D) Any violation of an order of the City Manager as provided for in division (C) hereof shall be enforced by the City Solicitor and he is authorized to take any step authorized or available under the law in order to cause the order of the City Manager to be obeyed and enforced.

(’80 Code, § 151.13) (Ord. 39-69, passed 11-24-69)

§ 150.24 FIRE PROTECTION REQUIREMENTS FOR NEW HOMES.

- (A) Fire hydrant requirements for new homes.
 - (1) There shall be a fire hydrant, capable of providing water, not further than 400 feet from any new dwelling constructed or any existing accessory building converted to residential use under § [155.06](#)(A)(1)(e). Exception: for Group R3 equipped throughout with an approved automatic sprinkler system the distance requirement shall be 600 feet.
 - (2) Any new fire hydrant required under this section shall be installed according to specifications in effect at the time of the installation.
 - (3) There shall be unobstructed access for fire apparatus between the fire hydrant and the dwelling, which in the opinion of the City Manager will permit laying of hose according to standard practice of the Fire Department.
- (B) Any sprinkler system requiring a Fire Department Connection (FDC) shall have a fire hydrant meeting the specifications and installed according to standard at a location approved by the code official that is within 75 feet of the Fire Department Connection, but no closer than 40 feet to the building or structure unless otherwise approved by the code official.
- (C) Any new fire hydrant hereafter installed shall be connected to a water main not less than eight inches in diameter, except that, the water main may be not less than six inches in diameter if it is part of a loop or grid system of water distribution approved by the City Water Works.
- (D) The City Manager and the Planning Commission shall not issue a building permit for any new dwelling or any existing accessory building converted to residential use under § [155.06](#)(A)(1)(e) until the conditions of divisions (A) and (C) of this section have been complied with.
- (E) Maintenance of fire protection required. Any fire protection device installed pursuant to requirements of the building code, or the fire code shall be maintained in an operable condition by the property owner. The device must be maintained to be fully operational and must provide a flow capacity to meet or

exceed 90% flow capacity of existing ambient conditions as determined by distribution flow modeling.

(F) Maintenance of private fire hydrants required.

(1) Fire hydrants installed pursuant to this section of the Indian Hill Building Code shall be maintained in an operable condition by the property owner.

(2) Property owners shall furnish proof of inspection and verification of operation at time of inspection by a qualified inspection service to the Madeira & Indian Hill Joint Fire District and the Indian Hill Water Works on an annual basis.

(3) In lieu of contracted inspection services, property owners who request inspection and routine service to hydrants installed pursuant to this section and located on private property may receive such services from the Madeira & Indian Hill Joint Fire District and the Indian Hill Water Works provided that both of the following criteria apply:

(a) The hydrant was/is installed according to specifications in effect at the time of the installation and/or assumption of the privileges afforded the owner of a private hydrant by above section.

(b) The property owner grants to the village and the Madeira & Indian Hill Joint Fire District an easement deemed sufficient for maintenance equipment access for inspection and maintenance.

(4) Any property owner served by a private hydrant shall be responsible for notifying the Indian Hill Water Works or the Madeira & Indian Hill Joint Fire District when improper hydrant operation is open or obviously malfunctioning.

('80 Code, § 151.14) (Ord. 14-77, passed 4-25-77; Am. Ord. 18-78, passed 9-25-78; Am. Ord. 3-85, passed 3-25-85; Am. Ord. 18-02, passed 9-23-02)

§ 150.25 PLUMBING INSPECTIONS.

The City Manager is authorized to enter into and sign a contract with the Hamilton County Board of Health to render plumbing inspections in the village, said contract being in words and figures as fully set forth in Exhibit A of Resolution 25-81 or any amendment or replacement thereto.

('80 Code, § 151.15) (Res. 25-81, passed 12-21-81)

ORDINANCE NO. -24

**AN ORDINANCE AMENDING THE CIVIL SERVICE RULE
AND REGULATIONS OF THE CITY OF THE VILLAGE
OF INDIAN HILL**

WHEREAS, the current Civil Service Rules and Regulations was last amended by Ordinance 6-20 passed on April 20, 2020; and,

WHEREAS, Council recognizes that the Personnel Advisory and Appeals Board held discussions on the proposed amendments during a public meeting on November 29, 2023, and prepared the proposed amendments for Council acceptance; and,

WHEREAS, Council desires to accept the proposed amendments of the Civil Service Rules and Regulations to ensure the ability of the Village of Indian Hill to select and promote the highest quality candidates on the basis of merit and fitness and shall be enacted for ensuring the safety and welfare of the citizens of the Village of Indian Hill.

**NOW, THEREFORE, BE IT ORDAINED BY THE
COUNCIL OF THE CITY OF THE VILLAGE OF
INDIAN HILL, HAMILTON COUNTY, OHIO:**

Section 1. That the Civil Service Rules and Regulations of the City of the Village of Indian Hill are approved as marked as Exhibit "A" and attached hereto.

PASSED:

Stephen H. Krehbiel, Mayor

ATTEST:

Paul C. Riordan, Clerk

First Reading – December 18, 2023
Second Reading – January 16, 2024



CIVIL SERVICE RULES AND REGULATIONS OF THE CITY OF THE VILLAGE OF INDIAN HILL

PERSONNEL ADVISORY AND APPEALS BOARD MEMBERS

KIM K. BURKE, CHAIRMAN

ERIC C. HOLZAPFEL

GEORGE T. GLOVER

Adopted Merit System Ordinance of 1970: Ordinance 12-70, April 27, 1970

Amended: Ordinance 24-75, September 29, 1975

Amended: Ordinance 06-79, May 17, 1979

Amended: Ordinance 19-00, November 20, 2000

Amended: Ordinance 01-18, April 23, 2018

Amended: Ordinance 06-20, April 20, 2020

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PREAMBLE

The following rules and regulations governing the classified service are adopted in accordance with the authority conferred upon the Personnel Advisory and Appeals Board of the City of the Village of Indian Hill, Hamilton County, Ohio, under the authority granted by Article 7 of the Charter of the City of the Village of Indian Hill and Chapter 35 of the Code of Ordinances and other applicable provisions of the Constitution of the State of Ohio and the Ohio Revised Code.

Inquiries regarding Civil Service matters or rules should be addressed to the Personnel Advisory and Appeals Board, 6525 Drake Road, Cincinnati, Ohio 45243.

PERSONNEL ADVISORY AND APPEALS BOARD

Kim K. Burke, Chairman

Eric C. Holzapfel, Vice Chairman

George T. Glover, Member

ATTEST

Jessica E. Chaney, Secretary

RULE I: DEFINITIONS

As used in these Rules, the following terms shall have the meaning as indicated below.

APPLICANT. Person who has formally applied for a position with the City of the Village of Indian Hill.

APPOINTING AUTHORITY. Refers to the City Manager who has the power to appoint, promote and terminate all subordinates and employees in the service of the Village according to the rules and regulations as established by the City Charter.

BOARD. Shall mean the Personnel Advisory and Appeals Board.

CLASS or **CLASSIFICATION.** Refers to a group of positions established under these rules sufficiently similar with respect to duties, responsibilities and qualifications to be designated by the same descriptive title and equitably compensated within the same salary scale.

DISMISSAL. Means removal from office as a result of disciplinary action.

ELIGIBLE LIST. Refers to a list of names of persons who have been found qualified, through appropriate examination, for appointment or promotion to positions of a specified class, arranged in order of merit as determined by examination grade.

EMERGENCY APPOINTMENT. Refers to an employee whose services are required in case of an emergency for a period of not to exceed thirty calendar days.

EMPLOYEE. Signifies any person holding a position in the municipal service.

EXEMPT SERVICE or **NONCLASSIFIED SERVICE.** Shall comprise those positions in the municipal service exempted from the merit system by the Merit System Ordinance of 1970, and any amendments thereto.

GOOD STANDING. The term “good standing”, as it relates to rejection of application for a position and to requests for reinstatement to a former classification or restoration to a former eligible list, means no disciplinary action (i.e., written reprimands, suspension, loss of time, demotion, or reduction in pay) within two years of the date of application, and the employee’s last annual performance evaluation being acceptable (a minimum “Meets Expectations” rating).

GRIEVANCE PROCEDURE. Refers to the steps and procedures to be taken in dealing with a claim raised by an employee against the Village regarding a misinterpretation or misapplication of a Village policy, procedure, rule or in connection with a punitive action

as a result of a disciplinary action. The grievance procedure shall be in accordance with the Employee Handbook Section IV(L) of this same title.

LAYOFF. Shall mean the separation of an employee from his/her position because of lack of work or lack of funds, as determined by the Appointing Authority, and does not imply inadequate performance.

NON-EXEMPT SERVICE or **CLASSIFIED SERVICE.** Shall comprise all positions in the municipal service which are not exempted from the merit system by the Merit System Ordinance.

NOTICE. Shall mean all written and formal announcements relating to examinations for positions which are not exempted from the merit system and shall state in precise terms the position specifications and examination requirements. "Notice" may be accomplished by personal service, residence service, publication in the Indian Hill Bulletin, the City's website or other reasonable publication, or by sending notice by regular or certified mail.

PERMANENT EMPLOYEE. Refers to an employee in the non-exempt service who has satisfactorily completed his/her probationary period in a position normally requiring full-time year-round service.

POSITION. Refers to a specific set of duties performed by one employee, either full-time or part-time.

PROBATIONARY EMPLOYEE. Refers to an employee in the non-exempt service who is still within the probationary period set by these rules.

PROMOTION. Signifies an advancement made in accordance with these rules from a lower class to a higher class involving an increase in responsibility and a change in class title.

PROVISIONAL EMPLOYEE. Refers to an employee temporarily filling a position in the non-exempt service without competition pending the establishment of an eligible list following merit system examination.

SEPARATION. Means removal from office as a result of resignation, retirement, layoff, death or medical reasons.

TEMPORARY APPOINTMENT. Refers to an employee appointed for a specified period of time; or for the duration of a special project; or to replace another employee on leave of absence.

TRANSFER. Shall mean the movement of an employee from one position to another within the same, or substantially the same classification.

