

April 12, 2024

TO: City Council Member Chris Dobrozsi, Chair
Government Affairs Committee of City Council

FROM: Brian K. Riblet, City Manager *BKR*

SUBJECT: Government Affairs Committee Meeting of Monday, April 15, 2024

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, April 15 at 3:30 p.m. at City Hall. Items to be discussed include:

1. Service to the Community Grant Application Review—Please find the attached correspondence from Matthew Vanderhorst, Community and Information Services Director, regarding the Service to the Community Grant recommendations and to obtain feedback from the Committee at the meeting.
2. Hopewell Cemetery Internal Management Policy Review—Please find the attached correspondence from Connie Gaylor, Executive Assistant, regarding proposed changes to the Hopewell Cemetery internal management policy. Staff will be prepared to discuss the proposed changes and to obtain feedback from the Committee at the meeting.
3. Co-branding Discussion— Staff would like to discuss a scope from Kolar Design to create a logo and associated collateral to co-brand with businesses in the City as called for in Strategy C.4 of the Strategic Plan.
4. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the March 11, 2024 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to this topic please do not hesitate to contact me.

C: Mayor and City Council Members (4)
Connie Gaylor, Executive Assistant/Clerk of Council
Department Heads
File



GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL
10101 Montgomery Road • Montgomery, Ohio 45242
(513) 891-2424 • Fax (513) 891-2498

Agenda
April 15, 2024
City Hall
3:30 P.M.

1. Call to Order
2. Guests and Residents
3. New Business
 - a. Service to the Community Grant Application Review
 - b. Hopewell Cemetery Internal Management Policy Review
 - c. Co-branding Discussion
4. Old Business
5. Other Business
6. Approval of Minutes – March 11, 2024
7. Adjournment

March 11, 2024

TO: Brian K. Riblet, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director

SUBJECT: Service to the Community Grant Recommendations

Request

It is necessary for the Government Affairs Committee of City Council to review the Service to the Community Grant applications and consider staff recommendations for funding these projects.

Financial Impact

The Service to Community Grant is budgeted in 101.712.5401, Special Projects in the amount of \$5,000.

Background

The City received a record number of grant applications from local organizations. Grant applications were received from:

- You to the Rescue
- A Kid Again
- Neighborhood Bridges Sycamore (Sycamore Bridges)
- Evergreen Presbyterian Church
- American Legion NE Post 630
- Montgomery Elementary

For the 2024 grant cycle, You to the Rescue requested \$2,500 to help fund four events, including a microchipping event, Yoga with cats, an adoption/awareness event, and a build-a-shelter event.

A Kid Again requested \$2,500 to fund adventures for six Montgomery families.

Neighborhood Bridges Sycamore requested \$2,500 to create a retreat room (“Bridges Break Room”) in Sycamore High School. The room would be used by students needing a place to relieve some of the stresses, anxieties, and pressures of high school. The Bridges Break Room is meant to redirect students who may otherwise cause

disruptions in class, create chaos in the hallways, or just need a place to regroup before making a poor decision. This project is being planned in partnership with Sycamore Community Schools Pupil Support Coordinator and other school counselors and therapists.

Evergreen Presbyterian Church requested \$1,000 to help fund their annual Earth Care Festival.

American Legion NE Post 630 requested \$2,500 to purchase comic books about America and the Flag to be handed out from their booth during the July 4 Festival in Montgomery Park.

Montgomery Elementary School requested \$2,500 to help fund incentives for their Family Fitness Contest in April.

Recommendation

The Service to the Community Grant Team reviewed the applications and determined that they would all bring value to the community. Given the budget constraint, the following recommendations are being made.

1. The team recommends not funding You to the Rescue's application this year. You to the Rescue did receive grant funding in 2023.
2. Grant \$2,000 to A Kid Again. This amount would fully fund three to four family adventures.
3. Grant \$1,500 to Neighborhood Bridges Sycamore.
4. Grant \$500 to Evergreen Presbyterian Church.
5. Grant \$500 to American Legion NE Post 630. This would allow them to purchase 500 books.
6. Grant \$500 to Montgomery Elementary to help fund their family physical fitness incentive.

Attachments: Grant applications

New submission from Service and Engagement Grant Application

notify@proudcity.com <notify@proudcity.com>

Mon 1/29/2024 11:33 AM

To:Matthew Vanderhorst <mvanderhorst@montgomeryohio.gov>

Group/Organization Name

A Kid Again - Southwest Ohio Chapter

Address

9600 Montgomery Road

#4

Cincinnati, Ohio 45242

United States

[Map It](#)

Contact Name

Amanda Witt

Contact Title

Program and Development Manager

Contact Phone

(859) 512-2177

Contact Email

awitt@akidagain.org

Program Title

Family Adventure Support

Project/Program Start Date

05/01/2024

Project/Program End Date

12/31/2024

Funding Amount Requested

\$2,500.00

Detail the group's history, purpose, accomplishments, and goals.

Founded in Ohio in 1995, A Kid Again creates hope, happiness, and healing for families raising a child with a life-threatening condition. We do this through Adventures—cost-free, year-round events created for the entire family at kid-desired destinations, such as Cincinnati Zoo, Kings Island, Newport Aquarium, and Scene75.

