



**CTM Board Meeting Minutes
October 7, 2019
Clifton Recreation Center**

Present: Peter Block, Pat Borders, Joe Brunner, Brian Duffy, Robert Hamburg, Brad Hawse, Catherine Hicks, Kevin Marsh, Vince Metzger, Malcolm Montgomery, Joyce Rich

Absent: Stephanie Gilbreath, Buddy Goose, Rama Kasturi, Seth Maney

A quorum is present. Meeting called to order at 7:01 pm by President Hawse.

I. September Meeting Minutes

Secretary Brunner moved to adopt the minutes of the September 9, 2019 Board meeting. Trustee Hamberg seconded the motion. A vote was taken. The motion passed unanimously.

II. Police and Fire Update

A. Police

Officer Hageman ((513) 569-8527, nicholas.hageman@cincinnati-oh.gov) reported on Clifton crime stats. Burglaries are down for the year, but auto thefts are still very high. Theft from autos and calls for service are holding steady. The full STARS and other reports can be found at <http://cincinnati-ohio.gov/police/crime-analysis>.

Looking ahead to Halloween, if you are participating please turn on your lights so the trick-or-treaters can see where they are going. If you're driving, please exercise caution. And with the days shortening and holiday travel coming up, remember to turn on your lights to deter home break-ins. Holiday deliveries are also increasing, so please try to track your packages online and get them inside your house before they can be stolen.

In response to a question regarding individuals soliciting money, Officer Hageman stated it is very difficult for the police to enforce the relevant ordinances. Individuals are allowed to ask for money so long as it is not dangerous. They have a right to be on public streets, just not in front of banks or on public property. Trustee Block asked Officer Hageman to stay involved in the conversation regarding this issue, and Officer Hageman agreed.

B. Fire

Lt. Smith from Engine 34 presented a sign-up sheet for smoke alarm installation. Turn-around time for installation is within a month. There were a total of 181 runs in September, but only 7 were active structure fires.

October is Fire Prevention Month, and Lt. Smith stressed that working smoke alarms is one of the most effective way to prevent fire deaths. He recommended having one alarm in every bedroom and in all hallways. Smoke alarms should be tested monthly and replaced every 10 years. He also recommended signing up for Smart911 (www.smart911.com) to ensure that first responders have all the relevant information when responding to a distress call. In response to question from the community, Lt. Smith noted that having some outdated information on the form does not present a capacity issue for the call center, so having more information on the form is better than less.

Trustee Montgomery thanked the fire department for their assistance in helping to set up the barriers around the Ludlow Avenue parklet.

III. CRC Presentation and Discussion

Tom Reese introduced Tiffany Stewart, CRC's regional supervisor, and led a presentation regarding CRC's new business plan.

The CRC began assessing its future needs in January 2018 with internal discussions, and followed up with surveys, community outreach events, and interviews with external stakeholders and focus group meetings in the summer of 2018. CRC developed its recommendations in the fall of 2018. CRC identified its strengths to be energetic staff, quantity of facilities and programs offered, and national accreditations. It identified its weaknesses as being a lack of a focused vision, financial over-extension, and lack of coordinated partnerships.

Based on these strengths and weaknesses, CRC has developed revamped mission and vision statements, as well as guiding principles, that are all centered around creating a community culture of lifelong growth and education. CRC will focus on updating underutilized facilities, or eliminating them if they cannot be updated. Memberships are not competitively priced, which needs to be fixed. Programming will also be updated, as there is not an effective pricing policy and staff training is lacking.

The key points are that CRC is overextended based on its current resources, and there is a need for increased financial sustainability. It must provide more relevant programming and improve technology for better decisionmaking. The next steps are to implement the recommendations and present the business plan to the communities served.

Trustee Kasturi asked what CRC's partnership with Parks will look like. The partnership is still being developed, but better coordination and utilization of resources is one of the main goals. Trustee Marsh noted that the overall plan aimed for 50% cost reduction, and asked whether the Clifton CRC was part of that. Ms. Stewart noted that it had

not been broken down by individual center yet. Trustee Montgomery thanked the CRC for all its hard work, and Trustee Block also noted that the CRC is a common good that is seriously undervalued.

