

In attendance were President Richard Donley, Mayor Richard Zink, Safety-Service Director Ralph Holt, Auditor Gary Lewis, Law Director Fred Beery and Clerk Beverly Brown

President Donley opened the meeting at 7:00 p.m.

ROLL CALL: Mr. Lee Koogler, Mr. John Levo, Mrs. Bonnie Parr, Mr. David Shoemaker, Mr. Brian Waller and Mr. Tim Young

ABSENT: Mr. Walker

Mr. Levo explained that Mr. Walker was under the weather and made a motion that he be excused from the meeting. Mr. Koogler seconded the motion and all members present voted yea.

Mr. Lewis led the assembly in prayer followed by Mayor Zink leading in the "Pledge of Allegiance".

CITIZEN OF THE MONTH

Mr. Shoemaker presented the award to Bob and Dorothy Hodson for their work in getting the uptown flower planters filled with flowers and having them maintained for the summer. John Hern then presented them with a lifetime membership to the Hillsboro Uptown Business Association.

Mr. Levo then presented the award to Drew Hastings for his work with a benefit performance for the Colony Theater and also opening Bell's Opera House during the Festival of the Bells and giving the proceeds to the Hillsboro Uptown Business Association. John Hern then presented to Mr. Hastings a lifetime membership to the Hillsboro Uptown Business Association.

The minutes of the August 13, 2007 and special meeting of August 27, 2007 were accepted as presented.

MONTHLY REPORTS- Reports had been received from the Hillsboro Public Utilities, Wastewater Treatment Plant, Water/Sewer Maintenance Department, Income Tax Bureau, Water Treatment Plant, Auditor's Office, Fire Department, Life Squad and Street Department.

PUBLIC REQUESTS:

1. A request from John Hern for a drive-thru window at the southern end of Bell's Opera House in response to a request from Drew Hastings. This would be used by a Coffee House that is proposed for the building. This has already passed through the Design and Review Board and been approved.

President Donley placed this issue into the Street and Safety committee for review.

COMMUNICATIONS:

1. An update from Time Warner on changes in their services.
2. An update from American Electric Power regarding the change out in mercury-vapor lights in the City of Hillsboro. It will cost 64-cents more for the high-pressure sodium lights that have been installed.

CITIZEN COMMENTS: None

COMMUNICATIONS FROM THE MAYOR:

August 1 - Wedding
August 2 - 2 Weddings
August 3 - 4 Weddings

August 6 - Proclamation for National Breast Feeding Month
 Presented Awards for Nursing Assistants at Highland District Hospital
 Property & Maintenance Committee meeting

August 7 - Revolving Loan Committee

August 8 - Utilities Committee
 Joint Finance & Citizen's Advisory Committee

August 10 – Wedding

August 13 – Council Meeting
 Wedding
 Met with DEFA, EPA and CH2MHill about the Wastewater Treatment Plant

August 14 – Public Access Committee
 Uptown Merchants Meeting

August 15 – Open House and School Board Meeting at the Elementary School

August 21 – Planning Commission

August 23 – Asked to make a Presentation to the Highland County Board of Realtors

August 27 – Wedding
 Special Council Meeting

August 28 – Federal Appropriations Seminar with Representatives from Mike Turner's
 Office at Southern State

August 30 – Zoning & Annexation Committee
 Street & Safety Committee

I still have this pressing issue on these safety buildings. Another month has gone by and we don't have any resolution to the problem. You may all get tired of hearing me bring this up month after month but we do need to step up and make some decisions. It's now a year and eight months and this thing isn't going away so we're going to have to make a decision and do something to get that modular off the street by the thirtieth of June next year. I realize a lot of thought needs to go into these projects with the impact on the budget, however; the longer we wait, the more it's going to cost so we need to get on it as soon as possible.

That concludes my report. Thank you.