Our unique service focuses on the whole family because while the child who is ill is most impacted by the condition, it affects everyone. Parents and siblings also feel the pressures of hospital stays, doctor visits, and time apart.

We're an open-arms, condition-inclusive organization that reduces economic and health inequities to eliminate social isolation, improve mental health, and increase physical well-being for the families we serve. We support more than 300 conditions--many so rare that support groups do not exist for them.

Today, A Kid Again serves 75,000 family members, including 44,600 children, across 50 states. Our Southwest Ohio chapter serves 1,250+ families, including 26 City of Montgomery residents.

Describe how your group plans to use the funds being requested. Please be as specific as possible.

It costs us \$400-\$500 a year in the Southwest Ohio chapter area to provide programming to an enrolled family. This funding request helps cover the 2024 expenses for the 6 enrolled families in the City of Montgomery.

An Adventure for a family covers admission, snack/meal, parking, and a memento for each child. We currently have 6 Adventures planned in 2024, with 4 occurring after the April decision date.

How will you identify Montgomery residents in need of services and the anticipated number of recipients?

Currently, 6 Montgomery families (26 residents) are enrolled in our program. They have already undergone eligibility review. Once enrolled, a family is invited to each Adventure. They register for the event should they elect to attend and are able -- their lives are often disrupted at a moment's notice. We use the event registration to track participation.

It is very possible new families may enroll from Montgomery through the year. Our enrollment is open all year. Enrollment can be from referrals by doctors, social services, community service providers, physicians at Cincinnati Children's Hospital, and friends.

Is this program related to community wellness, such as mental wellness, healthy eating, healthy living, and exercise? If so, how?

Our continuous year-round programming is key to helping families raising a child with a life-threatening condition improve their social, mental, and physical health. These families face a wide range of challenges, such as high medical debt, work disruption, depression, social isolation, uncertainty, daily care requirements, and time apart as a family due to lengthy hospital stays.

Through anticipation for upcoming events and participation in them, families regain hope and a sense of normalcy. Research conducted by Nationwide Children's Hospital reported that families who attend multiple Adventures strengthen family bonds, reduce depression, increase social connectedness, and experience better health outcomes.

The reported impact of our program includes:

- 57%: Improvement in health behaviors and choices
- 90%: Distraction from medical environment and treatment
- 88%: Improvement in quality of life
- 55%: Improvement in health condition
- 82%: Stronger connection to families in similar situations
- 77%: Feel a tighter family bond
- 92%: Less depression or sadness

Consent

✓ Groups or organizations applying for the fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving the City of Montgomery Service to Community Grant Program funds. I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true

and correct. I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Completed W-9 Form

- [W9.pdf](#)

New submission from Service and Engagement Grant Application

notify@proudcity.com <notify@proudcity.com>

Sat 1/27/2024 11:12 AM

To:Matthew Vanderhorst <mvanderhorst@montgomeryohio.gov>

Group/Organization Name

American Legion NE Post 630

Address

10240 Kerrianna Dr
Montgomery, Ohio 45242
United States
[Map It](#)

Contact Name

Patricia M Buschmann

Contact Title

Outreach Coordinator

Contact Phone

(513) 205-3305

Contact Email

patbuschmann@yahoo.com

Program Title

Children's Outreach

Project/Program Start Date

07/01/2024

Project/Program End Date

07/07/2024

Funding Amount Requested

\$2,500.00

Detail the group's history, purpose, accomplishments, and goals.

We are the American Legion NE Post 630, a veterans service organization. Our mission is to serve veterans, our military, families and communities. One of the pillars of our organization is to promote Americanism through patriotic observances and opportunities. Another pillar is to strengthen the family unit and provide for children and youth. For a number of years we have worked with Montgomery to place flags on veterans graves in the Hopewell Cemetery. We have had the opportunity to lead the July 4 parade with our Color Guard and to have a booth at the festival each year. We want to increase the interaction with the children

Describe how your group plans to use the funds being requested. Please be as specific as possible.

The July 4 Festival is a family centered event. We have had a booth there for a number of years. Unfortunately, we are not a rich Post and struggle to meet our expenses each year. In the past, we handed out stickers to the children. With this grant we can purchase comic books about America and the Flag from the American Legion at a cost of about \$1 each (shipped) If we are awarded any of the grant money, we can purchase the books and hand them out at the Festival. This will give the children something to take home and look at later. They can remember the day and learn about America at the same time.

How will you identify Montgomery residents in need of services and the anticipated number of recipients?

The residents come to the Festival after the Parade and pass by our booth.

We had many children receive stickers in the past years. We will hand out the comic books until they are gone.

Consent

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New submission from Service and Engagement Grant Application

notify@proudcity.com <notify@proudcity.com>

Tue 2/27/2024 3:20 PM

To:Matthew Vanderhorst <mvanderhorst@montgomeryohio.gov>

Group/Organization Name

Evergreen Presbyterian Church

Address

9994 Zig Zag Road
Cincinnati, Ohio 45242
United States
[Map It](#)

Contact Name

Gay Piller

Contact Title

Earth Care Team Leader

Contact Phone

(814) 494-5479

Contact Email

mpresbyec@gmail.com

Program Title

Earth Care Festival

Project/Program Start Date

06/15/2024

Project/Program End Date

06/15/2024

Funding Amount Requested

\$1,000.00

Detail the group's history, purpose, accomplishments, and goals.

