

**CTM Meeting Minutes  
December 7, 2015  
Clifton Cultural Arts Center**

Present: Adam Balz, Kevin Marsh, Michael Moran, Ben Pantoja, Eric Urbas, Adam Hyland, Rama Kasturi, Mike Schur, Shaun McCance, Ashley Fritz, Joyce Rich,

Absent: Morgan Rich, Pat Knapp, Nicholas Hollan

A quorum is present. Meeting called to order at 7:00pm

**Police Report**

Sgt. Volkerding appealed to the audience that Citizens on Patrol had very low staff levels – only 4 remaining. New people are needed to continue this important effort of Clifton’s Public Safety effort. Citizens on Patrol representatives were at the meeting and advised they would be happy to discuss the opportunity with anyone. Residents can email [contactctm@cliftoncommunity.org](mailto:contactctm@cliftoncommunity.org) to get connected.

Advised that deer sterilization has started and CPD D5 is coordinating and involved in this effort.

D5 had an 11% reduction for the year. D5 is the only district that had a reduction in 2015. Sgt. Volkerding thanked the community for its support in reporting crime and suspicious activity. The Sgt. also indicated that some D5 personnel were being used in other districts to address elevated crime there.

Sgt. Volkerding advised that D5 has been advised a week or two ago that the City is no longer actively seeking to replace the D5 building.

Neighborhood Liaison Officer Hageman can be reached at 513.569.8527; email is [nicholas.hageman@cincinnati-oh.gov](mailto:nicholas.hageman@cincinnati-oh.gov). See the Clifton Community website for other police contact info on the Public Safety page.

**Fire Report**

No fire report was provided.

**Library Report**

No library report was provided.

**Recreation Center**

Service Area Manager Tom Reese reported mini camp is active from Dec 19 – Dec 30 while schools are out for winter break. Ages 6-12.  
Teen hip-hop and graffiti night program will happen in December 18, 6-9pm in Hyde Park. Rec Center staff can provide transportation. Paint is sugar based and done with permission on . Results will be displayed at all Recreation Centers.

## **CCAC**

CCAC Executive Director Leslie Mooney reported on various events happening including an exhibit opening, Second Sunday, and a winter class session. CCAC is also holding it's annual fund drive.

See all details at <http://www.cliftonculturalarts.org/>

## **CBPA**

No report was provided.

## **Minutes of the November CTM meeting were approved as submitted.**

### **By-laws Changes**

Trustee Urbas explained the ballot for the two bylaws changes (Succession of CTM Officers and Election of CTM Board Members) and that only active members could vote. A two-thirds approval is required. Notification to the community was done via email and Clifton Community website posting on November 7

Urbas then showed the details of the changes on the projector including pointing out what language was changing. Details are included below:

1st Proposed Change is to create a clear succession plan for the office of the President

## **ARTICLE VI. OFFICERS**

### **Existing Language**

The officers of the organization shall consist of a President, one or more Vice Presidents, a Secretary and a Treasurer who shall be elected by the Board of Trustees from among their members and who shall serve as such officers for one year or until their successors are elected and qualified. Election of officers shall take place at the first Board meeting the January meeting after the annual election of board members. No officer shall serve in the same capacity for more than two (2) consecutive years plus any part of an unexpired term created by a vacancy in said office prior to said trustee's election to such office in mid-year. Any officer may be removed by a vote of two-thirds of the members of the Board of Trustees. The powers and duties of the officers shall be as follows:

- 1. President.** The President of the organization shall preside at all meetings of the membership, of the Board of Trustees, and of the Executive Committee and shall discharge any other duties the Board of Trustees or Executive Committee may require. The President shall prepare the proposed annual budget, with the advice of the Treasurer, for submission to the Board of Trustees for its approval, and supervise the activities of the CTM staff within guidelines approved by the Board. The President shall also appoint chairpersons of committees, whose members may be persons other than Trustees and Officers so long as they are members of