SAFETY-SERVICE DIRECTOR'S REPORT:

As you will find out in this evenings agenda under New Business; I am requesting permission to take sealed bids on the old vacuum truck that was used by the Water and Sewer Maintenance Department and the old street sweeper. We have not used the sweeper because the undercarriage of the unit is rusting away. The sweeper was purchased in 1996 for \$32,500. It was a 1989 reconditioned sweeper. We are using Black Diamond Sweeping Company to sweep the streets when necessary. This company charges us \$475 per sweeping. We've had them sweep three times this year.

The bids have been advertised for the work on North West Street. The bid opening will be September 19th. This work will include curbs, gutters and French drains where needed. The work will prepare North West Street for paving in 2008. I am requesting permission to purchase a new squad for the Fire Department. It will take approximately a year to get delivery for a new vehicle. We have approximately \$72,000 at this time unencumbered. That concludes my report.

President Donley asked the Finance Committee to look into the request to purchase a new life squad vehicle.

AUDITOR'S REPORT:

You have your reports this evening that show the year-to-date funds balance with the year-to-date bank balance. Also note on your comparison report that the General Fund revenues so far exceed the expenditures and that's always a good thing. I wish I could say the same thing for the Water Revenue and Sewer Revenue but as you can see those two funds remain areas of concern and typically they are. I just wanted to bring that to your attention.

I have one piece of legislation for you this evening. It is the annual resolution accepting the amounts and rates as determined by the County Budget Commission. This is an

annual resolution that is the result of your passage of Resolution 07-32 to adopt an annual tax budget. The funds that benefit from this are the General Fund, the Bond Retirement Fund, Police and Fire Pension Funds and the Board of Health.

This morning I met with the state auditor for the progress report on how things are coming on our current audit so far. They are approximately 50% complete and overall the audit has been a fairly good one. There are a couple of items of concern that we do intend to aggressively address. The first item that will be included in the Management Letter; is violation of ORC 5704-41 Sec. D and that is where the invoices have been received prior to purchase orders being issued. What we'll do in that case; we'll expand our blanket purchase order policy to try to capture as many of those invoices as possible. In addition; we will begin bringing all instances to Council's attention that are not captured by the blanket policy. We'll bring those instances to Council's attention and we will request that Council personally approve payment of those invoices.

The other item which will be a reportable item; are several instances of incorrect posting and it must be noted, however; that most of these instances were posted correctly by our office, but were then changed incorrectly by our IPA firm on the financial statements. We intend to address this problem by more actively engaging our IPA firm and by providing them with a copy of the audit that highlights these areas and engaging with them to make sure that they are properly addressed.

Now, in addition; though it has not been mentioned yet; I do foresee a problem with Med3000 not providing an SAS-70 Tier Two Report. Now Med3000 as most of you know is the company that provides our billing services for our life squad. An SAS-70 is a document that indicates that the proper controls are in place to ensure that all billable instances are being billed and handled properly. An SAS-70 Tier Two Report is a document showing that an independent accountant has actually tested the billable instances to confirm that the controls are in place and are working. In February of this year I personally met with then acting Fire Chief Jeff Stethem to go over recommendations from last year's audit that outline what needed to be done in lieu of the Tier Two Report and those recommendations are as follows:

The consolidated reports from the 911 dispatch system which are faxed to the Fire Department after each run should be attached to the run report from the Fire House Software System after entry. The Fire Chief verify that all runs have been completely and accurately entered into the Fire House Software System and have been processed for billing by matching the run reports to the monthly EMS Run Activity Reports from Med3000 and the City Auditor reconcile the direct deposit amounts from the lock box account to the monthly net receipts from the monthly executive summary report from Med3000. This will help assure that all emergency medical service runs have been entered for processing; have been entered completely and accurately; have been downloaded to the third-party billing service for processing and that all receipts collected from the billings are being received.