RULE II: ORGANIZATION AND DUTIES

SECTION 1. PERSONNEL DIRECTOR. The City Manager shall appoint a Personnel Director to serve either part-time or full-time. The appointee may hold another position with the Village administration, or the City Manager may appoint himself/herself. The Personnel Director shall have the following duties:

- (a) Conduct recruitment of qualified persons for city positions;
- (b) Prepare, schedule and hold examinations; but nothing in this section shall prevent him/her from cooperating with other merit system agencies with regard to any phase of examination;
- (c) Create eligible employee lists from results of examinations;

- (d) Certify eligible employee candidates to the Appointing Authority for appointment or promotion;
- (e) Establish a job classification plan and allocate the various city positions to classes within said plan;
- (f) Certify payrolls to assure that all appointments have been made within the provisions of this article;
- (g) Develop and conduct training programs;
- (h) Perform such other duties relating to personnel as the City Manager may direct;
- (i) Act as Secretary to the Personnel Advisory and Appeals Board.

SECTION 2. OFFICIAL ROSTER. The Personnel Director shall maintain an official roster showing the names and titles and rates of pay of all municipal employees, together with such other information as he/she finds necessary to retain concerning each employee. No payroll for the payment of salaries or wages to any person in the non-exempt service shall be approved for payment unless such person has been placed on the official roster in accordance with the provisions of the Merit System Ordinance and these rules.

SECTION 3. PERSONNEL ADVISORY AND APPEALS BOARD. There shall be a Personnel Advisory and Appeals Board of three members, appointed by the Mayor with the consent of the Council, for terms of six years. Any vacancy within a term shall be filled for the unexpired portion. Each member of the Board shall be a resident of the Village, shall not hold nor be a candidate for any other public office or public employment, and shall not be a member of any local, state or national committee of a political party or an officer of any partisan political club or organization. At its first meeting, upon the appointment of a new member, the Board shall elect a Chairman and a Vice Chairman.

SECTION 4. POWERS AND DUTIES OF THE BOARD. The Board shall serve without compensation and shall:

- (1) Hear appeals from any non-exempt employee who has been suspended longer than five days, dismissed from the city service, or demoted to a lower grade and salary;
- (2) Hear appeals concerning rejection of applications for employment, the conduct of examinations, or the removal of a candidate on an eligible list;
- (3) Approve or modify the Civil Service Rules and Regulations of the City of the Village of Indian Hill as proposed by the City Manager; and
- (4) Make such investigations of city personnel practices as it deems necessary to carry out its responsibilities.

SECTION 5. MEETINGS AND MINUTES OF THE BOARD. The Secretary shall keep the minutes of Board actions and proceedings, call such meetings of the Board as may be required, and perform such other duties as are assigned by the Board. The Secretary shall have a right to participate in discussions and give testimony, but shall have no vote. The Chairman, or in his or her absence or incapacity, the Vice Chairman together with the Secretary, shall sign the minutes of the official actions of the Board. In the event that any member of the Board finds it necessary to disqualify himself/herself from hearing an appeal because of personal acquaintance with the appellant or for other similar cause, the Board may, by majority vote, name a temporary member for the purpose of hearing the appeal. Appeals shall be heard only at public meetings of the Board.

SECTION 6. APPEARANCES BEFORE BOARD. Whenever any individual or group has a matter which requires or might require consideration by the Board, such individual or group shall first confer with the Personnel Director, who shall make the necessary arrangements to bring such matters before the Board.

SECTION 7. OTHER RECORDS. The Personnel Director shall maintain the official classification plan for municipal positions; files of examination papers; correspondence; and other records. Examination papers of those who have qualified shall be preserved at least until the expiration of the eligible employee list on which their names appear. Examination papers of those who have failed to qualify may be destroyed after sixty days following the announcement of the examination results.

RULE III: CLASSIFICATION

SECTION 1. CLASSIFICATION PLAN. The Personnel Director, with the approval of the City Manager, shall adopt and maintain an official classification plan for all positions in the non-exempt service, and shall modify such plan in accordance with changes in duties and responsibilities. No person shall be employed or regularly assigned to work under any class not appropriate to the duties to be performed. Whenever a new position is created, or an existing position modified, the Personnel Director shall review the proposed duties and responsibilities, and allocate the position to an appropriate existing class or recommend, to the City Manager, the creation by Council of a suitable new class. When appropriate to the duties and responsibilities, an employee may be assigned to two classes, and paid the rate of each class in accordance with the number of hours actually employed in each class.

SECTION 2. CLASS SPECIFICATIONS. The Personnel Director shall develop and maintain a record showing for each class the class title, the duties performed, the responsibilities involved, the minimum qualifications required of applicants seeking employment, and the scale of compensation. Specifications may be amended at the discretion of the Personnel Director. The purpose of the specification is to describe the duties and requirements of the position; but such description of duties is not intended to be restrictive. Employees may be required to perform duties not mentioned in the specification provided they are compatible with the general description contained therein. Any employee can be assigned for short periods to any work; but if such assignments occur frequently, it shall be the duty of the supervisor to inform the Personnel Director for such action as he/she deems appropriate.

RULE IV: HIRING PROCESS FOR EXEMPT SERVICE OR NONCLASSIFIED SERVICE POSITIONS

SECTION 1. NOTICE. The Personnel Director may post a job announcement in the Municipal Building and in the Indian Hill Bulletin upon determining that there is a vacancy to be filled for that position. In addition, the Personnel Director may advertise in any other newspaper or in any other manner appropriate to the position being filled.

SECTION 2. PROCESS. The process for Exempt Service or Nonclassified Service positions shall consist of an evaluation by the Appointing Authority or its designee of the applications to determine the best candidates for the job, based on materials such as the submitted resume and application, interview, license or certification, and other components to determine which applicants can best perform the duties of the position. Exempt Service or Nonclassified Service positions do not require the creation of an eligibility list and candidates are selected by the Appointing Authority. Employees in Exempt Service or Nonclassified Service positions do not have appeal rights to the Personnel Advisory and Appeals Board and are considered to be "at-will" employees.

RULE V: ENTRANCE EXAMINATIONS

SECTION 1. NOTICE OF EXAMINATION. The Personnel Director shall be responsible for all merit system examinations. The Personnel Director shall provide at least two weeks' notice of every entrance examination, by posting a notice in the Municipal Building and in the Indian Hill Bulletin. In addition, he/she may advertise in any other newspaper or in any other manner appropriate to the position being filled.

SECTION 2. APPLICATIONS FOR EXAMINATION. The Personnel Director shall provide forms on which applicants may apply for examinations. At the Personnel Director's discretion, he/she may require the form to be executed in person at the Municipal Building. He/she may also require that the form be sworn to by the applicant.

SECTION 3. QUALIFICATIONS. Each applicant must meet the qualifications set forth in the class specification. In addition, the Personnel Director may supplement these qualifications with such additional qualifications as citizenship, minimum and maximum age requirements, and educational attainment, provided that such qualifications apply uniformly to all applicants and are relevant to the duties of the class.

SECTION 4. REJECTION OF APPLICATION. The Personnel Director may reject any application for cause, among which any of the following shall be sufficient:

- (1) Failure to meet any of the qualifications provided under authority of Section 3 above.
- (2) False statement on the application.
- (3) Previous employment with the municipality not terminated in good standing.
- (4) Poor work record in previous employment.
- (5) Any record or report indicating that the applicant would not be a desirable employee if appointed.
- (6) Any reason set forth in Rule VII, Section 3, herein.

SECTION 5. SCHEDULING EXAMINATIONS. The Personnel Director shall schedule examinations so as to best accomplish the purpose of providing qualified staff for the municipal service. He/she may also cancel or postpone and re-schedule examinations, provided all applicants are notified of the cancellation or postponement, with reasons therefore.

SECTION 6. EXAMINATION CONTENT. All examinations shall be practical in character, and shall measure the relative capability of the applicants to discharge the duties of the class to which appointment is sought. The examination may include written tests, oral tests, performance tests, physical tests, rating of training and experience, and such other tests as the Personnel Director finds relevant to the needs of the service. If more than one test is used in an examination, the Personnel Director may determine a minimum grade for each test, and eliminate from further competition any candidate who fails to attain at least this minimum grade.

SECTION 7. IDENTITY OF THE EXAMINEE. The Personnel Director shall adopt procedures to assure the identity of all persons taking a competitive examination is maintained as confidential to the extent permitted by Ohio law.

SECTION 8. METHOD OF RATING. Each test of each examination shall be rated separately on a scale of 100 for maximum possible attainment and 70 as the passing grade; provided, that a physical examination, if required, shall be rated only on a pass-

fail basis. Each separate test score shall be compiled into a final examination grade by establishing the relative weight for each test, multiplying the rating obtained on each part by the relative weight of that part, adding the products, and the dividing of the sum of the products by the sum of the relative weights to produce a quotient which is the final grade on the examination. Ties among applicants will be broken by priority of filing applications. The names of all candidates receiving a grade of 70 or more will be posted in the Municipal Building and the Personnel Director's office and entered on the appropriate eligible list. The grade of any candidate failing to qualify will not be made notwithstanding Section 124.23 of the Ohio Revised Code. No additional examination credit will be allowed to those applicants who possess a discharge from the United States Military Service.

SECTION 9. COMPETITIVE EXAMINATIONS AND REQUIRED NUMBER OF CANDIDATES. A competitive examination shall be administered if there are three or more applicants qualified to compete. In the event that there are less than three applicants qualified to compete, the Personnel Director may (i) elect to administer a competitive examination and certify a list of eligible employee candidates to the Appointing Authority; or (ii) may hold any examination on a continuous basis without the requirement of a two-week public notice period.

SECTION 10. INSPECTION OF EXAMINATION PAPERS. Any applicant may inspect his/her examination papers in the office of the Personnel Director within thirty days after the results of the examination are announced. No applicant shall be permitted to take notes, copy or reproduce any portion of the examination questions or other examination material.