- the organization. All committee chair appointments are to be subject to the approval of the Executive Committee.
2. **Vice President.** The Vice President (s) shall assist the President in the duties of that office, as requested by the President, and in the absence of the President, shall preside at all meeting of the organization and discharge all other duties of the President.
  3. **Secretary.** The Secretary shall keep the minutes of the meetings of the Board of Trustees and the Executive Committee and of the meeting of the members shall see that all notices are duly given in accordance with the provision of the bylaws; shall keep the record of the organization; shall discharge all other duties as may be assigned from time to time by the Board of Trustees; and in general, shall discharge all duties incident to the office.
  4. **Treasurer.** The Treasurer shall keep and maintain all financial records of the organization and be responsible for funds of this organization. Shall make reports as the Board of Trustees may require, and shall discharge duties incident to the office. The treasurer is authorized to make deposits and file necessary local, state and federal financial and/or tax reports on behalf of the organization and to pay all budgeted expenses consistent with voting requirements of Article V, Section 8. The details of all financial transactions and correspondence are to be provided to the Board at the next monthly meeting.

## Proposed Language for Member Approval

The officers of the organization shall consist of a President, 1st Vice President, 2nd Vice President, a Secretary and a Treasurer who shall be elected by the Board of Trustees from among their members and who shall serve as such officers for one year or until their successors are elected and qualified. Election of officers shall take place at the first Board meeting the January meeting after the annual election of board members. No officer shall serve in the same capacity for more than two (2) consecutive years plus any part of an unexpired term created by a vacancy in said office prior to said trustee's election to such office in mid-year. Any officer may be removed by a vote of two-thirds of the members of the Board of Trustees. The powers and duties of the officers shall be as follows:

1. **President.** The President of the organization shall preside at all meetings of the membership, of the Board of Trustees, and of the Executive Committee and shall discharge any other duties the Board of Trustees or Executive Committee may require. The President shall prepare the proposed annual budget, with the advice of the Treasurer, for submission to the Board of Trustees for its approval, and supervise the activities of the CTM staff within guidelines approved by the Board. The President shall also appoint chairpersons of committees, whose members may be persons other than Trustees and Officers so long as they are members of the organization. All committee chair appointments are to be subject to the approval of the Executive Committee.

2. **Vice President.** The Vice President (s) shall assist the President in the duties of that office, as requested by the President, and in the absence of the President, shall preside at all meeting of the organization and discharge all other duties of the President. If the President resigns, the 1st Vice President shall become the President and the 2nd Vice President shall become the 1st Vice President. If the 1st Vice President resigns, the 2nd Vice President shall become the 1st Vice President. The Board of Trustees shall decide when and if a vacancy of the 2nd Vice President position shall be filled for the vacancy of a term.
  3. **Secretary.** The Secretary shall keep the minutes of the meetings of the Board of Trustees and the Executive Committee and of the meeting of the members shall see that all notices are duly given in accordance with the provision of the bylaws; shall keep the record of the organization; shall discharge all other duties as may be assigned from time to time by the Board of Trustees; and in general, shall discharge all duties incident to the office. The Board of Trustees shall elect a Trustee to fulfill any vacancy for Secretary.
  4. **Treasurer.** The Treasurer shall keep and maintain all financial records of the organization and be responsible for funds of this organization. Shall make reports as the Board of Trustees may require, and shall discharge duties incident to the office. The treasurer is authorized to make deposits and file necessary local, state and federal financial and/or tax reports on behalf of the organization and to pay all budgeted expenses consistent with voting requirements of Article V, Section 8. The details of all financial transactions and correspondence are to be provided to the Board at the next monthly meeting. The Board of Trustees shall elect a Trustee to fulfill any vacancy for Treasurer.
- 

2<sup>nd</sup> Proposed Changes are to clarify elections of Trustees including the formation & reporting required of the Nominating Committee

## **ARTICLE V. BOARD OF TRUSTEES AND BOARD MEETINGS**

### **Existing Language**

2. **Election of Trustees.** On the date of each fall annual meeting, the members of the organization shall elect five Trustees to fill the vacancies created by the expiration of terms, and the Trustees so elected shall serve for a term of three years, or until their successors are elected and qualified. No person shall be elected as Trustee by the general membership for more than two full consecutive terms or six years plus any part of an unexpired term served as a result of appointment by the Board of Trustees.

### **Proposed Language for Member Approval**

- 2. Election of Trustees.** On the date of the November or December Board meeting, the members of the organization shall elect five Trustees to fill the vacancies created by the expiration of terms, and the Trustees so elected shall serve for a term of three years, or until their successors are elected and qualified. If for any reason more than five three year terms expire in the same year, the five trustees who receive the most votes will serve three year terms. One year or two year terms will be assigned based on number of votes as needed to return to the intended target of five expiring three year terms per year.