Now if these procedures have been carried out by the Fire Department I have no question that they are; there should be no problems whatsoever. But I do bring this to your attention now to let you know that due to last year's audit being conducted very late into the year; these procedures were not yet in place during 2006 so you might have a duplication of their concerns of last year. So I just wanted to bring that to your attention. That is the end of my report and I would be happy to answer any questions that you may have.

Mr. Holt asked how many times this year he had had an issue with the PO's? Mr. Lewis said, "The PO's again this year; it's probably not as prevalent as it was last year. Bear in mind that last year was....." Mr. Holt said, "That's when we found the issue and you brought it to my attention." Mr. Lewis responded, "Right! That is correct. But they are auditing last year and so this year it has cut down but we do have those instances that still occur." Mr. Holt asked if that could be provided to him tomorrow and Mr. Lewis replied, "Sure! Correct! Let me have until Friday because Annette does take care of logging those in and she's on vacation and won't be back until Thursday."

HILLSBORO PLANNING COMMISSION-

On August 21st the Hillsboro Planning Commission held their meeting in the basement of the Highland County Administration Building. First on the agenda was the recommendation to Hillsboro City Council concerning the request for rezoning of the Hillsboro Library property at the corner of Main Street and Willettsville Pike. It was discussed how changing the zoning would create “spot” zoning; something that the City was trying to avoid. The request was denied by the committee.

Second on the agenda was the deceleration lane in front of Days Inn on Harry Sauner Road. It was questioned if the deceleration would serve any benefit for the traffic flow to North High Street. It was determined that it would not since the traffic would be funneled back to a single in front of the light. It was determined that the deceleration lane would not be required at this time and in exchange for not requiring this; the City would be given a ten-foot easement with a sidewalk behind it.

The next thing on the agenda concerned access to Days Inn and its property next to the hotel. At an earlier meeting it was determined that widening the current driveway would solve the problem of getting big trucks in and out of the property and it could be used to access the other property. It was stated that limiting the number of cuts on Harry Sauner Road was a safety issue. Mrs. Farber from the Chamber of Commerce requested that the commission speak with the owner of the Days Inn before they make a final decision. The committee agreed. The meeting was closed.

REPORT OF THE STANDING COMMITTEES-

FINANCE COMMITTEE – Mr. Koogler, Chairman

Finance did meet twice in the month of August on the 8th and 22nd. First time to meet with Chris Weidner our architect on our safety-service building. Met again on the 22nd at which time we were educated about our finances by our auditor, Mr. Lewis. We’ll be meeting again here soon. I’m also currently trying to investigate a few other things to bring forward to that committee. I would like Finance to meet next Wednesday if Mr. Levo’s available and Mr. Walker. It’s 6:30 in the evening at which time to discuss non-union employee’s raises for the calendar year of 2008. Also to discuss the beginning phases of getting our insurance bids for the year 2008 and to discuss the life squad request that has been issued as well. That’s it for Finance at this time.

PROPERTY MAINTENANCE & RESTORATION-Mrs. Parr Chairman

At this time I do not have anything to report other than we have scheduled a meeting for this Wednesday at 7:30 p.m. at the City Building Conference Room; that’s September 12th.

CIVIL SERVICE AND EMPLOYEE RELATIONS- Mr. Levo, Chairman

The Festival of the Bells Committee that’s been organized will have its first meeting tomorrow evening approximately 7:30 at the Highland County Administration Building. That will be at the conclusion of the Hillsboro Uptown Business Association’s meeting. It is a public meeting and all Council members are urged to be in attendance.

Additionally, along this very same line; I have conducted a survey of voters within my Fourth Ward and surveys were sent out to approximately fifty to sixty individuals who are residents of the ward. At the present time I am tabulating those returns and will be reporting those even tomorrow evening at that meeting. Other than that Mr. President; that’s all I have to report.

STREET & SAFETY COMMITTEE- Mr. Walker, Chairman

In the absence of Mr. Walker; Mr. Levo reported. We recently met in our committee and the three items that we addressed were the problems with the cats. There has been a very rough draft of a cat ordinance that the counselor has drawn and has been submitted to veterinarians for study. We do not have a report back on that. Mr. Walker said that he will follow-up with the appropriate individuals.

