

**HILLSBORO CITY COUNCIL MEETING**  
**Hillsboro Municipal Court – 130 Homestead Drive**

**September 14, 2015**

At 7:00 p.m., Council President Lee Koogler called the Hillsboro City Council meeting to order. The following were present for the meeting: Mayor Drew Hastings, Todd Wilkin, Safety and Service Director; Fred Beery, Law Director; and Debbie Sansone, Clerk.

**ROLL CALL**

Bill Alexander, Tracy Aranyos, Dick Donley, Justin Harsha, Claudia Klein, Ann Morris, and Becki Wilkin were present.

Mr. Koogler led the council in prayer and Mayor Hastings led the Pledge of Allegiance.

**MINUTES**

There were no additions or corrections to the minutes from the Regular Meeting on August 10, 2015. The minutes were approved.

**MONTHLY REPORTS**

There were no questions about the August 2015 monthly reports and the Clerk read the reports by title only: Auditor, Income Tax Bureau, Police, Public Utilities, Street, Wastewater Treatment, Water Meter, Water/Sewer Maintenance, and Water Treatment.

**PUBLIC REQUESTS**

- Representatives from KAP Signs requested a sign variance on behalf of Southern State Community College
- Representatives from Branham Signs and John Hedges, Marathon, requested a sign variance on behalf of East Main Flagway
- Michael Bradford requested permission to schedule the 2016 Festival of the Bells

The requests for sign variances were addressed later in the meeting. Michael Bradford thanked Council and the City of Hillsboro for helping with the 2015 Festival of the Bells. He requested the use of the city streets for June 30, July 1, and July 2, 2016. Mayor Hastings asked that the Festival's request be placed in committee to discuss the specifics of the request with Mr. Bradford. President Koogler asked Council to approve the dates and then placed the matter into the Street and Safety Committee for discussion with the Festival planners and Administration.

**MOTION** Ms. Aranyos moved, seconded by Ms. Klein, to approve the dates of June 30, July 1, and July 2, 2016 for the Festival of the Bells. Vote: all yeas. The dates were approved.

**COMMUNICATIONS**

- Notice of Annual Ohio Municipal League Conference

- Council President Lee Koogler received a letter from Peter Pence, Grow! Highland County, asking that the city partner with and help fund the organization. President Koogler placed the matter in the Finance Committee.

### **CITIZENS' COMMENTS**

Sherry Young, Terrace Avenue, thanked Mr. Wilkin, Mayor Hastings, and Council for taking care of the problems with her street after nineteen years of “fighting” with administrations and councils. She expressed appreciation for the Administration “keeping their word.”

Steve Karnes, property owner in the Paint Creek Joint Fire District, asked Council if the issue of Paint Creek Fire District purchasing the Hillsboro Fire House was in any committee. President Koogler answered that the issue was not in a committee.

### **COMMUNICATIONS FROM THE MAYOR (Drew Hastings, Mayor)**

Mayor Hastings thanked the Farm Bureau for making the last *Movies Under the Stars* movie, *Farmland*, a great success. They had games for the kids, equipment on display and informational material for the movie attendees.

He attended the Ohio Chamber of Commerce General Assembly conference and networked with many people to help put some Hillsboro items on the radar. Administration met with the Finance Fund, a non-profit that puts a lot of money out for projects and manages the funds for New Market Tax Credits. The city started the long, arduous process to obtain a commitment for the tax credits, which is a very complicated process. If the city can offer tax credits to an investor or developer, it improves the chances of development in the city, such as the hotel project.

In the past three years, the Administration applied for approximately \$3.3 million dollars in grants, and was awarded \$2,985,149 with \$332,865 pending approval. Mayor Hastings told Council that much of what is being done in the city is paid for by grants. He said it was a very positive report. He also mentioned that the city income tax revenue is up about eight percent for the year, which is very promising.

There were no questions for Mayor Hastings.

### **SAFETY AND SERVICE DIRECTOR'S REPORT**

Mr. Wilkin announced Eric Daniels as the *Employee of the Month*. Eric has been with the city for more than eighteen years and is a reliable asset to the city. He is currently the Systems Administrator and performs an outstanding job protecting, retaining, and implementing the city's IT infrastructure, citing several unsuccessful cyber attacks. Eric is also the Code Enforcement Officer and conducts weapons training for the annual certification of police officers. Mr. Wilkin thanked Eric for his dedication to the city.

The traffic light at Oak and West Main Streets was on flash-mode for sixty days and Administration received only five comments on removing the traffic light. Mr. Wilkin announced that the city would follow ODOT's recommendation and remove the traffic

lights at that intersection. Mr. Wilkin met with the Highland District Library after they expressed their concerns about the change and he was able to explain the changes to their satisfaction.