RULE VI: LATERAL ENTRY OPTION FOR POLICE

SECTION 1. NOTICE OF EXAMINATION. The process of lateral entry creates an eligibility list as established as a method for appointing trained Patrol Officers as it is recognized that trained Patrol Officers possess unique and exceptional qualifications and experience. The Personnel Director shall be responsible for all merit system examinations. The Personnel Director shall provide at least two weeks' notice of every lateral entrance examination by posting a notice in the Municipal Building and in the Indian Hill Bulletin. In addition, he/she may advertise in any other newspaper or in any other manner appropriate to the position being filled.

SECTION 2. QUALIFICATIONS. Each applicant must meet the minimum qualifications set forth in the class specification. In addition, the Personnel Director may supplement these qualifications with such additional qualifications:

- (1) Applicants must be currently employed as a full-time peace officer possessing a OPOTA peace officer certification. Full-time will be defined as continuous employment with a minimum of thirty-two hours worked weekly; and
- (2) Applicants must have performed full-time peace officer duties for a minimum of five years and shall not exceed seventeen years of experience. Experience shall be in conducting police patrol or other comparable law enforcement duties and responsibilities; and
- (3) Be employed by the State of Ohio or one of its political subdivisions located within the State of Ohio, including counties, townships or municipalities.

SECTION 3. EXAMINATION CONTENT. The Appointing Authority shall have the authority to determine competitive written examinations for lateral entry to the position of Patrol Officer requiring previous experience and training, may be dispensed with, and instead, insist on completion of competitive oral tests, performance tests, physical tests, rating of training and experience, and such other tests as the Personnel Director finds

relevant to the needs of the service. If more than one test is used in an examination, the Personnel Director may determine a minimum grade for each test, and eliminate from further competition any candidate who fails to attain at least this minimum grade.

SECTION 4. METHOD OF RATING. Each test of each examination shall be rated separately on a scale of 100 for maximum possible attainment and 70 as the passing grade; provided, that a physical examination, if required, shall be rated only on a pass-fail basis. Each separate test score shall be compiled into a final examination grade by establishing the relative weight for each test, multiplying the rating obtained on each part by the relative weight of that part, adding the products, and the dividing of the sum of the products by the sum of the relative weights to produce a quotient which is the final grade on the examination. Ties among applicants will be broken by priority of filing applications. The names of all candidates receiving a grade of 70 or more will be posted in the Municipal Building and the Personnel Director's office and entered on the appropriate eligible list. The grade of any candidate failing to qualify will not be made notwithstanding Section 124.23 of the Ohio Revised Code. No additional examination credit will be allowed to those applicants who possess a discharge from the United States Military Service.

SECTION 5. EXERCISING THIS OPTION. In order to exercise this option, the Appointing Authority shall submit a detailed request and rationale to the Board for approval. This process is not intended to replace competitive testing and shall only be used in circumstances that serves the best interest of the City. New employees selected for appointment through these procedures shall obtain and retain all other rights attributed to classified service, following successful completion of the probationary period. The lateral entry Patrol Officer's seniority shall start on the date of hire with the City.

RULE VII: ELIGIBLE LISTS

SECTION 1. POSTING OF LISTS. The Personnel Director shall prepare from the returns of each examination an eligible list of persons who attain a grade of 70 or higher. Names on these lists shall be arranged in descending order of grade. If a subsequent examination is held for the same class, the Personnel Director shall consolidate the eligible lists resulting from two or more examinations in accordance with the grades achieved. Up to the first ten and subsequent candidates on the list will be subjected to additional investigation and evaluation as to their suitability for employment.

SECTION 2. DURATION OF LISTS. Each eligible list shall be valid for a period of one year. The term of the duration of the eligibility list commences on the date of the certification of the list by the Personnel Director. The Personnel Director, may at its discretion, prior to the date of expiration, extend any eligible list for an additional period of not more than one additional year. Any list that has been in effect for more than one year may at the discretion of the Personnel Director be terminated at any time in the public interest. The Personnel Director may abolish any eligible list when the number of eligible persons therein is reduced to three persons or less.

When the Personnel Director anticipates that a current eligible list will not supply the needed number of job candidates, or when it is desirable to ensure that there is no delay between the expiration of one list and the establishment of a new list, it may schedule an examination and publish a consecutive eligible list which shall become effective after the current list is exhausted of candidates, or expires due to the time limitations.

SECTION 3. REMOVAL FROM LIST. The name of any person appearing on an eligible list may be removed from the list for cause, among which any of the following shall be sufficient:

- (1) Failure to report for an interview when notified by email, telephone or mail.

- (2) Failing to respond to any other notice from the Personnel Director.
- (3) Accepting appointment to another classification in the municipal service paying the same or more.
- (4) The discovery of any adverse information concerning character or capability.
- (5) Failure to pass a structured oral interview, medical examination, psychological or polygraph examination.
- (6) Illegal drug usage within the past four years.
- (7) Poor credit history or work history.
- (8) Criminal history and/or history of traffic violations.
- (9) Withdrawal from consideration or declination of appointment.
- (10) A candidate may be removed from an eligibility list who has been passed over three times or for any reasons set forth in Rule V, Section 4, Rejection of Application.

The removal may be set aside by the Personnel Director upon satisfactory explanation, or by the Board following hearing of an appeal.

RULE VIII: APPOINTMENTS

SECTION 1. CERTIFICATION PROCESS. If a vacancy occurs in any position in the non-exempt service, the Personnel Director shall cause a notice of the vacancy to be sent to the Appointing Authority. The Personnel Director shall promptly schedule an examination if no eligible list exists. If a list exists, or one is created following examination, the Personnel Director shall certify to the Appointing Authority the names of the three candidates standing highest on the appropriate list. If more than one vacancy exists in the same class in the same department, he/she shall certify twice the number of names as there are vacancies. The Appointing Authority shall select only from a certified list, and notify the Personnel Director of his/her selection; provided, however, that if any eligible candidate declines or fails to appear for an interview, the Appointing Authority may at his/her discretion request additional names. The Personnel Director shall be responsible for notifying eligibles of their certification, and for directing them to the appropriate official for interview. If the eligible list contains fewer than three eligible, the eligibles on the list shall be certified to the Appointing Authority; however, the Appointing Authority shall not be required to appoint from the eligible list.

SECTION 2. PROVISIONAL APPOINTMENTS. Whenever there are urgent reasons for filling a vacancy and the Personnel Director is unable to certify a list of eligibles, the Appointing Authority may nominate a qualified person for provisional appointment. Such provisional appointment shall continue in force only until regular appointment can be made following examination, which shall be conducted within ninety calendar days thereafter.

SECTION 3. EMERGENCY APPOINTMENTS. In case of an emergency, which requires the employment of extra persons without delay, an appointment can be made without regard for these rules; but the appointment shall be reported promptly to the Personnel Director, and the appointment cannot exceed thirty days.

SECTION 4. TEMPORARY APPOINTMENTS. An appointment to a temporary vacancy, caused by a leave of absence of a regular employee, may be made for the

duration of the leave of absence. A temporary appointment for a special project or temporary period may be made for the duration of the project or period. Temporary appointments shall be made from eligible lists; but the refusal of an offer of a temporary appointment shall not cause the name of the eligible to be removed from the list.

SECTION 5. REINSTATEMENTS. Any permanent employee who has resigned in good standing may be reinstated within one year from the date of such separation to a vacancy in the same or similar classification in the same department, with the approval of the Board, provided there is no promotional eligible list and there are no employees who have been laid off and whose name appears on a layoff list for the class. The employee requesting reinstatement will be placed on the eligible list in accordance with the grade they received if the list from which they were appointed is still in effect. In the case that the eligible list from which they were appointed has expired, or if an employee is requesting to be restored to an eligible list for a classification in which they previously served did not take an examination, the employee will be placed at the bottom of the appropriate eligible list.

SECTION 6. REVIEW OF EXAMINATION PAPERS BY APPOINTING AUTHORITY. The Appointing Authority or his/her representative may examine the papers of applicants whose names have been certified for possible appointment.

RULE IX: PROBATION

SECTION 1. PROBATIONARY PERIOD. All appointments to non-exempt positions shall be for a probationary period, to be fixed by the Personnel Director for each classification at no more than one year. No appointment or promotion shall be deemed finally made until the appointee has satisfactorily served his/her probationary period. Service performed as a provisional employee shall be included in the probationary period for that employee.

SECTION 2. REPORTS. Within ten days before the end of the probationary period, or at the time of separation from the service, the Appointing Authority shall prepare a report evaluating the performance of the employee and recommending whether or not the employee should be retained as a permanent employee or whether the employee should continue to be employed under an additional extension of a probationary period not to exceed 90 days.

SECTION 3. REMOVAL OF PROBATIONARY EMPLOYEE. Any probationary employee may be removed by the Appointing Authority, without right of appeal, after he/she has worked sixty working days and before he/she has completed their probationary period. Removal prior to sixty days may be effected for cause, under rules applicable to permanent employees. Failure to satisfactorily serve a probationary period shall disqualify the employee from further appointment unless the Personnel Director determines that the cause of his/her failure to qualify for appointment would not affect his/her usefulness in some other type of municipal employment.

SECTION 4. REMOVAL OF PROMOTED EMPLOYEE. An employee promoted to a higher position who fails to satisfactorily serve his/her probationary period shall have the right to return to his/her former position, or an equivalent position.

RULE X: PROMOTIONS

SECTION 1. PROMOTIONAL EXAMINATIONS. Vacancies in classified positions above the lowest rank in any department shall be filled by promotion, insofar as practicable, on the basis of merit, conduct and capacity in office. The Personnel Director shall, in each case, determine whether to fill a given vacancy by open competitive examination, by promotional examination, or by other means provided in Section 3 of this

rule. If a promotional examination is held, the Personnel Director shall notify all eligible employees. The examination shall be conducted in accordance with procedures set forth in Rule V, Entrance Examinations, provided that each candidate, will receive, in addition to his/her final earned grade, a credit for seniority of one percent of the total grade for each of the first four years of service and six tenths of one percent of the total grade for each of the next six years of service, up to a maximum of ten years, in the class which made him/her eligible for the promotional examination. Selection by the Appointing Authority from the certified list of eligibles shall be conducted in accordance with procedures set forth in Rule VIII, Section 1, Certification Process.