We also discussed sidewalk problems that were brought up at our last meeting. Again, Mr. Walker is investigating some of those particular items also in relationship to some of the deterioration of the buildings downtown and was going to get with Mr. Beery on that.

The third item discussed was the Skate Park. Mr. Hennison and the Good News Gathering group had approached about relocating the Skate Park from the existing location next to the old Union Stockyards parking lot to one of the tennis courts at the City Park. Mr. Walker and myself had looked at the situation. We have no problem with that, however; we would advise the furthest tennis court back from the street as being the location for the Skate Park relocation. That's all that we had on the agenda.

Mr. Shoemaker spoke, "If I may; Mr. Walker and I spoke this week at the fair and we have a concern; of course it's in the Street and Safety Committee; it's not really a concern per se, but if we feel like it's come to a point in time when we must act upon the safety building; and we were talking about before we meet with Mr. Weidner again and the community of people that has been delegated to help us in that; we would like to also have a meeting sometime and this is according to Mr. Walker's schedule; of getting down to the brass tacks of what actually the buildings would consist of. What the footprint and the blueprints that the Fire Department's wanting and the Police Department's wanting so we can actually bring that together in order to present it to the committee properly so we can actually go out to the community and say this is what we've decided on with the help of the Police and Fire Departments. So that is something very important that is on our minds and we will be asking for a meeting to do that."

Mr. Holt asked if they would want the architect at that meeting because he thought it would be kind of tough. He didn't know if the design would change with the property. Mr. Shoemaker said, "What we were actually talking about was critiquing the plans themselves. Looking at critiquing with the help of possibly the architects and the chiefs so we know actually a cost value of what it's going to cost and whether we want to put it on that property; that particular property that we're talking about. I think that was what the idea was." Mr. Holt commented, "So basically you're going to be looking; discussing actual properties?"

Mr. Koogler said, "I think the idea; Mr. Walker and I spoke about this as well. I think the idea was to at least bring both chiefs in to look at..... We have an existing ideal model that has been presented to us by the architect but I think the idea is to look at.....That's an ideal model. Are all these 'needs' or are some of them 'wants' and decided what is really necessary in terms of the building and getting everybody's input."

Mayor Zink asked, "You do want the architect there then?" Mr. Shoemaker answered in the affirmative and Mr. Koogler said, "I think it would certainly be helpful because he can tell us what really is a necessity and not."

UTILITIES COMMITTEE- Mr. Shoemaker, Chairman

There was no meeting of the Utilities Committee, however though; this Wednesday 12th prior to Mrs. Parr's meeting; we will be starting our meeting at 7:15 p.m. uptown in the City Building and it shouldn't take a great deal of time. We have a couple things to look at and some updates. Immediately following will be Mrs. Parr's committee.

ZONING AND ANNEXATION COMMITTEE- Mr. Young, Chairman

On August 30th the Zoning and Annexation Committee held a meeting. Those present were committee members Bonnie Parr, Charlie Walker and myself, Tim Young. Also present were councilmen John Levo, Mayor Richard Zink and Safety-Service Director Ralph Holt.

The first thing on the agenda was the request to rezone the public library property from A to B. On August 21, 2007 the Hillsboro Planning Commission discussed the issue and recommended to council that the property not be rezoned. The main reason against the rezoning was that the requested change would create an obvious "spot" zoning situation. Our committee agreed with the Planning Commission and unanimously recommend against the zoning change. The Zoning and Annexation Committee recommends to full Council that the zoning change not be approved.

Next on the agenda was the continued work on the CRA, the Community Reinvestment Area. The committee approved the area designations. Also decided on the housing

officer hired to administer the program. It was decided that the Safety-Service Director or his designated officer would take that position.