The North East Street project is underway and will be completed by the end of October. The right turn lane at North High Street and Harry Sauner Road is also underway. The new light pole was delivered and will be set as soon as the concrete base has cured. The project will be completed in mid-October. The pedestrian bridge on North High Street will also be completed in October.

The new personnel manual was distributed to council members earlier in the month and Mr. Wilkin received some positive feedback about it. Legislation is presented to Council to implement the new manual immediately. The process of compiling the manual has been “in the works” for over a year. It was reviewed by the Employee Relations Committee before finalizing. The new manual replaces the outdated version currently used. All employees are covered by the same manual with references to the FOP contract where applicable.

Mr. Wilkin asked Council to pass legislation to amend Chapter 34 of the city code of ordinance to correct or omit sections that are outdated, such as a reference to a specific insurance carrier that no longer provides insurance to the city.

Health insurance renewal was changed to October 1, 2015 instead of January 1, 2016 due to unfavorable laws that become effective January 1, 2016 causing the health insurance rates to increase. One bid was received from Neace Lukens (who purchased Hukill, Haslett, and Harrington), with a zero percent increase from Anthem. The city received a letter from CBIA regarding health insurance but it was not a bid. Mr. Wilkin said that the Auditor’s office could not remember a health insurance renewal in the past 25 years that did not include an increase of premium.

The City of Hillsboro advanced in the competitive grant process for a planning grant to create a bike trail from the North High Street and Northview intersection to Shaffer Park. Administration will write a grant application for the planning grant. The grantor will visit the site on October 22, 2015. If the grant is awarded, the trail will be Phase 1 located along the sewer right-of-way near Heartland of Hillsboro, behind the Pepsi facility and Sherwood Auto, ending at Shaffer Park.

Mr. Wilkin thanked Dan Pierce and the Hillsboro Elks; Chad Abbott, Abbott Signs; Jane Tissot, Tissot’s; and Harley Maines, Maines Tin Shoppe for their work and partnership to paint “Hillsboro Indians” on the Street Department barn roof. The roof was in need of maintenance, which the city budgeted for, and the Hillsboro Elks awarded a grant to help paint the mural. There were no questions for Mr. Wilkin.

Mr. Donley said that Mr. Wilkin has been very involved since coming to the City of Hillsboro to see that things are improved and wanted to compliment him for the service he has done for the citizens of Hillsboro.

### **AUDITOR'S REPORT (Gary Lewis, Auditor)**

Mr. Lewis was not present for the meeting. Mr. Donley presented the year-to-date fund report and year-to-date bank report with a balance of \$6,489,366.54 in various bank accounts and in investments and cash-on-hand for operational purposes. Mr. Donley asked for a motion from Council to accept the report. There were no questions for Mr. Donley.

**MOTION** Ms. Morris moved, seconded by Ms. Klein, to accept the Auditor's report. There was no discussion. Vote: all yeas. The report was accepted.

Mr. Donley explained the legislation presented to Council by the Auditor:

- A resolution to increase the appropriations in the 206 Recreation Fund by \$10,000 to make improvements at the city park on Railroad Street.
- The annual resolution to accept the amounts and rates determined by the Budget Commission which is the millage the city receives on property tax settlements through the County. It has been established for a long time and remains at 3.00 mils.

### **PLANNING COMMISSION (Mayor Hastings)**

The Planning Commission met at 5:30 p.m. on August 18, 2015, in the Hillsboro Firehouse Community Room. Present for the meeting were Buck Wilkin, Chair, Todd Wilkin, Safety and Service Director, Kevin Barreras, Ruth Robbins and Stephen Crouch. Council members Ann Morris and Tracy Aranyos, and HUBA President, Joe Mahan, were also present for the meeting. The committee approved the minutes from the July meeting.

The Highland County Agricultural Society provided the city with a deed for the cul-de-sac on Chariss Avenue, which satisfies the conditions set by the Planning Commission to allow the Society to build a fence at the end of the street.

Mr. Todd Wilkin discussed the ODOT grant awarded to the city, which will pay for a turn lane, gutters, and sidewalks on Harry Sauner Road from High Street to Kibler's. A bike-walking trail is also being planned through the "Interact for Health" grant.

Mr. Crouch requested that the Planning Commission create a formal document noting items they would like to see in the city. It will contain items that are not necessarily platting issues but will help the Commission when making long-term plans. Chairman Wilkin will organize a committee to proceed with the document.

The meeting adjourned at 6:00 p.m. The next scheduled meeting is September 15 at 5:30 p.m. in the Firehouse Community Room.

There were no questions for Mayor Hastings.