SECTION 2. ELIGIBILITY OF PROMOTIONAL EXAMINATIONS. The Personnel Director shall establish eligibility standards for each promotional examination; such standards shall be uniformly applied. Promotional examinations shall be open only to permanent employees with three years of service in an eligible classification, unless the Personnel Director determines a different length of service. Such designation shall be published in the promotional examination announcement indicating the line of promotion and length of satisfactory service necessary for eligibility. Competition may be limited to employees of the department having the vacancy, if the Personnel Director so prescribes. Each eligible candidate for a promotional examination may be required to file a written application for the examination with the Personnel Director.

SECTION 3. WAIVER OF PROMOTIONAL EXAMINATION. A promotion may be made by the Appointing Authority without examination under any of the following circumstances:

- (1) If the vacancy requires a person of peculiar and exceptional qualifications of a scientific, managerial or professional character, and the Appointing Authority receives an advance approval of the Board, based on a letter containing a resume of the employee's special attainments.
- (2) If a vacancy exists in a higher classification solely because of a leave of absence of a regular appointee, who is expected to return to duty; but such temporary promotion cannot be made permanent without an examination.
- (3) If there is only one employee in the next lower class, and the Appointing Authority certifies to the Personnel Director that this employee is fully qualified for promotion.
- (4) If an employee has been selected by examination for special training leading to promotion, which training cannot as a practical matter be made available to all.

RULE XI: TRANSFERS

SECTION 1. TRANSFERS. Any employee in the non-exempt service who has completed his/her probationary period may be transferred by the Appointing Authority from one department to the same, similar, or lower class in another department on request of the employee, provided that such transfer does not adversely affect the rights of any other employee to consideration for promotion. Where the good of the service demands, an employee may be transferred without loss of status or pay without his/her approval. In case of reduction in force in any department, preference shall be given to employees for transfer in lieu of layoff.

SECTION 2. DIVISION TRANSFER. The transfer of an employee from one position in one division to a position in the same class in another division shall be called a "Division Transfer".

SECTION 3. CLASS TRANSFER. The transfer of an employee from a position in one class to a position in another class for which the pay is the same, shall be called a "Class Transfer".

SECTION 4. REASSIGNMENT. Employees may be reassigned within their departments and within their classifications by the Appointing Authority without their consent, for the good of the service. Reassignments to work outside of their classifications can be made only for periods not exceeding thirty days.

RULE XII: LAYOFF

SECTION 1. PROCEDURE. Whenever a layoff becomes necessary because of lack of work or lack of funds, employees without permanent status under the Merit System Ordinance shall be laid off first. Thereafter, the employees with the shortest length of total municipal service shall be laid off next in inverse order of their seniority. Laid-off employees shall have the right of recall within two years of the effective date of layoff, and shall have preference over any other type of appointment to the same class.

SECTION 2. DEMOTION. When it becomes necessary to reduce the number of positions in any classification filled by promotion, a probationary employee or the employee with the smallest length of service within the classification shall be returned to his/her last previous position, or the equivalent, provided his/her municipal seniority exceeds that of the junior employee in the proposed position.

RULE XIII: PERFORMANCE REVIEW

SECTION 1. PROCEDURE. The review of the performance of subordinates is considered a normal function of supervision. No less than once a year, each supervisor shall report in writing to the Personnel Director his/her evaluation of the performance of each employee, and shall simultaneously discuss this communication with the employee. The Personnel Director may furnish forms for performance review, or otherwise guide and assist supervisors in the evaluation process.

SECTION 2. USES. The primary use of the performance review shall be to assist employees in improving their performance. Performance evaluation reports shall not be used to establish any arbitrary or fixed standards of personnel decision-making. However, they may be considered in making decisions regarding pay, promotion, and other similar actions, and shall be presented to the Board whenever the Board is considering an appeal from disciplinary actions.

RULE XIV: APPEALS FROM DISCIPLINARY ACTIONS

SECTION 1. NOTICE. Whenever the Appointing Authority determines that a non-exempt employee should be disciplined by a suspension of longer than five days, or by involuntary demotion to a lower grade and salary, or by dismissal from the city service, the Appointing Authority shall notify such employee in writing. This notice shall contain one or more grounds for dismissal set forth in Section 2 of this rule, together with such specifications and facts in support of such grounds as will enable the employee to be placed fairly upon his or her defense. The Appointing Authority shall furnish such employee with a copy of the order, which shall state the reasons therefore and such order shall be filed with the Board.

SECTION 2. GROUNDS FOR DISCIPLINARY ACTION. The Appointing Authority shall have the power to remove employees from employment, demote in pay or position, or suspend employees for incompetency, inefficiency, unsatisfactory performance, dishonesty, drunkenness, violence, falsification, misfeasance, malfeasance, or nonfeasance, discourteous treatment to the public, neglect of duty, violation of policy or work rule, insubordination, immoral or conduct contrary to the best interest of the City, or as a result of an accumulation of acts of lesser consequence pointing to the desirability of his or her removal, or any other reasonable or just cause.

SECTION 3. GRIEVANCE PROCEDURE. An employee shall utilize the grievance procedure to pursue a grievance filed in good faith for a perceived wrong that is inconsistent with existing policy, written procedure, fact of law, personnel rules or regulations or in connection with a punitive action as a result of a disciplinary action. Employees under a collective bargaining agreement and who exercise their right of an appeal under their respective contract, specifically waive appeal rights under this rule. If such collective bargaining employee exercises their right to an appeal under this rule, he or she hereby waives the right to file a grievance under the grievance procedure of his or her respective collective bargaining agreement.

SECTION 4. APPEAL TO BOARD. Employees whose position is non-exempt from the merit system requirements, and who has passed his/her probationary period, as set forth in Rule IX, and meets the conditions of the rules, may appeal to the Board in writing within ten days after the effective date of such suspension, dismissal or demotion as set forth in the order or within ten calendar days after the posting date if the notice is served via certified mail. The employee may file an appeal with the Board through written request sent to the Personnel Director. In the event such an appeal is filed, the Personnel Director shall call a meeting of the Board within thirty days of the date the appeal was filed with the Personnel Director. At this meeting, the Board shall conduct a pre-hearing conference with the parties for the purposes of (1) clarifying or simplifying the issues; (2) discuss stipulations or admissions; (3) coordinate and schedule the exchange of documents and witness lists; and (4) to discuss matters intended to expedite the proceedings. Following this pre-hearing conference, the Board shall schedule a date for the appeal hearing. Written notice shall be given to the appellant and to the Appointing Authority of the time and place of hearing of the appeal, as well as any other orders of the Board.

SECTION 5. APPEAL PROCEEDINGS. The Board shall hear the evidence upon the charges and specifications in a manner as informal as is compatible with the requirement of justice. The Personnel Director shall furnish to the Board, as official documents comprising the record of appeal, the notice of appeal, a copy of the notice of disciplinary action, dismissal or demotion pertaining to the appellant, and a copy of the appellant's employment record, including past disciplinary actions, if any. On reasonable request, the Board shall subpoena witnesses for either party and require the production of records and to administer oaths. The admission of evidence shall be governed by the decision of the Board. The Appointing Authority, who may be represented by the City Solicitor, or assistant city solicitors or other counsel as designated by the City Solicitor shall first present his or her evidence and testimony in support of the charges. The appellant, who may be represented by counsel, shall then produce such evidence as he or she may wish to offer in his or her defense. The appellant may then offer rebuttal evidence. The Board in its discretion may hear arguments. If either of the parties in interest fail to appear at the time fixed for the hearing; the Board may render judgment as by default, or may hear such evidence as is available and render judgment.

SECTION 6. DECISION BY THE BOARD. After hearing the evidence on which the disciplinary action was based, and the employee explanation, the Board shall render judgment, either to affirm, reverse or modify the decision of the Appointing Authority as appropriate under the facts of the case. The decision rendered shall be final. The decision shall be officially recorded in the minutes and copies of the minutes and the official order of the Board shall be forwarded to the appellant and to the Appointing Authority. If the Board fails to affirm the action in a disciplinary appeal, the Board shall determine what compensation, if any, shall be paid to the employee for the pay he or she lost because of the action of the Appointing Authority. Any employee who is dismissed shall be disqualified for reappointment and from taking any further merit system examination for a period of not less than two years, unless the Board rules that the cause of his or her dismissal would not affect his or her usefulness in some other type of municipal employment.

RULE XVI: APPEALS CONCERNING APPLICATIONS AND EXAMINATIONS

SECTION 1. PROCEDURE. The Board may hear appeals concerning the rejection of applications for municipal employment, the conduct of examinations or a candidate's removal from an eligible list. If an appellant feels aggrieved by the action of the Personnel Director, he or she may file a notice of appeal that shall be submitted to the Board. The notice of appeal must be in writing and filed no later than ten calendar days after the rejection of application by the Personnel Director, the conduct of an examination or the notification of removal of a candidate from an eligible list. Appeal to the Board shall operate to stay the action of the Personnel Director in conducting the examination for which the appellant has applied; or, alternatively, the Board may order a deferred examination given to the appellant. If the name of an applicant is removed from the eligible list for cause or for any reasons set forth in Rule VII, Section 3, the candidate may appeal to the Board, which after hearing may order the name restored to the eligible list. No appeal of any kind may be made to the Board as a result of a positive pre-employment drug screening, post-conditional offer medical examination, or psychological or polygraph examination.

SECTION 2. CONTENTS OF APPEALS. All appeals to the Board shall be written. Notices of appeals shall include the following information:

- (1) The appellant's name, address and telephone number.
- (2) The name of the Appointing Authority and/or department/division.
- (3) A description or summary of the action which is being appealed.

SECTION 3. NOTICE OF HEARING. Parties (the appellant and the Appointing Authority) will be notified by the by the Secretary or the Board in writing of the time and place of the scheduled hearing. Parties wishing to reschedule a hearing must request that the Board do so in writing at least five working days prior to the scheduled hearing.

SECTION 4. HEARING PROCEEDINGS AND ORDER OF PROOF. Hearings shall be as informal as is compatible with the requirements of justice. The Personnel Director shall furnish to the Board, as official documents comprising the record of appeal the notice of appeal and the application materials of the appellant. The appellant, who may be represented by counsel, shall present his or her case to the Board. The Personnel Director and/or the Appointing Authority shall present his or her testimony. The appellant may then offer rebuttal evidence. The Board in its discretion may hear arguments.