The members shall also elect Trustees to fill additional vacancies that arise due to trustees leaving office prior to completion of their three year term. Trustees so elected shall serve the length of the unexpired term. No person shall be elected as Trustee by the general membership for more than two full consecutive terms or six years plus any part of an unexpired term served as a result of appointment by the Board of Trustees or election to an unexpired term.

## **ARTICLE VIII. NOMINATION AND ELECTION OF TRUSTEES**

### **Existing Language**

- 1. Nomination of Trustees.** Following the annual election of officers the Executive Committee shall appoint a trustee as chairperson of the Nominating Committee for the ensuing year, and two other members of the Board of Trustees and two members at large. The members of the committee shall be approved by the Board. The Nominating Committee will file its report with the Secretary at least sixty (60) days prior to the fall annual meeting. At any time, not later than forty-five (45) days prior to the annual meeting, any fifteen members of the organization may file with the Secretary a nomination of a candidate or candidates for Trustees. At least ten days prior to the annual meeting, the Secretary shall notify the members in writing of the names of the candidates nominated for Trustees, or the names shall be published in a bulletin distributed to the members at least ten days prior to the date of the meeting.
- 2. Election of Trustees.** The election of Trustees shall be conducted by written or printed ballots cast by the members on the date of the annual meeting. Each members voting shall be permitted to vote for seven, and one vote for any unexpired term, or fewer candidates, and the candidates who shall receive the largest number of votes cast at such election shall be elected Trustees for the available terms as set forth in Article V. Prior to such date the Secretary shall prepare ballots containing the names of all candidates nominated for Trustees and shall provide sufficient numbers thereof at the place where such meeting is to be held for the use of all members desiring to vote. Balloting shall be conducted at

such place for a period not to exceed one hour immediately preceding the meeting. Ballots may also be provided, and members may cast the same, at such additional places and earlier times on such dates as the Board of Trustees may provide. All ballots shall be tabulated and the results of the election announced at the annual meeting.

## **Proposed Language for Member Approval**

- 1. Nomination of Trustees.** Following the annual election of officers the Executive Committee shall appoint a trustee as chairperson of the Nominating Committee for the ensuing year, and two other members of the Board of Trustees. By August, the chairperson of the Nominating Committee must also recommend two members at large. The members of the committee shall be approved by the Board. The Nominating Committee will file its report with the Secretary at least sixty (60) days prior to the fall annual meeting. This report shall include at a minimum a list of those trustees with expiring 3 year terms and trustees who are choosing to end their terms early. It shall indicate which of the trustees with expiring terms are term limited. For those who are not term limited, the report shall indicate whether the trustee plans to seek re-election. The report will indicate the number of 3 year, 2 year, and 1 year terms that must be filled via the election. Lastly, the report shall include a list of key next steps and deadlines. At any time, not later than forty-five (45) days prior to the annual meeting, any of the fifteen members of the organization may file with the Secretary a nomination of a candidate or candidates for Trustees. At least ten days prior to the annual meeting, the Secretary shall notify the members in writing of the names of the candidates nominated for Trustees, or the names shall be published in a bulletin distributed to the members at least ten days prior to the date of the meeting.
- 2. Election of Trustees.** The election of Trustees shall be conducted by written or printed ballots cast by the members on the date of the annual meeting. Prior to such date the Secretary shall prepare ballots containing the names of all candidates nominated for Trustees and shall provide sufficient numbers thereof at the place where such meeting is to be held for the use of all members desiring to vote. Balloting shall be conducted at such place for a period not to exceed one hour immediately preceding the meeting. Ballots may also be provided, and members may cast the same, at such additional places and earlier times on such dates as the Board of Trustees may provide. All ballots shall be tabulated and the results of the election announced at the annual meeting. The number of candidates that each member can vote is equal to or less than the number of vacancies. The candidates who shall receive the largest number of votes cast at such election shall be elected Trustees for the available terms as set forth in Article V. The candidates with the highest vote counts will fill the available 3 year

terms, those with the next highest vote counts will fill the available 2 year terms, and those with the lowest vote counts will fill the available 1 year terms.