IV. Clifton CANS LSDMC Representative

Trustee Metzger reported that Andrea Steege has volunteered to serve as the LSDMC representative. She is a resident, has been involved in the ad hoc Education Committee previously, and does not have a child at the school. He moved that Ms. Steege be appointed as the representative. Trustee Block seconded the motion. A vote was taken, and it passed unanimously.

V. Arts and Culture Committee Update

Sean Mullaney reported that the recent mural unveiling and See the Music exhibition opening went very well. The Gallery's lease has been renewed for another year thanks to generous donations covering the cost of the rent. Trustee Marsh asked for clarification over who signed the lease, and Mr. Mullaney stated that the lease was under the name of a private individual.

Regarding the murals, there was a recent objection from a nearby property holder but Mr. Mullaney reported that discussions on resolving that issue are going well.

VI. Ludlow and Ormond Crosswalk

Vice President Borders reported on recent efforts to get a new crosswalk installed across Ludlow at the Ormond intersection. Councilmember Mann's office contacted Vice President Borders recently and noted there may be money available for the crosswalk. The initial estimate was between \$6,000 and \$8,000, but that has increased to approximately \$25,000 due to the need to move poles and cut curbs. The City will put in \$15,000, and the CBA will put in \$5,000. He moved that CTM contribute the remaining \$5,000 because it will benefit the business district and help calm traffic.

Discussion ensued among the Trustees and community members in attendance regarding the rationale behind the costs, replacing the concept of a rainbow crosswalk with a plaque or a bigger arts project, whether this is an appropriate use of CTM's capital funds, the potential for cost overruns, other sources of funding and whether the expenditure will pass city hall. In response to a question regarding CBA's contribution, Vice President Borders noted CBA has had cost overruns, has covered more Clifton expenses than it expected to, and feels strongly that CTM should match CBA's contribution.

Because this is an unbudgeted request a vote will be deferred until next month.

VII. Ludlow Avenue Monetary Soliciting

Trustee Block introduced as a topic for discussion the rise in “park and bench” people in and around Clifton, noted that it is a community problem, and asked the Trustees and community members in attendance to think about humane ways to address this issue. These are neighbors and people in need who should be helped instead of swept away, but at the same time they should not be encouraged to frequent the Plaza and Shell station, etc. and ask for money. He asked if anyone was interested in meeting for an hour or two to discuss a strategy or ideas for addressing it.

Discussion ensued among the Trustees and community members in attendance. Tom Reese offered several times that CRC facilities would be available to host the discussion. Trustee Marsh noted that GeneroCity513 is a program operating downtown that may offer a good example or ideas. There was also discussion of city socialworkers dedicated to this topic and other services available that we can rely on. The Trustees agreed to continue the conversation at a later date.

VIII. Housing and Zoning Committee Report

Trustee Montgomery reported there was a recent filing regarding 539 McAlpin but the Committee could not access the documents, which turned out to be because the documents were not filed. The paperwork is being resubmitted and the hearing has been delayed, which will give the Committee more time to analyze the request.

The Committee is monitoring the CANS HVAC noise issue and recently had a meeting with CPS Facilities and Rawson Farms HOA. There was a good discussion but no resolution. The Rawson Farms HOA is leading the discussions and the Committee is providing support as requested.

Finally, Trustee Montgomery reported that the Committee recently received an informal inquiry from developer regarding potential high-density housing in Clifton. The preliminary location being suggested is along Lowell Avenue. Trustee Montgomery asked for feedback on what the Board and community feels about high-density housing.

Discussion ensued among the Trustees and community members in attendance regarding the pros and cons of high-density housing. The general consensus was that the Board and residents are not automatically opposed to high-density housing. However many significant questions remain that will depend on the actual details of any proposals submitted. Trustee Marsh noted that the recent community engagement sessions regarding the proposed Gaslight Properties development at the lot on Howell Avenue were very successful, and recommended that the Board follow that approach for future discussions on this topic.

IX. Bylaws Committee Report

Trustee Montgomery reported that the Treasurer Responsibilities Standing Rule was recently distributed to the Board and that he received no comments. He also noted that

Treasurer Goose was involved in the drafting. Trustee Montgomery thus moved that the Board adopt the Standing Rule. Trustee Hamberg seconded the motion. Following brief discussion, a vote was taken. The motion passed with 9 in favor and 2 abstentions. A copy of the Standing Rule as passed is attached.