Evergreen Presbyterian Church is a certified Earth Care Congregation through the Presbyterian Mission division of the Presbyterian Church (USA). We are beginning our third year of certification and are focused on eco-justice and sustainable living. The Earth Care team's mission is to inspire the congregation and the neighboring community to understand and act on the responsibility to be good stewards of God's creation. This includes a focus on reducing water and air pollution, encouraging chemical-free home gardens, protecting pollinators that are critical to our food supply, and encouraging individuals and families to choose an eco-lifestyle that benefits not only themselves but every living thing.

During the past three years, we've (1) held educational forums about the need to keep things like plastics, electronics,

batteries and Styrofoam out of landfills and made deliveries of those and other items to the Cincinnati Recycling and Reuse Hub, (2) held a seminar on best-practices for home gardening, (3) volunteered at the Montgomery Farmers Market to glean produce for Needs food pantry, (4) held a creation care-themed concert with three other church choirs, raising almost \$1000 for the Hub, and (5) presented an Electric Vehicle Seminar and Showcase in cooperation with Drive Electric Cincinnati. We have a commitment to continuing educational programs so that people understand and adopt a more sustainable, healthy lifestyle.

Describe how your group plans to use the funds being requested. Please be as specific as possible.

Evergreen Presbyterian will hold an Earth Care Festival on June 15th on our church grounds on Zig Zag Road in Montgomery. The festival will be open to all residents of Montgomery and the surrounding area, and will include a broad range of information and activities focused on the understanding that protecting a healthy planet also protects and enhances the quality of life for all living things. The requested funds would go toward logistical and promotional support of that event, including support (like booth rental) for the participating community businesses and organizations.

Building on our former educational events, we are inviting local experts and organizations to present information and displays on ground water protection, native and pollinator gardens, the three Rs of Reduce, Reuse and Recycle, making wise choices about energy conservation and moving to more sustainable food options. We will also encourage people to become part of the solution by offering sign up opportunities for volunteer efforts like river and stream cleanups, and a booth for voter registration so they can make their voices heard.

There will be a number of activities for children including a plant give-away, face painting, a petting zoo and a craft area where they will use recycled materials to make art.

How will you identify Montgomery residents in need of services and the anticipated number of recipients?

The target audience for this event includes not only our congregational members but every nearby family, like-minded businesses, other faith congregations within Montgomery and neighboring areas, and anyone who wants to understand more about caring for the earth. The event will be an opportunity for the entire Montgomery community to come together and engage in a positive, uplifting event.

A significant publicity campaign will promote the event on and offline through news outlets, neighborhood websites, flyers at local business and through citizen organizations and clubs. This is the first effort of this scope for the Earth Care team and we hope to garner attendance of several hundred people, including children.

Is this program related to community wellness, such as mental wellness, healthy eating, healthy living, and exercise? If so, how?

The festival will educate, celebrate and encourage sustainable living which benefits the health of the earth, our children, and all living things. The message will be positive, joyful and life affirming, offering people an opportunity to learn and then apply what they see and hear to their daily lives. Our hope is that they leave this festival with a renewed commitment to take an active role in caring for their community, their lives and the future of their children.

Consent

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Completed W-9 Form

- [EvergreenPresbterian-W9.pdf](#)

New submission from Service and Engagement Grant Application

notify@proudcity.com <notify@proudcity.com>

Fri 1/26/2024 10:40 AM

To:Matthew Vanderhorst <mvanderhorst@montgomeryohio.gov>

Group/Organization Name

Montgomery Elementary School Physical Education

Address

9609 Montgomery Rd

Cincinnati, Ohio 45242

United States

[Map It](#)

Contact Name

Austin Young

Contact Title

Physical Education Teacher

Contact Phone

(513) 686-1730

Contact Email

youngau@sycamoreschools.org

Program Title

Family Fitness Challenge and Field Day

Project/Program Start Date

04/01/2024

Project/Program End Date

05/10/2024

Funding Amount Requested

\$2,500.00

Detail the group's history, purpose, accomplishments, and goals.

We are a public elementary school in Montgomery, Ohio. We serve 500+ students in grades K-4.

Describe how your group plans to use the funds being requested. Please be as specific as possible.

I would use the funds to incentivize our Family Fitness Contest during the month of April. Students competing will select a family partner. I would use the funds to provide a small completion prize at the end of the challenge (maybe a water bottle or shirt).

I would also use the funds to purchase items for field day. Some outdoor adventure items to encourage kids to play outside over the summer.

How will you identify Montgomery residents in need of services and the anticipated number of recipients?

All students at the school will have the opportunity to participate. They will also have a family member being healthy with them.

Is this program related to community wellness, such as mental wellness, healthy eating, healthy living, and exercise? If so, how?

Both the Family Fitness Challenge and Field Day are related to all areas mentioned. The primary goal is to promote bonds among family members while improving physical fitness and promoting an active lifestyle.