---

Ballots were provided to members to allow them to vote.

Trustee Pantoja reporting on the By-laws changes votes:

Officer Succession: 33 Yea / Zero Nay

Elections: 32 Yea / 1 Nay

Both pass with more than a two-thirds majority.

### **Clifton Market LLC Update**

Mary Rose reported that the group is 99% funded towards their construction project. She also reported that the Council Finance Committee voted this week to approve a 12 year tax abatement. The Clifton Market is holding a wine/cheese event at Ludlow Wines to celebrate.

### **UC Health - Community Engagement**

State Representative Christie Kuhns representing UC Health. She is the new Director of Strategic Planning for UC Health as of Sept 28, 2015. They are revamping their investment towards neighborhoods that are surrounding UC Health.

Trustees Hyland and Pantoja have been active on a committee active in this community engagement.

Rep. Coons advised she is not seeking re-election. Her term ends at end of 2016. She will move her role to full time at UC Health after her elected position ends. She also advised that Clifton Market LLC has been speaking with her on opportunities for investment also. Her contact info at UC is [Christie.kuhns@uchealth.com](mailto:Christie.kuhns@uchealth.com). Phone - 513-585-8124

Member Lisa Haglund thanked UC Health for being a Presenting Sponsor of the Cincy Red Bike Program.

### **Treasurers Report**

Treasurer Michael Moran reported on November results. \$3,252.56 income. Expenses \$8,031.98. Net outflow of \$4,779.42.

CTM has total assets/reserves of \$75,500.57 with one outstanding liability of the Clifton Community LLC (they run the Plaza) of \$2,738.04.

Marsh advised that the expenses for the Plaza are split contractually 50:50, and also any expense from the LLC must be paid if the 4 members of the Clifton Community LLC vote unanimously to spend.

Urbas advised that he discussed with the Clifton Community LLC accountant the liability as well as a way to reduce expenses including taking the Plaza LLC to a non-profit. The

telephone related charges will be removed from liability reducing it further. More updates on this topic will come late this month via email.

Moran advised that there are some outstanding incomes from Good Sam Hospital that are still being chased (House Tour and Golf Outing).

Urbas moved to approve the Treasurer's report. Motion passed.

### **By-laws Ad-hoc Committee**

Urbas showed the status and schedule for various by-laws changes. The schedule will need to be revised, as the process takes longer than originally expected.

### **Topic List and Proposed Schedule**

<b><u>Topic</u></b>	<b><u>30 Day Notice</u></b>	<b><u>Vote</u></b>
EEmail Voting	January 2016	March 2016
Dissenting Trustee Opinion	January 2016	March 2016
CTM & Working Groups	February 2016	April 2016
Executive Committee Authority	TBD	TBD
General Membership Role in Voting	February 2016	April 2016
Trustee Election Ties	TBD	TBD

### **Events Committee**

Chairperson Nicholas Hollan was absent, but submitted a report on the status of Holidays on Ludlow event:

Joyce Rich did a great job with musicians and helping secure merchant involvement.

Pat Matson made a wonderful poster and distributed it.

Cincinnati Eye Care worked with the fire department to set up Santa.

Quincy Koenig is setting up the lights again Friday afternoon.

Carriage rides are permitted and all set.

Kip Eagen will have reindeer displays set up by Friday.

Lantern walk was a success suggests Trustees debrief in early January to discuss it moving forward.

Trustee J. Rich advised that Pop-Up Cincy is having an event called "Pop-Up Story Book & Inflatable Light Parade" in the Clifton Business District on Dec 8. Details are on the Clifton Community website calendar at [www.cliftoncommunity.org/calendar/](http://www.cliftoncommunity.org/calendar/)

### **Housing & Zoning Committee**

Chairperson Adam Hyland reported on various topics:

Zoning Variance Hearing for 235 Glenmary for a setback due to construction. Trustees took an email vote send a resolution requesting a continuation of the hearing, but if this was not possible, CTM recommended the variance be denied. Resolution was sent on Nov 13. Hyland advised that the minutes of the Variance Hearing did not reflect receipt of the CTM

resolution. Planning Dept Staff report also recommended the variance be denied. The Variance Hearing result was granting the variance. Hyland advised that no formal notice was provided (green card in mail). Marsh agreed no USPS mail came in, but Marsh did advise that we get lots of emails on other zoning variances. A discussion ensued regarding what action, if any, should CTM now take in regards to the outcome of the Variance Hearing. Hyland advised that our opportunity to appeal the decision has a deadline of Jan 1, 2016 and it would cost approx \$500.