X. CTM Google Drive Account

Trustee Montgomery reported that documents on CTM's Google Drive have the potential to be permanently deleted if the document owner deletes it from the owner's personal account. If a previous Trustee is the owner of documents on the Google Drive and deletes those documents, they may inadvertently delete our documents.

Trustee Montgomery made a motion to create an ad-hoc Document Preservation Committee to discuss the issue and propose a way to resolve it. Trustee Block seconded the motion. Discussion ensued among the Trustees regarding the committee's composition, whether forming a new committee was necessary, the scope of the issue, and the interplay between this issue and the recently passed Document Retention Standing Rule. Following discussion, a vote was taken. The motion passed with 7 in favor and 4 abstentions. Trustee Montgomery, Secretary Brunner, and John Osterman will be the initial committee members. If anyone else is interested in assisting, please contact Trustee Montgomery.

XI. CTM Membership Roster

Trustee Montgomery raised issues regarding the membership roster and membership numbers. Currently the membership roster is not stored on the Google Drive account, and membership numbers are low in light of the upcoming annual meeting and election. Trustee Montgomery thus moved to have the full membership roster posted to the Google Drive account and to have the Membership Committee submit a report regarding membership status.

Discussion ensued among the Trustees and community members in attendance regarding the composition of the Membership Committee, the technical aspects of why the membership roster is stored on Dropbox and moving it to the Google Drive, who should have access to the membership information, and the current membership numbers. Following the discussion, Trustee Montgomery withdrew his motion.

XII. Ludlow Avenue Rush Hour Parking and Parklet Update

Trustees Montgomery and Hicks reported on the Ludlow Avenue parklet's installation and furnishing and thanked all the volunteers who contributed, including John Osterman, Jeff Rich, Professor Vikas Mehta, the fire department, and Mary Rita Dominic. It was installed and ready for CliftonFest, which was a success. The rush hour parking trial appears to be going well, businesses and the City have not reported any complaints and some of the businesses even reported that business is up. There have been no observable traffic back-ups.

Discussion ensued among the Trustees and community members in attendance regarding an issue with parking meters along Ludlow Avenue not accepting payments during rush hour, initial complaints about the parklet that have been addressed by providing more information, and whether the trials have resulted in calming and slowing down traffic along Ludlow Avenue. Further discussion ensued regarding issues with business owners along Ludlow Avenue stating that they had not been informed of the parklet and rush hour trials, notices sent by the City and CBA, and communication between CTM and individual business owners.

XIII. 2020 Budget Process

President Hawse noted that, previously, there have been discussions of forming a budget committee to assist with the annual budgeting process. The Executive Committee has already been performing this function, and President Hawse invited the Trustees to attend the next two Executive Committee meetings to participate in budget discussions. All Trustees are welcome, and particularly committee chairs who wish to make budget requests for their respective committees in 2020. The budget will not be set until the first meeting of 2020, but President Hawse stated his belief that discussing the issue now will result in a better and more informed budget discussion.

The Executive Committee will meet on Monday, October 28th at 5:30, and again on Monday, November 25th at 5:30. If any Trustee cannot make the meeting, written input is also great.

XIV. Event Updates

President Hawse reported that CliftonFest was a great success thanks to all the volunteers who put in a lot of hard work. Trustee Montgomery made a motion to acknowledge and appreciate the CliftonFest organizers. Trustee Metzger seconded the motion, and after a vote it passed unanimously.

Trustee Metzger noted that the Lantern Walk will be held on November 10th. CANS and Annunciation schools will be helping Fairview make the lanterns. Anyone who can help volunteer should contact Trustee Metzger.

President Hawse reported that the carriage is booked for Holidays on Ludlow. The carriage start/stop will be in front of the Off Ludlow Gallery, and there will also be a special presentation at the Gallery on December 6th from 6 to 9 pm regarding ideas for the Clifton Plaza.

XV. Clifton Plaza Update

President Hawse reported that Clifton Plaza is working with CBA and DAAP on preparing ideas and designs for potential Plaza improvements that will be presented during Holidays on Ludlow. They are trying to find new ways to utilize and bring art into the space.

XVI. Trustee Announcements

Trustee Marsh asked whether Ludloween was happening this year, and Vice President Borders reported that we are waiting on responses from the businesses. Trustee Marsh also suggested sending out an email to the community asking people to run for Trustee next year, to which the Board agreed.