Consent

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Completed W-9 Form

- [W9_Sycamore-Community-Schools_2023Aug-1.pdf](#)

New submission from Service and Engagement Grant Application

notify@proudcity.com <notify@proudcity.com>

Thu 2/1/2024 12:33 PM

To:Matthew Vanderhorst <mvanderhorst@montgomeryohio.gov>

Group/Organization Name

Neighborhood Bridges Sycamore ("Sycamore Bridges")

Address

124 Hampton Park East

Westerville, Ohio 43081

United States

[Map It](#)

Contact Name

Lori Drasnin

Contact Title

Volunteer Area Director

Contact Phone

(513) 300-6170

Contact Email

lori-sycamore@neighborhoodbridges.org

Program Title

Bridges Back Room

Project/Program Start Date

03/01/2024

Project/Program End Date

08/14/2024

Funding Amount Requested

\$2,500.00

Detail the group's history, purpose, accomplishments, and goals.

Neighborhood Bridges Sycamore ("Sycamore Bridges") is a non-profit entity that launched in May 2019 as a "gateway for kindness". Our parent organization is incorporated in Westerville, Ohio, but now serves 50 communities across Ohio and Alabama. Each community follows the same mission: To bridge communities with schools in providing basic needs, removing barriers, and seeking equity for students so they can engage and succeed in school and life. Through an advocate based structure, we connect those in need to those suited to fill needs through technology and social media, all while protecting the identity of our recipient families. We fill financial needs (i.e., rent, utilities, school fees,); tangible needs (i.e., food, clothing, furniture, appliances); and service needs (i.e., eye exams, tutors, drivers). We partner with Sycamore Community Schools as well as local clergy, police & fire departments, and other nonprofit

organizations to extend our reach to the greater Sycamore community. To date, Sycamore Bridges has filled 530+ requests for assistance totaling over \$650,000 in donated resources, goods, and services while touching over 5,000 community members each year. In January 2024, our parent organization reached the incredible milestone of \$2,000,000 in giving across all 50 communities. I am proud to report that Sycamore was the top community for giving in 2023 and has ranked in the top 3 communities each year since our launch.

Describe how your group plans to use the funds being requested. Please be as specific as possible.

Sycamore Bridges is teaming up with Sycamore Community Schools Pupil Support Coordinator, Lisa Zelvy, along with our school counselors and therapists to design a space inside Sycamore High School to serve as a retreat (“Bridges Break Room”) for students needing a place to relieve some of the stresses, anxieties, and pressures of high school. The Bridges Break Room is meant to redirect students who may otherwise cause disruptions in class, create chaos in the hallways, or just need a place to regroup before making a poor decision. This room would include anxiety-reducing resources selected by the professionals mentioned above, such as quality sensory and fidget toys, weighted lap pads and shoulder blankets, comfortable seating, mood lighting, and soothing music. If funding permits, we will expand this venture to Sycamore Junior High, creating a similar calming space to meet the needs of their students and staff. Through a mental health grant we received two years ago, we provided “Calming Boxes” to all 216 elementary school classrooms throughout our district. Each box contained quality stress-reducing items to offer teachers a valuable resource at their fingertips. The boxes have been an overwhelming success, giving students an opportunity to learn how to manage their own anxiety. We hope this complimentary Bridges Break Room for our higher grade levels will serve a similar purpose. Ideally, we plan to build out the space as soon as possible, with an official launch at the start of the 2024/2025 school year in August. Our hope is that the Bridges Break Room will be a permanent fixture at Sycamore High School, as we are committed to updating the resources it contains as needs change through the years.

How will you identify Montgomery residents in need of services and the anticipated number of recipients?

Sycamore Bridges works closely with school administrators, counselors, nurses, teachers, and Cincinnati Children’s Hospital-based therapists to identify students in need of services. These trained professionals have established relationships with our most at-risk populations and are best suited to notice when needs arise. This relationship also enables our advocates to best vet any requests for assistance because they’ve already built a trust that allows for tough conversations regarding vulnerable and sensitive topics. The Bridges Break Room will be available to any student who would benefit from its use. Between the high school and junior high, there are approximately 2,500 students.

Is this program related to community wellness, such as mental wellness, healthy eating, healthy living, and exercise? If so, how?

This program directly serves a mental health benefit in our community. By providing this valuable resource right in our school buildings, we hope to redirect students who may otherwise end up missing school from anxiety or stress, or find themselves facing disciplinary action for unbecoming behavior.

Consent

✓ Groups or organizations applying for the fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving the City of Montgomery Service to Community Grant Program funds. I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct. I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Completed W-9 Form

- [w9-2024.pdf](#)

New submission from Service and Engagement Grant Application

notify@proudcity.com <notify@proudcity.com>

Wed 2/28/2024 6:03 PM

To:Matthew Vanderhorst <mvanderhorst@montgomeryohio.gov>

Group/Organization Name

You To The Rescue

Address

9510 Montgomery Road

cincinnati, Ohio 45242

United States

[Map It](#)

Contact Name

Amy Miller

Contact Title

Founder

Contact Phone

(513) 476-9877

Contact Email

youtotherescue@gmail.com

Program Title

You and Your Pet

Project/Program Start Date

03/23/2024

Project/Program End Date

10/05/2024

Funding Amount Requested

\$2,500.00

Detail the group's history, purpose, accomplishments, and goals.