Hyland moved to spend up to \$500 on an appeal of the Zoning Variance Hearing decision. Motion was seconded.

A discussion ensued regarding whether CTM should act or not. Trustees Urbas & McCance did not want CTM to move ahead without some support from the affected residents. Trustee Marsh moved to amend the motion to add "...only if the affected residents want to appeal the decision." Motion was not seconded.

Vote on original motion passed.

Zoning Code changes will be sent by Hyland by email for submission in early January. This would be input for the 2<sup>nd</sup> draft by the City, not final. Additional public comment periods on the next draft will happen during 2016.

CTM sent a resolution on Nov 1 supporting Hyde Park Community Council on denying a variance to change 3443 Zumstein from residential to office space.

## **RESOLUTION**

Be it resolved:

Clifton Town Meeting is strongly opposed to the issuance of a variance to change 3443 Zumstein from residential to office space, for the following reasons:

1. It would set a legal precedent and open the door for other residential to business zone changes, resulting in the unjust diminishment of quality of life and reduction of property values for established residents.
2. It undermines the strength of the zoning code by circumventing its established regulations, thus weakening the protections that it includes and the assurance of a level playing field for all.
3. In crafting the new Land Use Code, the citizens of the City have reaffirmed their continuing opposition to variances that change usage from residential to business.
4. The proposed changes contradict and undermine the neighborhood community development plan that the City itself has endorsed, and so undermines all such plans.
5. There is no need for the change, inasmuch as opportunities exist for the requestor of the variance to meet its business needs within the neighborhood's current business zone.

## **Executive Committee**

Urbas showed the resolution that CTM voted to approve by email on Nov 28 regarding the Education Committee recommendation on CSP BOE allocating space to Clifton children for any expansion of Fairview-Clifton German Language School.

## **RESOLUTION**

A Resolution of Clifton Town Meeting (CTM) in requesting that the Cincinnati Public School Board of Education (CPS BOE) reserve spots for children living in the 45220 zip code in the event that the

Fairview-Clifton German Language School expands its current location or obtains additional space in the former Clifton school building which is currently occupied by the Clifton Cultural Arts Center.

Whereas, the Cincinnati neighborhood of Clifton has a population of 8,500; and  
Whereas, the children living in Clifton do not have a neighborhood school within their neighborhood; and  
Whereas, the assigned neighborhood school is rated as failing and thus inhibits Clifton's ability to attract and retain young families; and  
Whereas, an expansion of Fairview-Clifton German Language School would create new openings and thus not decreasing the current number of openings for city wide students; and  
Whereas, Cincinnati Public Schools has set a precedent with the Hyde Park School for a magnet neighborhood merged school; now, therefore

Be it resolved:

- 1) CTM requests that any future expansion of the Fairview-Clifton German Language School include reserved Kindergarten spots for children living in the 45220 zip code.
- 2) CTM requests that Cincinnati Public Schools provide CTM with the enrollment data for children living in the 45220 zip code. Specifically; how many children enrolled and the corresponding data on school placement versus preference.
- 3) CTM requests that an Assistant Superintendent be assigned to work with CTM in order to help facilitate input towards achieving equitable short and long term solutions.

Urbas advised he wants to have a meeting on a weekend in December to discuss and prepare a draft budget with all interested Trustees.

### **Nominating Committee**

Chairperson Ben Pantoja reported on the Trustee Election results:

5 Year Terms: Malcolm Montgomery, Peter Block, Eric Urbas, Adam Balz, Ashley Fritz

2 Year Terms: Cindy Oakenfull

1 Year Term: Steve Walsh

Marsh asked for the total ballots cast and Pantoja advised it was 53.

### **Website/Social Media Committee**

Chairperson Urbas advised a Committee meeting would be held on Dec 13 at 10am.

### **Beautification Committee**

Chairperson Adam Balz advised that the Business District decorations went up as planned in late November. New, brighter lights were purchased and used in these decorations. Trustee Balz thanked the volunteers who helped hang all the decorations, and he also thanked volunteers from Ludlow 21 LLC who revamped the red ribbons earlier in November.