Trustee Metzger noted that the Chronicle submission deadline is October 31st.

Trustee Block noted that the Board will need new officers next year. Those positions will be decided in January.

Trustee Montgomery asked for an update on attendance at the IIN training sessions. Only two sessions have taken place and Trustees attended both.

Trustee Hicks reported that three flags have been installed on the side of Gaslight Café (for the US, India, and Ukraine, which has one of Cincinnati's sister cities). Ten other brackets exist that she is working to fill.

Trustee Kasturi noted that Kara Kish is now the interim Parks director. She also noted that the Burnet Woods invasive species removal is going great and has really changed the appearance of the park.

XVIII. Community Questions

Tom Lohre gave a brief update on Clifton Market. The sale to Mr. Singh took much longer than expected and the Market is trying to renegotiate its distributor deals. Finances are tight now but are trending upward following the sale.

Cynthia Duval noted that on Oct. 26th there will be a Halloween event with live music at Burnet Woods. There will also be a kid-friendly event in conjunction with Ludloween with trick-or-treating stations in the park. The event is free but advance tickets are required for planning purposes.

XIX. Adjournment/Next Meeting

The meeting was adjourned at 8:58 p.m. The next scheduled CTM meeting is at 7 p.m., Monday November 4, 2019 at the Clifton Recreation Center.

Respectfully submitted by Joe Brunner, CTM Secretary.

CTM Treasurer's Responsibilities and Financial Practices Standing Rule

Adopted October 7, 2019

Purpose:

This Standing Rule assigns specific responsibilities to the Treasurer and establishes requirements for financial practices in accord with the Clifton Town Meeting (CTM) Bylaws.

Treasurer's Responsibilities

The Treasurer is responsible for ensuring the financial policies, practices, and procedures of CTM are followed, and fulfilling the following duties, either directly or through delegation. Except where specific procedures are given, the Treasurer may choose other means to accomplish an objective (e.g., use a different software package to keep the records, as long as it performs all necessary functions).

Notes and Terminology

Provisions that apply to named accounts and software, etc., apply to their successors of like kind.

Fiscal Year begins January 1 and ends December 31.

Terms with special meanings are formatted and used as follows:

Account

an account held by CTM in a financial institution or other entity, e.g., checking and savings accounts

Activity Report

itemized list of expenses and income with totals, for each *Budget Line*

Approved Expense

an expenditure authorized by the Board, and if chargeable to a committee budget, authorized by the *Committee* Chair as well. Sales tax, and purchases that are not budgeted or exceed amount budgeted, are not *Approved Expenses*.

Balance Sheet

itemized statement of all assets and liabilities, by *Account*, at a stated point in time

Budget Line

category of expense and/or income that has been identified and funded by the Board, e.g., Chronicle, Holidays on Ludlow, Housing and Zoning Committee

Budget Report

for each *Budget Line*, the amount budgeted, and the amount spent both in dollars and as a percentage, at a stated point in time

Committee

means any committee or event or project team established by the Board

Clifton Town Meeting Expense Form (Expense Form)

required for payment for all goods or services purchased for CTM. Requires receipt; vendor, date, amount, and description of purchase; *Budget Line* to be charged, and authorization by appropriate *Committee* Chair, name of person making the purchase, method of purchase, and if reimbursement is requested. A suggested form follows, which Treasurer may modify.

Investment Report summarizes performance of investments and recommend changes if advisable

Duties

The Treasurer shall fulfill the following duties:

1. Track and pay *Approved Expenses* from *CTM Accounts* when due.
 - 1.1. Payment from *CTM Accounts* requires approval by the Treasurer and either the President or one of the Vice Presidents. The approval of payments is part of the financial record that the Treasurer must maintain.
2. Track and deposit funds in *CTM Accounts* when received
3. Maintain accounting records (currently using QuickBooks software)
4. Reconcile *Accounts* monthly
5. Generate, file with the secretary, and present at Board meetings
 - 5.1. *Activity Report*– monthly
 - 5.2. *Budget Report*– monthly
 - 5.3. *Investment Report* – quarterly
6. Maintain financial documents as defined by and in accordance with the *CTM Document Retention and Destruction Policy Standing Rule*
7. Maintain Workers Compensation Account (annual payment and True up adjustment is required) and replace proof of coverage document on Google Drive when expired
8. Renew liability and other insurance documents and update on Google Drive
9. Prepare and present Neighborhood Support Program (NSP PROPOSAL FORM) in accordance with City application requirements
10. Prepare and present in accordance with City application requirements
 - 10.1. Neighborhood Support Program (NSP PROPOSAL FORM)
 - 10.2. Annual Interest Grant (AIG) Proposal Form
11. Clifton Chronicle: prepare and send advertiser invoices, track payment, and report delinquent accounts to the Board monthly
12. Maintain funds in the Postal Meter Account (required to be prepaid)
13. Prepare and maintain a cash box for *Committee* needs (usually events where tickets or goods are sold), and instruct Chairs on appropriate means of accounting for transactions
14. Determine preferred means of making purchases (currently: vendor-provided CTM account, CTM debit card, CTM check request, personal cash/check/credit card for reimbursement)
15. Provide instructions on preferred means of making purchases for CTM in accordance with CTM Financial Procedures, including the use of the Expense Form and Ohio Sales Tax Blanket Exemption Certificate
16. Pursuant to CTM Bylaws (Article X, Section 4), in even-numbered years the Treasurer must arrange for a review of CTM's accounting records by an independent professional and report the results to the membership at the annual meeting.
17. Whenever changes occur in the CTM Trustees with signatory responsibility at financial institutions, arrange for the updating of required documents. Currently, this is accomplished at a *banking transfer meeting* held at the institution. The Secretary must bring a document certifying that new officers were elected. One existing signatory plus all new signatories must attend and bring photo ID.
18. Ensure smooth transition of the above duties to the next Treasurer

Financial Policies and Procedures

The Treasurer is responsible for compliance with the following CTM financial policies and procedures:

1. No payment shall be made except for *Approved Expenses*
2. No payment shall be made prior to the submission of a properly completed *Expense Form*
3. No payment shall be made for sales tax
4. The Chair of a *Committee* shall make every attempt to adhere to its budget, and if additional funds are needed, shall request approval from the Board in a timely manner.
5. Purchasers should make a good faith attempt to procure goods and services locally unless cost, service, timing, or delivery issues make it unreasonable to do so. In order of preference, "locally" means in Clifton, nearby neighborhoods, elsewhere in the City of Cincinnati, or elsewhere in Ohio.
6. The Board may allow an exception to any provision of the "Financial Policies and Procedures" section of this Standing Rule on a case-by-case basis by a simple majority vote.



Clifton Town Meeting Expense Form

Use this form whenever you purchase a good or service that is to be paid by CTM.

Please note the following provisions before making any purchases:

1. **CTM does not pay sales tax.** If you present the Sales Tax exemption form on the other side to merchants when you make purchases, they are prohibited from charging sales tax.
2. **CTM pays only for *Approved Expenses*** (expenditures authorized by the Board, and if chargeable to a committee budget, authorized by the *Committee* Chair as well. Sales tax, and purchases that are not budgeted or exceed amount budgeted, are not *Approved Expenses*).
3. **If you do not wish to use your own funds** and seek reimbursement, you may use this form to request a CTM check in advance; or request permission to use the CTM Debit Card or CTM Account with Vendor where one exists. Ask the Treasurer for more information.
4. **CTM has a "buy local" policy:** Please make a good faith attempt to procure goods and services locally unless it is unreasonable to do so. In order of preference, "locally" means in Clifton, nearby neighborhoods, elsewhere in the City of Cincinnati, or elsewhere in Ohio.
5. **Please complete items 1 -12 and submit this form to the Treasurer as quickly as possible**

1). Chose one: I purchased OR I am requesting a CTM check to purchase the following goods or services for use by CTM for an *Approved Expense*:

2). *Description (and comments, if any)*

3). Amount \$ _____ 4) CTM Budget Line _____

5). *Purch. Date.* ____/____/____. 6) Vendor _____

7). Authorization of Committee Chair _____

8). Purchaser's name _____ 9). Phone _____

10). Is receipt attached? Yes. If not, why?

- 11) Purchase made by
- CTM Debit Card.
 - CTM Account with Vendor
 - CTM Check
 - Please reimburse me

12) Submitted and signed on ____/____/____ by:

Treasurer's Notes

meets requirements for payment

Paid on ____/____/____

by check # _____. Comments:

Treasurer: Initial here _____ *on* ____/____/____

Purchaser