You To The Rescue is a non profit upscale resale shop located in downtown Montgomery. We have been in business since November 2020. We resell donated items to benefit two local no kill animal shelters, Save the Animals Foundation, and the Animal Adoption Foundation.

We were awarded new start up business by Cincy Magazine in 2023. We received \$2,000 for the Service and Engagement grant by the City of Montgomery in 2023.

Describe how your group plans to use the funds being requested. Please be as specific as possible.

Our group plans to use the funds being requested toward 4 events we have planned over the next 8 months in shop to benefit the residents of Montgomery and beyond. Planned events include a microchipping event in March (March 23) in cooperation with the Animal Adoption Foundation. Pet owners are encouraged to stop in for this \$5 microchipping event. Other events include a Yoga with Cats event in June, an adoption/awareness event in August with our partners (the Animal Adoption Foundation, and Save the Animals Foundation), and a build a shelter event for feral cats in October.

How will you identify Montgomery residents in need of services and the anticipated number of recipients?

We identify Montgomery residents in need of services and anticipate numbers benefiting from these events through a sign up done instore or on line. We like last year will advertise the upcoming event and have registration. We market all events instore and online thru various social media platforms. Interested parties will be registered and reminded of the coming event thru social media. Last year we had 1000 plus people participate in our scheduled events.

Is this program related to community wellness, such as mental wellness, healthy eating, healthy living, and exercise? If so, how?

Our programs are definitely related to mental well being. People with pets are generally more healthy and happy. Among pet owners a strong majority (86%) say their pets have a mostly positive impact on their mental health. (88%) of pet owners consider their pets a part of their family. These findings were reported by the American Psychiatric Association.

Consent

✔ Groups or organizations applying for the fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving the City of Montgomery Service to Community Grant Program funds. I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct. I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Completed W-9 Form

- [w9-2024.pdf](#)

COMMUNITY ENGAGEMENT/ SERVICE TO THE COMMUNITY GRANT HISTORY

The Community Engagement Grant was established in 2011 as a trial for 3 years with \$5,000 set as a cap on a yearly basis. The grant program was approved to be renewed in 2013 by the Government Affairs Committee. The funding for the Grant is budgeted in 101.712.5401.

Grant Recipient	Year	Amount
Montgomery Farmers Market	2011	\$1,869.22
No Applicants	2012	
Montgomery Farmers Market	2013	\$2,500.00
Montgomery Food Share	2013	\$1,000.00
Montgomery Farmers Market	2014	\$2,500.00
Montgomery Farmers Market	2015	\$2,500.00

In 2016, the Government Affairs Committee approved the reformatting of the Community Engagement Grant to the now Service to the Community Grant to increase awareness and broaden the scope of the services to benefit the residents and community.

Montgomery Farmers Market	2016	\$1,500.00	
Operation Give Back	2016	\$1,500.00	
TriState Honorflight	2017	\$2,500.00	
Church of the Saviour/BSA Troop 674	2017	\$500.00	Returned as the project wasn't completed
Sycamore Junior High	2017	\$500.00	
Operation Give Back	2018	\$2,250.00	
Sycamore Junior High	2018	\$500.00	
No Applicants	2019		
Montgomery Farmers Market	2020	\$2,000.00	
Operation Give Back	2021	\$2,500.00	
Montgomery Farmers Market	2021	\$2,500.00	
Montgomery Farmers Market	2022	\$2,500.00	Did not receive other applications
You to the Rescue	2023	\$2,000.00	
Jose Cerda Aquatic Foundation	2023	\$1,000.00	
Montgomery Farmers Market	2023	\$2,500.00	

Montgomery Farmer's Market Total

\$20,369.22

April 12, 2024

TO: Brian Riblet, City Manager
FROM: Connie Gaylor, Executive Assistant *CG*
SUBJECT: Hopewell Cemetery Internal Management Policy Proposed Updates

Request

It is requested that the Government Affairs Committee of Council consider proposed updates to the Hopewell Cemetery Internal Management Policy as related to the maintenance and management.

Financial Impact

These proposed changes will not have a significant impact to the Cemetery budget as it will require a change to signage posted in the cemetery stating the policy as well as mailing updated policies to area funeral homes and monument companies.

Background

The City of Montgomery assumed ownership of Hopewell Cemetery in 1990 from Sycamore Township. Not too long ago in 2022, the Committee approved an increase to the grave redemption policy which has allowed gravesite owners to sell their unwanted graves back to the city in a much more efficient way. This and prior changes to the fee structure have provided increased revenue opportunities for the City and have brought those policies up to date.

In consideration of those updates, recently I met with Public Works staff to review the existing policy and to discuss increasing maintenance issues at the cemetery. The result of the discussion is the redlined version of our internal maintenance and management policy included in the packet. Some of the proposed changes are to provide clarification and/or update information related to burials of cremains and also indigent burials. The remaining changes are related to ground maintenance and grave decoration.