SECTION 5. EVIDENCE AND COUNSEL. The admission of evidence shall be governed by the decision of the Board. The Board shall have the power to subpoena and require the attendance of witnesses; to subpoena the production of pertinent documents; and to administer oaths. The Appointing Authority may be represented by the City Solicitor, assistant city solicitors or other counsel designated by the City Solicitor. The appellant may also be represented by legal counsel.

SECTION 6. FAILURE OF PARTIES TO APPEAR. If the appellant shall fail to appear at the time fixed for the hearing, the Board shall hear the evidence and render judgment thereon. If the Appointing Authority or Personnel Director shall fail to appear at the time fixed for the hearing, and if no evidence is offered in support of the charge or charges, the Board may render judgment as by default or may hear evidence offered by the appellant and render judgment thereon. The Board shall forthwith notify the Appointing Authority and the appellant of its judgment.

SECTION 7. DECISION RENDERED. The Board shall, after due consideration, render its judgment, either to affirm or reverse the decision of the Personnel Director or the Appointing Authority as appropriate under the facts of the case. The decision rendered shall be final. The decision shall be officially recorded in the minutes and copies of the minutes and order of the Board shall be forwarded to the appellant and to the Appointing Authority.

SECTION 8. OTHER APPEALS. The Board shall have the authority to investigate city personnel practices necessary to carry out its responsibilities under the Merit System Ordinance. If an applicant for any examination, or any municipal employee, feels aggrieved by the application of the Civil Service Rules and Regulations of the City of the Village of Indian Hill, he/she may notify the Board in writing. The Board shall then consider the appeal and make a determination following the hearing procedures outlined above.

RULE XVII: AMENDMENTS TO RULES

SECTION 1. NOTICE OF AMENDMENTS. Subject to Rule II, Section 4(3), the Personnel Director, with the approval of the City Manager, may amend these rules at any time. Whenever the Personnel Director determines that an amendment is desirable, he/she shall notify all department(s) heads and other interested persons not later than the time that he/she submits the amendment for approval by the Board.

SECTION 2. ACTION BY THE BOARD. Upon receipt of proposed amendments, the Board shall establish a time at which they will be considered, which time shall be not less than seven days following receipt. Following approval or modification of amendments by the Board, the Board shall forward the amendments to the Council for its acceptance or rejection.

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RESOLUTION NO. -24

**RESOLUTION APPOINTING MR. DONALD C MCGRAW
AS AN ALTERNATE MEMBER TO THE CITY OF THE
VILLAGE OF INDIAN HILL, OHIO PLANNING
COMMISSION**

WHEREAS, the charter of The City of the Village of Indian Hill allows Council to appoint up to two alternates to the Village Planning Commission to serve for eight year terms; and

WHEREAS, the second alternate position is vacant; and

WHEREAS, Council has determined that it is in the best interest of the City of the Village of Indian Hill to appoint Mr. Donald C. McGraw to an eight (8) year term as an alternate member of the Planning Commission;

**NOW, THEREFORE, BE IT RESOLVED BY
THE COUNCIL OF THE CITY OF THE
VILLAGE OF INDIAN HILL, OHIO:**

Section 1 That Mr. Donald C. McGraw be, and hereby is appointed an alternate member of the Planning Commission for an eight-year term commencing on January 16, 2024, and ending December 31, 2031.

PASSED: January 16, 2024

Stephen H. Krehbiel, Mayor

ATTEST:

Paul C. Riordan, Clerk

Memo

To: All Council Members
From: Dina C. Minneci
CC: Paul Riordan & Scott Phillips
Date: 1/9/24
Re: Buildings and Grounds Committee Meeting

The Buildings and Grounds Committee met at 8:00 a.m. on January 9, 2024 in Council Chambers. Mayor Krehbiel, Vice Mayor Hidy, Mr. Byer, Mrs. Stern and Mr. Gibson were the Council members in attendance. Mrs. Minneci, Mr. West, Mr. Adkins, and Mrs. Wade-Dorman were the staff members in attendance.

1. Mr. Adkins presented the Departmental Activity Report (**Report attached**). Staff performed routine maintenance on all facilities, installed a new paver at Veteran Memorial, repaired fence at Livingston Lodge, installed new park sign at Whitacre Park, and installed new drainage pipe on bridle trail U-72.
2. Mr. West provided Green Area updates:
 - a. 2 Abbey Place – 1.9 acre gift – title work is ordered.
3. Mr. West highlighted the yearly Grand Valley attendance comparison. He also discussed the 251 zoning permits issued in 2023 compared to 256 in 2022. In addition, twenty-eight new home permits were issued compared to forty in 2022. Many of those new home permits are in the northern part of the Village.
4. Mr. West provided Rowe Arboretum update:
 - a. Hosted a garden club tour.
 - b. Prepared No Pet Policy signage.
 - c. Assisted with the John Bentley Tree Grove planting.
 - d. Contractor completed the invasive removal in adjacent green areas along Muchmore and Arboretum Drive.
5. Mrs. Wade-Dorman gave an update on the following projects (**Report attached**):
 - a. **Public Works Facility Roof Retrofit** – The project is complete. Staff awaits the final invoices and punch out list.
 - b. **Sycamore Creek Restoration & Habitat Enhancement** - The contractor completed the honeysuckle clearing on the twelve acres. The consultant is completing the 30% design and will review with staff at the end of the month.
6. Mr. Byer highlighted the Recreation Commission's year-end participant statistics that are included in the upcoming Bulletin. He highlighted Mrs. Fink's more efficient tracking system as well as the addition of Boys Volleyball and the summer tennis program collaboration.
7. Mr. West distributed a draft Resolution accepting the 2023 Green Area donations which equated to 17.4435 acres. This compares to 66.1828 acres in 2022. The Committee agreed to recommend passage of a Resolution accepting the green areas (**Resolution attached**).

**BUILDINGS & GROUNDS COMMITTEE MEETING
JANUARY 9, 2024
ACTIVITIES REPORT**

Buildings and Grounds

- Performed routine maintenance at all facilities
- Installed a new paver at the Veteran's Memorial for 1st Lieutenant Allan J. Byer
- Winterized fountain at Bird Sanctuary
- Repaired split rail fence at Livingston Lodge
- Prepared Livingston Lodge for Village Christmas Party
- Installed Village Christmas Tree at the Phinney House

Green Areas Maintenance

- Installed small boulders as a barrier in turn around driveway at the Shawnee Run Road Green Area near State Route 126
- Mowed wildflower patches throughout Village

Park Maintenance

- Performed routine maintenance at all park facilities
- Installed new Park identification sign at Whitacre Park
- Repaired floor coping at Drake Park Restrooms
- Removed excess dirt from Stephan Field swing set project
- Removed tree debris from walking paths at Livingston Fields

Recreational Field Maintenance

- Replaced damaged soccer goal at Kugler Mill Fields
- Cleaned dugouts and pulled bases at all the baseball fields

Bridle Trails Maintenance

- Cleared M-Trails
- Contracted with Rodger Davis to install new drainage pipe on U-72

BUILDING & GROUNDS COMMITTEE MEETING

January 9, 2024

PROJECT MANAGEMENT REPORT

GRAND VALLEY

Attendance:	November 2023	December 2023
Total*	1764	1418
Daily Average**	48	41
Weekend Average***	175	112

*Denotes Actual Preserve Facility Users (card swipes)

**Denotes Each Day Monday thru Friday

***Denotes Both Saturday & Sunday Together

Annual Attendance Totals are attached at the end of this report.

GREEN AREA GIFTS COMPLETED IN 2023

Peterloon Meadows Inc.	Saddlewood Lane	14.8458 Acres
Paul & Cynthia Riordan	8625 Deep Run	2.5977 Acres
2023 TOTAL ACRES DONATED TO GREEN AREA TRUST =		17.4435 acres

GREEN AREA GIFTS IN PROGRESS

- 2 Abbey Place – 1.9 Acre Green Area Gift. We have ordered the title work for this proposed gift.

ZONING SITE CLEARANCE RELEASE PERMITS

- A total of 251 zoning permits were issued in 2023 compared to 256 permits in 2022.
- 28 new home permits were issued in 2023 compared to 40 in 2022.
- The ten year average for new home permits is 19.5 per year.

ROWE ARBORETUM

- Hosted a garden club tour.
- Assisted with the John Bentley Tree Grove planting.
- Preparing signage to make visitors aware of No Pet Policy effective January 1.
- Continuing fall cleanup.
- Native Roots completed invasive removal in adjacent green areas along Muchmore and Arboretum Drive and planted the reforest the hill trees in this green area.

PUBLIC WORKS FACILITY ROOF RETROFIT

Wm. Kramer and Son's crews have completed all the detailing to finish up the installation. Once the final pay application and warranty documents have been submitted, reviewed and approved, staff will close this project out.

SYCAMORE CREEK RESTORATION & HABITAT ENHANCEMENT

Stream Restoration Specialists completed all work to treat invasive honeysuckle on the 12-acre project area and have removed all equipment from the project site. Beaver Creek Hydrology is working to complete the 30% design submittal by the end of this week and to schedule a review meeting with MSD and the Hamilton County Engineer's Office by the end of January.