### **Parks Committee**

Chairperson Rama Kasturi advised that Parks Director Willie Carden has committed to fixing up the Burnet Woods trails. She also advised that dead trees have been cut down. Kasturi advised that the Honeysuckle Hit Squad is meeting again 9am-1pm this Saturday.

Marsh asked what “fixing up” meant and by when; and if CTM could submit a list of requests. Kasturi advised that no details were provided and that Mr. Carden would contact her.

### **Deer Sterilization Ad Hoc Committee**

Chairperson Pantoja reported that 90% of the does were sterilized in the first week of December. 40 procedures were performed. 1 doe did not awake after the surgery and passed away. This doe was taken for an autopsy. All tranquilizer darts were successfully recovered (they have homing beacons). Next sterilization event will be Fall of 2016. Key metric for the study at this point is migration rate.

### **Transportation Committee**

Chairperson Schur reported that previously requested speed limit reductions are being moved forward by the City for 2 streets: McAlpin and Ruther. Reduction requested for Vine Street requires Ohio DOT approval first.

Trustee McCance asked about status of the cross walk at Rue de la Paix. Schur advised that Director Michael Moore of City DOTE was to submit a service request, and the more community feedback received, the higher the priority the request would take.

Marsh made a motion to send an email to the community as a petition to get their support for changing the cross walk at Rue de la Paix. Motion seconded and approved. Marsh will take the appropriate action.

Marsh showed status of the City 2015 Street Rehabilitation projects:

#### **Completed**

Bishop Street – Martin Luther King Jr. Dr to Glenmary Av  
Brookline Avenue – Jefferson Avenue to Glenmary Av  
Crestmont Avenue – Biddle St to East Terminus  
Glenmary Avenue – Vine St to Clifton Av  
Wentworth Avenue – Bishop Av to Brookline Av

#### **To be Completed**

Clinton Springs Lane – Vine Street to West Terminus - estimate completion by 12/12  
Senator Place – Clifton Av to East Terminus - estimate completion by 12/12  
Cornell Place – Ludlow Av to North Terminus - estimate completion by 12/19  
Gano Avenue – Howell Av to Ludlow Av - estimate completion by 12/19  
Lafayette Avenue – Ludlow Av to McAlpin Av - estimate completion by 12/19  
Rawson Woods Circle – Rawson Woods Ln to Rawson Woods Ln - estimate completion by 12/19  
Rawson Woods Lane – Middleton Av to West Terminus - estimate completion by 12/19  
Shiloh Street – Telford St to Middleton Av - estimate completion by 12/19

Marsh noted that this was a lot of rehabilitation in Clifton done in a fairly short period of time by the City.

Residents asked about status of fixing Juergens Avenue. Marsh advised that this street did not need rehabilitation, it needed redesign. Despite decades of work by residents and former CTM administrations, no redesign effort has gained traction at the City. Additional

meetings with the City DOTE will be needed to refocus efforts on redesigning Juergens Avenue.

### **NSP Projects**

Urbas moved to pass a resolution for CTM's NSP projects for the current City fiscal year.

### **RESOLUTION**

Whereas the city has approved funding for the Neighborhood Support Program in the amount of \$6,800.00 for the current fiscal year running from July 1st 2015 to June 30th 2016;

Clifton Town Meeting proposes the expense listed below be paid using the NSP funds. As required by the NSP rules a vote of all members of the community present at the December 7th CTM Board Meeting was taken and a majority approved.

- 1) Wednesday on The Green concert sponsorship - \$1000
- 2) CTM General Liability Insurance - \$800
- 3) Publishing of the Clifton Chronicle - \$5000

Motion was seconded. All community residents present voted, and the motion passed.

### **Trustee Updates / Announcements**

J. Rich – Gaslight cookie store will open at 272 Ludlow. Ace Hardware now has free parking in the lot where Habanero's and Amol India are located. A new, proper glass window has been installed Sitwells replacing the plexiglass one.

### **Public Q&A**

None

### **Adjournment/next meeting**

The meeting was adjourned at 9:03 p.m.

The next CTM meeting is at 7 p.m., Monday, January 11, 2016, at the Clifton Recreation Center.