Of the 6,342 grave records at Hopewell Cemetery, 4,655 are occupied. While an accurate inventory of installed grave markers has not been conducted since the City took over the management of the cemetery it is reasonable to recognize there are a considerable number of grave markers, either ground flush or uprights installed. The

recommendations are not only issues related to the aesthetic value of the cemetery but to the safety of those who work in the cemetery and maintain the grounds.

Staff have surveyed other cemeteries and have found that the proposed changes are in line with surrounding cemeteries. If approved, staff will update signage at the cemetery reflecting the changes, notify area funeral homes and monument companies, and place an article in the Montgomery Bulletin for residents. In the case of specific issues an attempt to notify family will be made by staff to provide notice and understanding of the changes.

Staff Recommendation

Staff recommends that the Committee consider approving the suggested changes to the internal policy of Hopewell Cemetery. If approved, staff will work to implement all changes by June 1. This will allow time for all notifications and the updating of signs in the cemetery.

If additional information is required prior to the upcoming committee meeting, please do not hesitate to contact me.

Attachments: Hopewell Cemetery Internal Policy

CITY OF MONTGOMERY
HOPEWELL CEMETERY INTERNAL POLICY

The purpose of this document is to provide an internal written guideline for the management of Hopewell Cemetery in relation to the purchase of graves, schedule of fees, management of burials, definition of acceptable headstones or grave markers, sale of foundations, grave decorations, and the proper control of graves including survivorship, assignment and sale of already purchased graves. The guideline will serve as the official process and policy as approved by the City Manager and City Council.

Purchase of Graves

1. A resident is not permitted to purchase a grave at the resident rate for a non-resident. Staff will be required to verify residency at the time of purchase. In the circumstance of a resident of a nursing home, if the deceased retains a permanent residence outside of the city, then they would not be considered a resident of Montgomery. If the deceased's permanent residence was a nursing home within the City of Montgomery, then they will be granted the resident rate.
2. At the time of purchase, the purchaser must indicate the desired use of the grave to be used as either an individual gravesite or a shared gravesite consistent with the Cemetery Burial Policy. If the owner fails to acknowledge permission for a shared gravesite, a statement of permission of shared used by heirs must be obtained in order to allow any future shared interments. If there is no recorded permission to allow a shared gravesite for sites purchased prior to January 1, 2000, it is presumed that the owner did not and will not permit a shared grave.
3. The purchaser must assign individual graves at the time of purchase.

Schedule of Fees

1. The current fee schedule must be followed at all times. No discounts will be given, or fees will be waived unless authorized by the City Manager.
2. Fees are subject to review on a periodic yearly basis and shall be presented to the Government Affairs Committee of Council for any recommended changes or additions for approval.

Burials

1. A Burial-Transmit Permit from the funeral home is required for all full burials.
2. A Cremation Certificate and Death Certificate are required for all cremations, prior to interment services. This can be provided by the funeral home or an individual.
3. Burial arrangements must be coordinated through the City of Montgomery 48 hours before requested interment unless there are contrasting religious requirements. The City will attempt to, but is not required to, accommodate such shorter notices required for religious practices.
4. All fees for opening and closing shall be paid at the time of service.
5. All necessary gravesite and assignment documentation shall be finalized and received by City of Montgomery staff before a service is scheduled.
6. Interments are conducted Monday through Friday from 8:30 to 3:00 p.m.; Saturday from 8:30 to noon.
7. There are no Sunday or holiday weekend burials, unless approved by the Public Works Director.
8. All interments of cremains must be placed in a sealed container constructed of solid materials not subject to deterioration or leakage. The City reserves the right to pre-approve any materials prior to burial.
9. All interments of full burials (caskets) must be placed in a concrete vault. The City reserves the right to pre-approve any materials before burial.
10. Only City of Montgomery employees are allowed to dig graves.
11. A shared gravesite consists of one full burial and one ~~cremainsemaine~~ or two cremains and is permitted if authorized by the owner of the gravesite as noted above.

Indigent Burials per Policy Number VII-27: Burial or Cremation at City's Expense

By state law, the City is responsible for the burial expense of an indigent resident when that resident's body is not claimed by any person for private interment or cremation at that person's own expense.

Generally, this will occur when:

- A resident is indigent and there is no known next-of-kin.
- A person is considered a resident when they reside within the City, typically in a nursing home/rehabilitation center within Montgomery and the person dies with no known means to pay for burial expenses including deposits at facilities, life insurance, or preplanned/prepaid arrangements that can be verified by the City
- A resident dies and no one ~~claim~~claims the resident's body for their own burial responsibility
- A resident may have next-of-kin, but they simply do not have the funds or refuse to take the steps to claim responsibility for burial. The next-of-kin is required to sign a Burial Authorization form which is addressed below.