Grand Valley Annual Attendance Comparison 2012-2023

	Jan. 2012	Feb. 2012	Mar. 2012	Apr. 2012	May 2012	Jun. 2012
Total	951	1124	1638	1907	2184	2137
Daily Ave.*	23	32	44	57	64	60
Weekend Ave.**	99	113	149	159	178	194

	Jul. 2012	Aug. 2012	Sep. 2012	Oct 2012	Nov. 2012	Dec. 2012
Total	1584	1830	1632	1389	1332	924
Daily Ave.*	44	48	43	42	39	23
Weekend Ave.**	140	182	156	105	121	98

Total = 18,632/Year ~ Ave. = 1,553/Month ~ 43/Week Day ~ 141/Weekend

	Jan. 2013	Feb. 2013	Mar. 2013	Apr. 2013	May 2013	Jun. 2013
Total	1001	797	1075	1820	2001	2367
Daily Ave.*	25	22	24	46	57	65
Weekend Ave.**	105	91	113	204	171	215

	Jul. 2013	Aug. 2013	Sep. 2013	Oct 2013	Nov. 2013	Dec. 2013
Total	2151	2210	2059	1619	1257	728
Daily Ave.*	58	58	56	44	33	21
Weekend Ave.**	202	207	194	154	124	60

Total = 19,085/12 Months ~ Ave. = 1,590.5/Month ~ 42.5/Week Day ~ 153.5/Weekend

	Jan. 2014	Feb. 2014	Mar. 2014	Apr. 2014	May 2014	Jun. 2014
Total	633	396	1119	1799	2294	2183
Daily Ave.*	16	11	29	40	59	52
Weekend Ave.**	64	44	102	231	220	242

	Jul. 2014	Aug. 2014	Sep. 2014	Oct 2014	Nov. 2014	Dec. 2014
Total	2335	2108	1997	1464	1107	908
Daily Ave.*	66	54	52	38	26	26
Weekend Ave.**	201	197	214	147	118	80

Total = 18,343/12 Months ~ Ave. = 1,528.5/Month ~ 39.0/Week Day ~ 155.0/Weekend

	Jan. 2015	Feb. 2015	Mar. 2015	Apr. 2015	May 2015	Jun. 2015
Total	881	445	1030	1877	2197	1716
Daily Ave.*	24	11	24	49	58	45
Weekend Ave.**	80	59	114	203	195	184

	Jul. 2015	Aug. 2015	Sep. 2015	Oct 2015	Nov. 2015	Dec. 2015
Total	1964	2437	1512	1721	1389	966
Daily Ave.*	54	60	38	47	38	27
Weekend Ave.**	183	234	168	152	119	86

Total = 18,135/12 Months ~ Ave. = 1,511/Month ~ 40/Week Day ~ 148/Weekend

	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May 2016	Jun. 2016
Total	942	982	1424	1739	1934	2048
Daily Ave.*	20	19	38	41	56	61
Weekend Ave.**	106	74	138	196	157	177

	Jul. 2016	Aug. 2016	Sep. 2016	Oct 2016	Nov. 2016	Dec. 2016
Total	1909	1460	1673	1721	1596	726
Daily Ave.*	46	37	43	47	35	21
Weekend Ave.**	188	154	179	152	209	57

Total = 18,154/12 Months ~ Ave. = 1,513/Month ~ 39/Week Day ~ 149/Weekend

	Jan. 2017	Feb. 2017	Mar. 2017	Apr. 2017	May 2017	Jun. 2017
Total	779	1156	1137	2078	2002	2390
Daily Ave.*	19	28	28	52	54	68
Weekend Ave.**	79	155	126	191	189	224

	Jul. 2017	Aug. 2017	Sep. 2017	Oct 2017	Nov. 2017	Dec. 2017
Total	2366	2392	1925	1670	1221	946
Daily Ave.*	56	59	51	43	36	26
Weekend Ave.**	237	258	191	160	109	81

Total = 17,672/12 Months ~ Ave. = 1,473/Month ~ 43/Week Day ~ 167/Weekend

	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	Jun. 2018
Total	649	753	1380	1733	2475	2398
Daily Ave.*	17	26	30	48	72	66
Weekend Ave.**	67	59	158	159	205	225

	Jul. 2018	Aug. 2018	Sep. 2018	Oct 2018	Nov. 2018	Dec. 2018
Total	2387	1785	1593	1467	1149	959
Daily Ave.*	66	46	41	43	25	27
Weekend Ave.**	207	184	156	120	151	78

Total = 18,728/12 Months ~ Ave. = 1,561/Month ~ 42/Week Day ~ 147/Weekend

	Jan. 2019	Feb. 2019	Mar. 2019	Apr. 2019	May 2019	Jun. 2019
Total	773	663	995	1631	1320	2004
Daily Ave.*	19	17	25	47	32	62
Weekend Ave.**	84	81	96	149	146	170

	Jul. 2019	Aug. 2019	Sep. 2019	Oct 2019	Nov. 2019	Dec. 2019
Total	1989	2292	2128	1796	1309	1263
Daily Ave.*	54	56	58	50	34	36
Weekend Ave.**	185	236	203	166	132	106

Total = 18,163/12 Months ~ Ave. = 1,514/Month ~ 41/Week Day ~ 146/Weekend

	Jan. 2020	Feb. 2020	Mar. 2020	Apr. 2020	May 2020	Jun. 2020
Total	1090	1042	3183	4507	4036	3601
Daily Ave.*	32	23	80	137	106	73
Weekend Ave.**	86	108	318	375	363	278

	Jul. 2020	Aug. 2020	Sep. 2020	Oct 2020	Nov. 2020	Dec. 2020
Total	2796	3271	3039	2436	2631	1990
Daily Ave.*	73	80	74	66	75	54
Weekend Ave.**	278	309	304	218	235	190

Total = 33,622/12 Months ~ Ave. = 2,802/Month ~ 73/Week Day ~ 255/Weekend

	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	Jun. 2021
Total	1825	1077	2318	2195	2165	2212
Daily Ave.*	50	28	57	67	52	58
Weekend Ave.**	156	130	250	182	237	233

	Jul. 2021	Aug. 2021	Sep. 2021	Oct 2021	Nov. 2021	Dec. 2021
Total	2388	2357	2252	2146	1717	1641
Daily Ave.*	65	65	65	58	50	47
Weekend Ave.**	214	208	204	185	140	141

Total = 24,293/12 Months ~ Ave. = 2,024/Month ~ 55/Week Day ~ 190/Weekend

	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	Jun. 2022
Total	1119	858	1828	1899	2415	2344
Daily Ave.*	32	21	51	50	63	62
Weekend Ave.**	90	108	161	188	227	248

	Jul. 2022	Aug. 2022	Sep. 2022	Oct 2022	Nov. 2022	Dec. 2022
Total	2206	2300	2086	2233	1563	995
Daily Ave.*	61	65	64	56	48	32
Weekend Ave.**	185	203	170	208	126	93

Total = 21,846/12 Months ~ Ave. = 1,821/Month ~ 50/Weekday ~ 167/Weekend

	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	Jun. 2023
Total	1362	1625	1522	2281	2698	2263
Daily Ave.*	37	42	41	72	76	65
Weekend Ave.**	135	197	147	188	236	207

	Jul. 2023	Aug. 2023	Sep. 2023	Oct 2023	Nov. 2023	Dec. 2023
Total	2304	2136	2140	1871	1764	1418
Daily Ave.*	62	58	59	53	48	41
Weekend Ave.**	201	200	202	157	175	112

Total = 23,384/12 Months ~ Ave. = 1,949/Month ~ 55/Weekday ~ 180/Weekend

RESOLUTION NO. -24

**A RESOLUTION AUTHORIZING THE CITY MANAGER
TO ACCEPT 2023 GREEN AREA GIFTS**

WHEREAS, certain residents and other's have offered gifts of real estate to the City of the Village of Indian Hill, Ohio; and

WHEREAS, the Green Areas Advisory Committee has recommended acceptance of said gifts and it is to the best interest of the City of the Village of Indian Hill to accept the said gifts;

**NOW, THEREFORE, BE IT RESOLVED BY THE
COUNCIL OF THE CITY OF THE VILLAGE OF
INDIAN HILL, STATE OF OHIO:**

The City Manager is hereby authorized to accept the following gifts of real estate:

Peterloon Meadows Inc.	Saddlewood Lane	14.8458 Acres
Paul & Cynthia Riordan	8625 Deep Run	2.5977 Acres

2023 TOTAL ACRES DONATED TO GREEN AREA TRUST – 17.4435 acres

Passed: January 16, 2024

Stephen H. Krehbiel, Mayor

ATTEST:

Paul C. Riordan, Clerk

Memo

To: All Council Members
From: Dina C. Minneci
CC: Paul Riordan & Scott Phillips
Date: 1/9/24
Re: Public Works Committee Report

The Public Works Committee met at 7:30 a.m. on January 9, 2024 in Council Chambers. Mayor Krehbiel, Vice Mayor Hidy, Mr. Byer, Mr. Manning, Mr. Gibson, and Mrs. Stern were the Council members in attendance. Mrs. Minneci, Mr. West, Mr. Adkins, and Mrs. Wade-Dorman were the staff members in attendance.

1. Mr. Adkins presented the Departmental Activity Report (**Report attached**). Staff picked up Christmas trees, repaired guardrail on Given Road, improved drainage on Cunningham Road, trimmed honeysuckle and cleared trees from the right-of-way throughout the Village. The department also has had one snow event this year.
2. Mrs. Wade-Dorman presented the Project Management Report (**Report attached**):
 - a. **2024 Street Resurfacing Program** – The program is being prepared for an April bid.
 - b. **Given Road Evaluation/Maintenance** – The contractor has ordered material for the pier walls and will begin once delivered.
 - c. **Sycamore Creek Restoration & Habitat Enhancement** – The contractor completed the honeysuckle clearing on the twelve acres. The consultant is completing the 30% design and will review with staff at the end of the month.
 - d. **Loveland Madeira Culvert Maintenance** – The contractor continues to work on the culvert replacements.
 - e. **Spooky Ridge Lane Culvert Replacement** – The contractor completed the project, and the road was open to full traffic on January 3rd. Staff is awaiting final payouts and punch list items.
 - f. **McCane Lane Bridge** – The contractor began installation of the footers and wingwalls.
3. Staff distributed a Resolution authorizing the City Manager to prepare plans, specifications, and the bidding process for 2024 projects, equipment, vehicles, and supplies that exceed \$50,000 or are not on the state bid list. Public Works items include street resurfacing, culvert and landslide repairs, roof replacement, and fencing replacement. Water Works items include water meter purchases, Miami Road water main replacement, and purchase of rock salt and water softener valves. After discussion, the Committee agreed to recommend to Council a Resolution authorizing the City Manager to proceed with the steps necessary for these projects and purchases (**Resolution attached**).