The committee went over sample legislation and adapted it to meet the city's needs. The committee unanimously agreed that the legislation should go to full council as soon as possible in order to get the program going. We're hoping to have that legislation by next full council meeting.

Mr. Young made a motion to deny rezoning of the library property and Mrs. Parr seconded the motion. All members present voted yea except Mr. Koogler who voted "no". Motion passed.

COMMUNITY ENHANCEMENT COMMITTEE- Mrs. Parr, Chairman
No meeting.

UNFINISHED BUSINESS- None

PASSAGE OF ORDINANCES AND RESOLUTIONS- None

SECOND READING OF ORDINANCES AND RESOLUTIONS- None

FIRST READING OF ORDINANCES AND RESOLUTIONS-

1. RES. 07-35 – A RESOLUTION TO AUTHORIZE THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED (North West Street/State Route 73)- The clerk read this resolution in full for a first reading. Mr. Levo made a motion to waive the three-reading rule and Mr. Shoemaker seconded the motion with all members present voting yea. Mr. Koogler made a motion to adopt the resolution and Mr. Levo seconded the motion. All members present voted yea. Resolution adopted.

2. RES. 07-36 – A RESOLUTION TO AUTHORIZE THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED (Wastewater Treatment Plant Bypass Elimination and Plant Upgrade) – This resolution verbiage is the same as Res. 07-35 except paragraph three which was read in full indicating that it pertains to the Wastewater Treatment Plant Bypass Elimination and Plant Upgrade. Mr. Shoemaker made a motion to waive the three-reading rule and Mr. Levo seconded the motion with all members present voting yea. Mr. Koogler made a motion to adopt the resolution and Mr. Shoemaker seconded the motion. All members present voted yea. Resolution adopted.

3. RES. 07-37 – A RESOLUTION TO AUTHORIZE THE MAYOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED (State Route 247 Culvert Replacement)- This resolution verbiage is the same as Res. 07-35 except paragraph three which was read in full indicating that it pertains to the State Route 247 Culvert Replacement project. Mr. Young made a motion to waive the three-reading rule and Mrs. Parr seconded the motion with all members present voting yea. Mr. Koogler made a motion to adopt the resolution and Mr. Levo seconded the motion with all members present voting yea. Resolution adopted.

4. RES. 07-38 – A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR- The clerk read the resolution by title only for a first reading and Mr. Koogler made a motion to adopt the resolution. Mrs. Parr seconded the motion and all members present voted yea. Resolution adopted.

NEW BUSINESS:

Mr. Shoemaker made a motion to allow the Safety-Service Director to take bids on the old vacuum truck and the street sweeper. Mr. Levo seconded the motion and all members present voted yea. Motion passed.

Mayor Zink said, "I mentioned to you today; I think you probably all got a copy of it; the note from the Ohio Municipal League. They are having a seminar on certified training on public records. It will be October 5th and Dick asked me today when there would be more of them. I have no idea; only thing I know is that it's October 5th. I do plan on attending and also down at the bottom it states that there are three sessions for council members; sessions on New Laws and Courts as they qualify for MLTA credit. I just wanted you to know that I've got a form here, if anybody is interested in going; let me know. We'll put you down and send it into the Municipal League so we can go to that October 5th on Friday afternoon from 12:00 to 3:00 in Cincinnati."

Law Director Beery said, "Each public body is supposed to designate a person to get the training although they recommend it to everybody who's interested. It would probably be a good idea if Council designated someone to get the training."

President Donley said he also planned to attend.

Mr. Ron Hennison Jr. asked if there was anything that needed to be determined on the Skate Park move and President Donley said that this was in Mr. Walker's committee and Mr. Walker would be in touch with Mr. Hennison when something was settled. President Donley said that it is city property and ultimately it would council's decision.

With no further business to come before the Council, Mr. Koogler made a motion to adjourn and Mr. Shoemaker seconded the motion with all members approving. Meeting adjourned.

Richard Donley, Council President

Beverly Brown, Clerk of Council