When the City receives a call from a hospital or healthcare institution alleging the City's responsibility for burial, the City shall contact but not limited to, one of the funeral homes listed below:

Gilligan Funeral Home
8225 Montgomery Road
Cincinnati, Ohio 45242
Harry Gilligan
(513) 281-8311 or (513) 891-8373

Strawser Funeral Home
Jason Strawser
(513) 485-7632 or (513) 791-7203

Tufts Schildmeyer Crematory
Terry Schildmeyer
(513) 683-2430, prompt#1

~~If Gilligan's is unable to assist the City, then call another funeral home.~~

The following steps shall be taken to verify the City's responsibility:

- (1) Confirm that the person was a resident of the City. Whoever contacts the City making the request for burial shall be asked for verification of residency of the deceased.
- (2) Verifiable identification of the deceased by the institution from which the body is claimed. Cremation forms require that the City verify the deceased's identity before cremation. This can be done by the City's authorized agent which is either the hospital or institution which contacts the City or the funeral director. Photo identification is the preferred method of identification.
- (3) Determine if there are any known next-of-kin. If so, contact should be made with the next-of-kin to determine whether or not they will accept responsibility for burial.
 - (A) If the next-of-kin accepts responsibility, the next-of-kin must contact the funeral home and complete the arrangements. A waiver and release to the responsible funeral home shall be prepared in the attached format.
 - (B) If the next-of-kin cannot accept or refuses to accept responsibility, then the next-of-kin shall complete the attached Burial Authorization form and return it to the City.
- (4) The next step shall be to determine the deceased's assets to offset burial costs. If the deceased was a resident of a nursing home and a Medicaid patient, determine what monies are in their house trust account. If the nursing home has evidence

that the deceased had planned and prepaid their funeral with insurance, the City shall obtain a copy of the insurance contract in order to claim its costs for burial.

- (5) Once it is determined that it is the City's responsibility for burial, the body has been appropriately identified and efforts to find resources to pay for the cremation have been exhausted, the City shall contract with Gilligan Funeral Home or another funeral director to complete the cremation and return the cremains to the City. The City shall account for the cost of cremation and the allocated cost for the cemetery plot and marker. These costs may be recoverable.
- (6) Information needed for a death certificate and burial permit – Usually this information can be obtained from the nursing home
 - Date of Birth (A Certificate is preferred)
 - Name of Parents
 - Location of Birth
 - Social Security Number
 - Address
- (7) Burial of the Cremations will be assigned to a gravesite by the Cemetery Sexton or his designees in Section 8, Row B, Grave 34 and 35, or an assigned site.
- (8) The grave will be marked as required by law.

If the deceased has assets on account with the nursing home, the City shall make a claim to the nursing home for reimbursement of its costs. The City has a statutory priority for reimbursement of funeral expenses and most nursing homes will pay those monies as a matter of policy. The City is only permitted to collect up to the amount it has expended which would be the cost as outlined above. Any monies in excess of that amount shall be retained by the nursing home and paid according to their internal processes. If the nursing home will not release the funds, the City's Law Director shall make application to the Probate Court for reimbursement of the City's costs. Similarly, if the City discovers that the deceased had other assets such as a life insurance policy, a claim shall be made for those policy benefits on behalf of the City for monies expended for the funeral.

It is not the responsibility of the City in an indigent burial to provide a funeral as planned by the next-of-kin. It is only the City's responsibility to provide for cremation, interment and plaques. If the next-of-kin want anything more or a special service, then it is their responsibility to claim the body and pay for those services.

All documentation with a copy of the Death Certificate shall be filed with the City's cemetery records.

Control of Gravesites

1. Any lot owner may grant permission, by written order of release and assignment of burial rights, for the burial of someone other than immediate family member in his/her lot. If lot owner desires to sell their grave they are to work with the Cemetery Sexton or designee to prepare all necessary paperwork. Staff ~~is~~are permitted to charge an \$50 administrative fee for document preparation.
2. Control of graves may be transferred to the heirs of the deceased, but for continuance of ownership, the heir that has the deed in his or her possession controls the use of the graves. At all times, the records maintained by the City are binding.
3. Upon the death of the recorded owner, the control of the unused or undersigned grave(s) shall go to the legally designated beneficiary(s). Proof that a person is the legally designated beneficiary will need to be provided to the City in a reasonably satisfactory form. If there is no beneficiary, it will follow the natural order of spouse, to children to parents.
4. The City may, at its discretion, repurchase grave space at the original purchase to the owner or person who is the legal beneficiary of the grave. If the original purchase price of the grave was less than \$500, staff are permitted to repurchase the grave for \$500. All graves sold for more than that amount will be purchased for the actual amount of the gravesite.

Decoration of Gravesites and Flowers

1. No planting of any vegetation (trees, flowers or shrubs) is permitted on graves.
2. Glass containers, fences, benches, flower pots, trellises, decorative stones, landscape timbers, solar lights, shepherd hooks for hanging plants or other ornamentation or decorations s are not permitted and ~~shall~~be removed without notice.
3. Flowers and decorations will be removed from gravesites on the first day of each month except those placed on monuments or in monument vases. Temporary vases will be removed. Flowers and other decorations placed on graves are periodically removed when they become unsightly or for grass mowing and other maintenance.
4. Arrangements designed for attachment to markers are permissible but shall be removed without notice when they detract from the general appearance of the Cemetery.

5. The City does not assume responsibility for any property not owned by the cemetery, flowers or other decoration on a grave site within the cemetery.
6. Flags are only permissible in flag holders with the exception of Memorial Day and Veteran's Day weekends. Any flags that are faded or frayed will be removed and dispose of through proper flag etiquette.
- 6.7. Any items deemed distasteful by the City will be removed by a Public Works Employee.