**PUBLIC WORKS COMMITTEE MEETING
JANUARY 9, 2024
ACTIVITIES REPORT**

- Picked up brush, bags, Christmas trees, limbs, and litter at various locations throughout the Village
- Cleared trees from the right-of-way on Cunningham Road and Shawnee Run Road
- Improved drainage way on Cunningham Road
- Repaired blacktop failures on Camargo Road, Given Road, Kugler Mill Road, and Old Indian Hill Road
- Repaired guardrail on Given Road
- For the 2023-2024 snow season, we are reporting the following:
 - 1 snow events
 - 0 regular hours and 16 hours in overtime
 - 36 tons of salt used
 - 0 gallons of salt brine/Beet Heet used
 - 0 gallons of calcium used
 - .5 inches of snow has accumulated

Last year's snow report at this time:

- 4 snow events
- 0 regular hours and 335 hours in overtime
- 399 tons of salt used
- 3525 gallons of salt brine/Beet Heet used
- 1000 gallons of calcium used
- 3.5 inches of snow has accumulated

**PUBLIC WORKS COMMITTEE MEETING
JANUARY 9, 2024
PROJECT MANAGEMENT REPORT**

Paving Program:

2024 Street Resurfacing Program – Staff has started putting together the list of streets and required bid documents in an effort to advertised and bid this work out by the beginning of April.

Given Road Evaluation/Maintenance – JTM Smith Construction has ordered the material for the pier wall maintenance. Once all material is received, this work will be scheduled with the Public Works Department.

Landslide Work:

Sycamore Creek Restoration & Habitat Enhancement – SRS completed all work to treat invasive honeysuckle on the 12-acre project area and has removed all equipment from the project site. Beaver Creek Hydrology is working to complete the 30% design submittal by the end of this week and to schedule a review meeting with MSD and the Hamilton County Engineer’s Office by the end of January.

Culvert Work:

Spooky Ridge Lane Culvert Replacement - REBID – KT Holden Construction has completed the construction of this culvert and the road was opened to full traffic the afternoon of January 3, 2024. Staff is waiting for the final change orders to be submitted, reviewed and approved to close this project out.

2023 Indian Hill Culvert Maintenance Project – The National Gunite crew pulled off the job for the holidays and is scheduled to start restoration this week.

Bridge Work:

Mc Cane Lane Bridge Replacement – REBID: Rack & Ballauer Excavating started installing the footers and northside wingwalls in preparation for installation of the culvert. The Culvert was delivered and craned into place last Friday, January 5, 2024. Work continues on the southside wingwalls and stream stabilization.



RESOLUTION -24

RESOLUTION AUTHORIZING THE CITY MANAGER TO EMPLOY AN ENGINEER TO PREPARE PLANS AND SPECIFICATIONS FOR STREET REHABILITATION, EQUIPMENT, VEHICLES, SUPPLIES AND OTHER SPECIAL CAPITAL IMPROVEMENT PROJECTS, ADVERTISE FOR BIDS, AND AWARD CONTRACTS FOR THE CONSTRUCTION OF SAID WORK AND PURCHASE OF SAID EQUIPMENT, VEHICLES, AND SUPPLIES.

WHEREAS, it is in the best interest of the residents of the City of the Village of Indian Hill to perform certain street rehabilitation, other special projects and purchase equipment, vehicles and supplies, and

WHEREAS, it is necessary to prepare plans and specifications and to advertise for bids for said projects, equipment, vehicles and supplies when estimated amount exceeds \$50,000.00;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF THE VILLAGE OF INDIAN HILL, OHIO:

Section 1. The City Manager is hereby authorized to secure the services of an engineer, or a combination of engineers, to prepare plans and specifications and to advertise for street resurfacing and other special projects and purchasing for equipment, vehicles and supplies including, but not limited to, the following:

Road Resurfacing/Concrete Curb & Ditch/Pipe Repair

Given Road

Blome Road

Miscellaneous Streets / Locations (dependent on available funding)

Public Works Projects, Equipment & Supplies

Culvert Maintenance/Replacement:

Kugler Mill Road

Camargo Road

Landslide Maintenance/Replacement:

Varnier Road Design

Public Works Facility Roof Replacement

Public Works fencing

Road Salt

Vehicles:

Utility Truck

Salt Truck Upfit

Water Works Projects, Equipment & Supplies

Water Meters

Water Main Replacement:

Miami Road

Chemicals/Rock Salt for Water Treatment

Water Softener Valves

Rangers

Patrol Vehicles (2)

Section 2. The City Manager is hereby authorized and directed to advertise for bids for the supplying of all labor, material and equipment necessary for the required projects and materials, in accordance with the plans and specifications.

Section 3. The City Manager is hereby authorized to accept the lowest and best bid(s) submitted in pursuance of said advertising, reserving the right to reject any and all bids, and make such contracts, therefore, as may be necessary and as may be approved by the Solicitor to the City of the Village of Indian Hill, Ohio.

PASSED: January 16, 2024

Stephen H.. Krehbiel, Mayor

ATTEST:

Paul C. Riordan, Clerk

Memo

To: All Council Members
From: Dina C. Minneci
CC: Paul Riordan & Scott Phillips
Date: 1/9/24
Re: Water Works Committee Meeting

The Water Works Committee met at 7:00 a.m. on January 9, 2024 in Council Chambers. Council members present were Mayor Krehbiel, Vice Mayor Hidy, Mrs. Isphording (via phone), Mr. Manning, and Mr. Gibson. Mrs. Minneci, Mr. West, Mr. Adkins, and Mrs. Wade-Dorman were the staff members in attendance.

1. Mr. Adkins presented the Departmental Activity Report (**Report attached**). Staff repaired three water main breaks, performed water main inspections, replaced four fire hydrants, and installed a new water service tap on Burley Hills. Plant operators responded to 198 customer service calls, submitted a grant funding application for the water tower project, and performed roof repairs to the water tower. The water salt bid resulted in a \$7.93/ton reduction from last year's contract.
2. Mrs. Wade-Dorman distributed the Project Management Report (**Report attached**):
 - a. **\$5.6 million Water Works Bond – Project #1 (Given Road watermain replacement – Shawnee Run to Camargo)** – the new contractor for the project started completing the water main work that was left unfinished. Completion is expected this winter. The timing of paving will be determined by the need to allow the infrastructure to settle in addition to a possible sanitary sewer project on Given Road later this year. The Village did receive proceeds from the surety bond to assist with the project's completion.
 - b. **\$5.6 million Water Works Bond – Project #2 (Given Road watermain replacement – Camargo Road to Spooky Hollow Road)** – The contractor is working on the punch out list. Upon completion, the project will be closed out.
 - c. **Blome Road Watermain Replacement** – The contractor is working on the punch out list. Upon completion, the project will be closed out.
 - d. **Miami Road Watermain Replacement Engineering** – The consultant is working on additional field study to complete the design set. Construction is expected later this year.
3. The Committee agreed to present the second reading of the Ordinance amending Section 51.68 of the Code of Ordinances related to water works invoicing (**Ordinance attached**).

**WATER WORKS COMMITTEE MEETING
JANUARY 9, 2024
ACTIVITIES REPORT**

Distribution System

- Repaired three water main breaks for the year
- Performed water main inspections
- Replaced four fire hydrants
- Installed new water service tap at 4840 Burley Hills Drive


Plant Operations

- Responded to 198 customer service calls
- Chief Plant Operator, Ron Freson, worked with City Engineer, Kathy Dorman, finalizing grant funding application for Water Tower project
- Contracted with Imbus Roofing to perform roof repairs on the Water Tower
- Robinson Salt Supply was awarded Water Softening Salt contract at \$127.57 per ton. This is a \$7.93 reduction from last year's contract with Compass Minerals (Bid tab attached)

VILLAGE OF INDIAN HILL

WATER SOFTENING SALT

BID TABULATION

BID DATE:	December 20, 2023			
BID TIME:	1:30 PM			
VENDOR	BID BOND / CERTIFIED CHECK	\$/TON	FUEL SURCHARGE	COMMENTS
Clarity Salt	Bid Bond \$5,000	\$127.57		
Morton Salt				No Bid
Compass Minerals	Bid Bond \$5,000	\$144.00		
TABULATED BY:	Aaron J. Freson			
TITLE:	Chief Plant Operator			
SIGNATURE :				

**WATER WORKS COMMITTEE MEETING
JANUARY 9, 2024
PROJECT MANAGEMENT REPORT**

Bond Improvements

Location 1: Given Road Water Main Replacement (Shawnee Run Road to Camargo Road) – The Village received the check for \$210,826.24 from United Fire & Casualty Company for the Howell Contractors, Inc contract to complete the project. The contractor started the work last week and will complete all watermain work over the winter with paving work currently scheduled for April once the asphalt plants resume operations.

Location 2: Given Road Water Main Replacement (Camargo Road to Spooky Hollow Road) – Howell Construction started punch list items last week and have some additional items yet to complete.

Location 3: Blome Road Water Main Replacement (Camargo Road to Kugler Mill Road and Blome Road Bridge to Cooper Road) – Rack & Ballauer Excavating started the punch list items the first week in January and have a few remaining items to complete. Once completed, staff will begin to close out this project.

Miami Road Water Main Replacement Engineering - Evans CivilPro is working on additional field survey needed to complete the final design set.

ORDINANCE NO. -24

**AN ORDINANCE AMENDING CHAPTER 51, SECTION 51.68 OF
THE CODIFIED ORDINANCES OF THE CITY OF THE
VILLAGE OF INDIAN HILL REGARDING WATER WORKS**

WHEREAS, the City of the Village of Indian Hill Council (“Council”) has determined that it is necessary and appropriate to comprehensively review and amend Chapter 51.68 of the Codified Ordinances of the City of the Village of Indian Hill as it relates to the Water Rates and leakages;

**NOW, THEREFORE, BE IT ORDAINED BY THE
COUNCIL OF THE CITY OF THE VILLAGE OF
INDIAN HILL, STATE OF OHIO, THAT:**

Section 1. That Chapter 51.68 of the Code of Ordinances of the City of the Village of Indian Hill be amended to read as set forth in the document which is attached hereto as Exhibit "A" and incorporated herein by reference.