Maintenance of Cemetery

1. No grass will be permitted to be trimmed or cut by anyone other than a Public Works employee or a contracted employee of the City.
2. Maintenance to headstones or cemetery grounds should be sent to the Public Works Supervisor on a work order for tracking purposes.

Foundations and Markers

1. The cost of a foundation is required prior to the installation and should be submitted on a Foundation Work Order.
- 4.2. The City is not responsible for the timely delivery and installation of a monument ordered by a monument company.
- 2.3. All grave markers must be commercially manufactured and engraved and be placed on a foundation (with the exception of flush markers adhered to backers).
- 3.4. Monuments and flush mounted markers will be permitted in standard granite, bronze or approved marble only. The City does not allow landscaping rocks as monuments.
5. Any inscriptions on a grave marker or monument shall be tasteful, ~~and not offensive.~~ ~~The~~ The City reserves the right to reject any such distasteful, offensive or obscene monument, marker or inscriptions.
- 4.6. A memorial monument application and detailed design must be submitted to the Cemetery prior to any work being started by the monument company. The acceptance or rejection of the design or size of the monument is at the discretion of the Cemetery Sexton or designee based on the Rules and Regulations of the Cemetery.
- 5.7. Foundations must be installed by the Public Works Department and are placed in line to conform with existing markers.
- 6.8. The City is not responsible for damage to monuments, markers, or stones in the cemetery caused by the ordinary care of the cemetery nor any other accident which may occur on cemetery property.

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Government Affairs Committee
March 11, 2024

Staff Present

Brian Riblet, City Manager
Connie Gaylor, Clerk of Council

Council Committee Members Present

Chris Dobrozsi, Chair
Catherine Mills-Reynolds
Sasha Naiman

The meeting of the Government Affairs Committee of City Council convened in Council Chambers at 4:00 p.m., with Mr. Dobrozsi presiding.

New Business

Council Salary Discussion

Mr. Riblet explained that about a year ago a comparison survey was conducted on area council member salaries at the request of Council Member Margolis. He explained that this discussion comes up from time to time yet an adjustment to council salaries has not been supported by Council in the past. Mr. Riblet also explained that per our Charter, that the compensation of elected officials cannot be increased or decreased during their terms and shall be determined at least thirty days prior to the last day for the filing of nominating petitions for said term of office. Any changes would take effect for the newly elected members after that time. This would include incumbents and new council members.

Ms. Gaylor distributed the results of the salary comparison survey to the Committee members.

Jurisdiction	Mayor/ President of Council Annual Salary	Members/Trustees Annual Salary	Population
City of Blue Ash	\$18,780.88	\$15,797.60	13,344
City of Loveland	\$6,570.00	\$5,700.00	13,191
City of Maderia	\$1,000.00	\$1,000.00	9,444
Village of Mariemont	\$8,000.00	\$1,000.00	3,500
Indian Hill	\$0.00	\$0.00	5,900
City of Mason	\$750.00	\$500.00	35,089
Sycamore Township		\$24,730.00	19,563
Montgomery	\$2,400.00	\$1,200.00	10,853
Wyoming	\$500.00	\$60.00	8,756

* vice mayor \$6,135 annually
* 1st term, 2nd term \$1,400, 3rd Term \$,1800

*The elected officials do not receive a salary

All trustees make the same annually

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Mr. Dobrozsi stated that he always felt that being an elected official was viewed as a position of service and not one to be seen as a salary. He asked if any of the entities included expenses or benefits.

Ms. Gaylor stated that the entities did not disclose additional expenses or benefits outside of the salaries noted.

Mrs. Mills-Reynolds stated that she agreed with the sentiment that an elected official position should not be seen as a salary or job but felt a small increase would be nice to offset expenses such as childcare needed while council members were attending meetings. She stated that she would not go over \$7,000 for an annual stipend.

Mrs. Naiman explained that while she agrees that being an elected official should not be seen as a salary, she does support a small increase and feels it is important to think of future council members.

Mr. Dobrozsi stated that fundamentally he has been against an increase, but he understands the expense that may go along with attending meetings, events and outside organization involvement. He stated due to these reasons he is willing to discuss the issue with full council to obtain their feedback. He stated that he felt more conversation is needed by the Committee before bringing a recommendation to Council.

The Committee discussed this, and all agreed to further discussion and then a full discussion with all council members.

Executive Session

Mr. Dobrozsi asked for a motion to adjourn into Executive Session for matters related to the appointment of a public official.

Mrs. Naiman made a motion to adjourn into Executive Session for matters related to the appointment of a public official. Mrs. Mills-Reynolds seconded. The Committee unanimously voted yes.

The Committee adjourned into Executive Session at 4:33 p.m.

Adjournment

The Committee came back in into Public Session at 5:00 p.m.

Minutes

Mrs. Naiman made a motion to approve the November 13, 2023 and January 8, 2024 minutes as written. Mrs. Mills-Reynolds seconded. The Committee unanimously agreed.

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Adjournment

Mrs. Naiman moved for adjournment. Mrs. Mills-Reynolds seconded. The Committee unanimously agreed.

The Government Affairs Committee meeting adjourned at 5:05 p.m.

Chair