PASSED:

Stephen H. Krehbiel, Mayor

ATTEST:

Paul C Riordan, Clerk

First Reading – December 18, 2023
Second Reading – January 16, 2024

EXHIBIT "A"

CHAPTER 51 WATER WORKS

§ 51.68 LEAKAGES.

No reduction in water charges shall be made for leakage except in cases where it shall appear, on investigation, that the leakage is underground and not subject to detection by ordinary methods, and where, further, the owner and other occupants of the premises are free from negligence in causing or failing to report the leakage; excepting, also, in cases during periods of emergency, when, by reason of shortage in materials or manpower, immediate repairs are not available, where the owner has made diligent efforts to provide the repairs and has actually employed a plumber to make them, in which cases an allowance of time of not to exceed 30 days may be granted to permit the plumber to complete the repairs. A one-time reduction for leakage shall be permitted in the amount of half (50%) of usage above the minimum quarterly charge, up to, but not exceeding, \$250.00. ('80 Code, § 52.33) (Ord. 5-49, passed 3-29-49)

Memo

To: All Council Members
From: Dina C. Minneci
CC: Paul Riordan & Scott Phillips
Date: 1/4/24
Re: Public Safety Committee Meeting

The Public Safety Committee met at 7:30 a.m. on January 4, 2024 in Council Chambers. Mayor Krehbiel, Vice Mayor Hidy, Mr. Gibson and Mrs. Isphording (via phone) were the Council members in attendance. Mrs. Minneci, Mr. West, Colonel Schlie and Chief Oughterson were the staff members in attendance.

1. Chief Oughterson reviewed the December Fire/EMS Report (**Report attached**). EMS runs were 129 for the month. Total runs for the year are 1,650 and compares to 1,723 this time last year.
2. The Chief highlighted a structure fire in Symmes Township on Christmas Eve. No injuries were reported; however, the family lost a significant amount of their possessions. The cause was not known at the time. Members of the Joint Fire District graciously delivered gifts to the family.
3. Chief Oughterson attended a Lithium-Ion battery fire training in Sharonville. The department is also completing its inspections for the year. He also updated the Committee on the process for hiring a full-time career member. The two candidates out of twenty-one will be interviewed by the President's panel. An offer is expected to be extended this month. Candidates must go through a physical fitness test, have obtained specific certifications, complete a timed skills test, and participate in various interview panels.
4. Chief Oughterson highlighted that a third AED was added at Stephan Field. The first two were installed at Livingston Lodge and Camp Dennison.
5. Colonel Schlie presented the Rangers' December Report (**Report attached**). Activities include: 1) burglary; 2) ID theft and 3) general information.
6. Colonel Schlie provided an update on the burglary suspects that were arrested in West Virginia. They remain in jail. He also highlighted additional task forces that have been formed to assist with the recent nationwide burglaries.
7. Colonel Schlie indicated that residents have purchased three Flock cameras.

December Activity Report



Madeira & Indian Hill Joint Fire District

By: Stephen C. Oughterson

Highlights and Fire / EMS Incidents

Holiday Season:

Holiday traditions continue with the JFD as we complete 2023 with our annual holiday celebrations. The Community showed their support in grand fashion as our counters at both stations were full of sweets and treats as a show of appreciation for all that the firefighters do throughout the year. Our retiree luncheon and Breakfast with Santa events were hosted at the Indian Hill Station and were a hit.



Sycamore Township Structure Fire



Date: Sunday, December 24th:

Time: 18:00 hrs

Location: 12060 7th Ave

Units: Car 6401

Brief: Automatic mutual aid to Sycamore Twp. in the Highpoint neighborhood. Working fire on the first floor while occupant's were not at home. No injuries reported. Car 6401 was assigned Alpha. The JFD kicked in some gift cards and a few children's toys to give to the family of four that experienced the loss of most of their possessions and home.

Training:

Fire: There was no assigned fire training for December and we use this time for shifts and personnel to catch up with missing training or provide instruction on special areas of concern for that shift. Chief Oughterson attended a Lithium-Ion Battery Fire training in Sharonville.

Rescue: Capt. Caceres attended a USAR related training for the Drone Team.

EMS: Online training for all personnel to include 2024 protocol changes.

FAO: All personnel: New engine familiarity and FF /Medic Smith working toward FAO. FF / Medic Feldmann completed his training and is now a quint operator.

Officer's Training: The Leadership Academy had their second session in December. Lt. McCarthy is the mentor with Joe Placke and Capt. Caceres attending.

Personnel:

The process to replace a career FF/Paramedic position continued in December. Candidates that were eligible underwent Megacode evaluations. We invited ten candidates to this portion of the hiring process and from those, the top six were invited to the Panel Interview. One member from each rank and a member of the Personnel Committee of the Board of Trustees interviewed those candidates. We invited the top two candidates to the Chief / President Interview which will take place the first week in January.

Due to the retirement of Dr. Daum, we sought a new person to perform our candidate psychological evaluation. Dr. S. Birkley of Anderson Twp. will most likely perform this function after the top candidate completes the background investigation and is offered a conditional offer of employment.

Apparatus Maintenance

Engine 65 – 2016 Pierce: Returned from Atlantic for the following:

- Check engine lights corrected.
- ABS light corrected.
- Exhaust leak repaired.
- Exhaust brake repaired.
- Looked into transmission health.
- Dry chem extinguisher replaced.

Quint 65

- Roll-up Door repaired.
- Generator relay and wiring replaced.
- New oil leaks developed (possibly oil pan and/ or power steering pump reservoir) will need power washed to determine.

Support 64:

- Replaced 4WD linkage in-house.

Medic 64 – 2017 Braun:

- Cot battery replaced.
- Windshield wipers replaced.

Station Maintenance: Minor appliance repair work completed at both stations by firefighters. The cleaner distribution system was repaired at Station 64 as well as a repair on the extractor.

Projects: We continue to work on several projects regarding apparatus and personnel deployment:

- **Hydrants:** Data entry of GPS coordinates from fall hydrant inspection is complete. All coordinates have been uploaded to Active911 to aid in water supply operations. Data will be reviewed in the next few months to ensure 100% accuracy. GCWW hydrant pumping began and is scheduled to be completed by Jan 2. There are 15 hydrants out-of-service in the JFD.
- **AED:** Another AED and cabinet were installed at Stephan Field in Indian Hill. The funds were raised by local residents Jennifer Bahl and Hillary Weidner. As a result of their fundraising, we have installed three AED's for public use at Indian Hill Parks.

Fire Prevention:

29	Commercial Fire Inspections
0	Knox Box
1	Tent Permit / Safety
1	Underground Storage Tank
3	Commercial Plan Reviews
6	Car Seat Inspection / Install
2	Address Signs
0	Station Tours
4	Public Education Events
1	Adoption Home Inspection

DECEMBER RUN DATA

Total Incidents

159

Non-EMS Incidents

39

EMS Incidents

120

All Incidents

Incident Type	# of unique IncidentID				Grand Total
	Indian Hill	Madeira	NVA	Out Of District	
Alarm system activation, no fire - unintentional	3	1			4
Animal rescue		1			1
Building fire				2	2
CO detector activation due to malfunction	1				1
Carbon monoxide detector activation, no CO	1	2			3
Cooking fire, confined to container		1			1
Detector activation, no fire - unintentional	2				2
EMS - Canceled en Route	1				1
EMS call, excluding vehicle accident with injury	22	90	1	6	119
Excessive heat, scorch burns with no ignition	1				1
Fire - Canceled en Route	1	2		2	5
Gas leak (natural gas or LPG)	1	2			3
Lock-out		1			1
Motor vehicle accident with injuries		1		1	2
Motor vehicle accident with no injuries.	2	1			3
Overheated motor		1			1
Power line down		1			1
Ring or jewelry removal		1			1
Smoke detector activation, no fire - unintentional	2				2
Smoke scare, odor of smoke		1			1
NVA			4		4
Grand Total	37	106	5	11	159

EMS YEAR-TO-DATE EMS RUN DATA

EMS RUNS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
MEDIC 64	40	30	53	43	43	40	28	37	51	53	26	32	476
MEDIC 65	114	82	110	81	91	86	88	94	91	118	113	97	1165
MADEIRA	116	74	112	82	90	86	72	83	88	114	98	93	1108
INDIAN HILL	34	34	41	37	39	34	32	34	46	47	34	27	439
MUTUAL AID Given	4	3	6	5	6	6	12	15	9	14	14	9	103
MUTUAL AID Recvd	4	3	1	3	1	4	1	2	1	5	7	5	37
MONTHLY TOTAL	154	111	159	124	135	126	116	132	143	175	146	129	1650
YEAR TO DATE	154	265	424	548	683	809	925	1057	1200	1375	1521	1650	

2022
535
1169
1237
379
107
57
1723

135 117 119 115 158 135 161 135 169 153 160 166
135 252 371 486 644 779 940 1075 1244 1397 1557 1723

NURSING HOMES	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
5970 Kenwood	9	6	14	7	6	9	7	13	27	13	13	15	139
7885 Camargo	31	28	19	15	22	17	10	15	10	10	12	10	199
7650 Camargo	21	9	20	11	14	12	20	14	10	22	24	26	203
MONTHLY TOTAL	61	43	53	33	42	38	37	42	47	45	49	51	541
YEAR TO DATE	61	104	157	190	232	270	307	349	396	441	490	541	

EMS Mutual Aid	Given	Received
Reading		
Blue Ash		
Deer Park - Silverton	3	
Little Miami		
Loveland - Symmes		4
Mariemont		1
Milford	1	
Montgomery	1	
Norwood		
Sycamore	4	
Terrace Park		

Transports	
Jewish	41
B-North	31
Christ	12
University	9

Total EMS

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
1142	1250	1532	1723	1650

Indian Hill Rangers
Safety Committee Meeting
Case Summary
December 7, 2023 ~ January 2, 2024

<u>Type of Case</u>	<u>Number of Cases</u>
ID Theft/Cyber Fraud Non-Jurisdictional	3
Wanted Person (IHPD)	1
Burglary	3
Theft	2
General Information	3