## **STANDING COMMITTEE REPORTS**

### **FINANCE COMMITTEE (Dick Donley, Chair)**

No report

### **PROPERTY MAINTENANCE AND RESTORATION (Ann Morris, Chair)**

The property maintenance and restoration committee met on August 25, 2015 at 5:30 p.m. in the Firehouse Community Room to discuss the proposed plaza and the Colony Theatre. Present for the meeting were committee members Justin Harsha, Dick Donley, and Ann Morris. Also in attendance were council members Tracy Aranyos, Claudia Klein, and Becki Wilkin. Representing the city were Mayor Drew Hastings, Todd Wilkin, Safety and Service Director, and Gary Lewis, Auditor. Mayoral Candidate, Pam Limes was present, as well as former mayor Richard Zink and former safety and service director, Ralph Holt. Maggie Horst from HURP, Joe Mahan from HUBA, and various business owners and operators were in attendance.

Comments and questions concerning the plaza costs and revised plans were fielded and answered. A total cost for the proposed plaza is estimated at \$177,448. There could be minor variances based on plan revisions. The city has \$78,000 from an anonymous donor and is hoping for \$25,000 from private contributions. A “Go Fund Me” type website was also suggested. The City has \$75,000 in the budget for the plaza. Mr. Donley suggested a fund raising type event to help complete the plaza funds.

After viewing the rendering, and answering questions and concerns, there was an optimistic atmosphere in the room about moving the project and the city forward in a positive manner. Mayor Hastings stated that the plaza is one of the few things any town can do to bring people into town for gatherings and events. Mr. Donley commented that Uptown Hillsboro IS Hillsboro. The plaza would not only serve as a place of leisure for shoppers and visitors, but would be a site for small concerts and other community events. The plaza would “fit in” with the general improvements that are taking place around the city. It will be more than just a place to sit.

The Colony Theatre is in the hands of the CIC and questions will be directed towards them for the most part. The city sent Requests for Proposals to developers, architects, and engineers in the surrounding larger cities to determine if there was interest in restoring the theatre. The deadline for the RFP is September 4, 2015. If it is not renovated, the city may proceed with the idea to raze the back half of the building to create parking, and renovate the front area of the building façade for a lobby, business, and/or public restrooms.

The committee met again on September 14, 2015 at 6:00 p.m. in the Hillsboro Municipal Court room to discuss sign variances for Southern State Community College and East Main Flagway/Marathon. Jim Buck and a representative from KAP signs brought renderings of the proposed new signage for SSCC and gave the dimensions and

explained the need for the new sign. This is an effort to improve the looks of the signs as well as help the community with directions to the different buildings. Mr. Harsha moved to present the variance to council, seconded by Mr. Donley. All voted in favor of the motion.

John Hedges and Stan Young requested a variance for a new sign at the East Main Flagway. The current sign will be replaced and lettering will be added to the canopy's west side. Mr. Harsha moved to present the variance to council, as long as it is approved by the sign committee, for approval, seconded by Mr. Donley. The motion carried.

The committee discussed "cleaning up" the language for yard arm signs and fees in the current sign ordinance. Ms. Morris will meet with Mr. Beery to review the language and then present the amended ordinance to council at the next meeting. Mr. Harsha suggested that the standard fee remain at \$100 but reduce the fee for smaller yard arm or flag mount signs.

President Koogler addressed the sign variances recommended by the Property Maintenance and Restoration Committee, opening the floor for discussion on the signs at Southern State Community College. He reminded Council that the variance was not only for multiple signs at one property but also for a digital billboard sign.

**MOTION** Ms. Morris moved, seconded by Ms. Klein, to approve the sign variance for multiple signs at one location and a digital billboard sign at Southern State Community College. Vote: all yeas. The variance was approved and adopted.

President Koogler next addressed the sign variance for the East Main Flagway Marathon station reminding Council that it must also be approved by the Design Review Board. The current pylon sign will be replaced and signage and lighting of the canopy will be added. The variance would allow multiple signs at one location.

**MOTION** Mr. Donley moved, seconded by Ms. Aranyos, to approve the variance for multiple signs at the East Main Flagway Marathon station. Vote: all yeas. The variance was approved and adopted.

There were no questions for Ms. Morris.

**CIVIL SERVICE AND EMPLOYEE RELATIONS COMMITTEE (William Alexander, Chair)**

No report

**STREET AND SAFETY COMMITTEE (Justin Harsha, Chair)**

No report

**UTILITIES COMMITTEE (Becki Wilkin, Chair)**

No report

**ZONING AND ANNEXATION COMMITTEE (Tracy Aranyos, Chair)**

No report

**COMMUNITY ENHANCEMENT (Claudia Klein, Chair)**

No report

**UNFINISHED BUSINESS**

**PASSAGE OF ORDINANCES AND RESOLUTIONS (THIRD READING)**

None

**SECOND READING OF ORDINANCES AND RESOLUTIONS**

None

**FIRST READING OF ORDINANCES & RESOLUTIONS**

- **Resolution No. 15-29** A Resolution to Increase Appropriations in the 206 Recreation Fund *Introduced by the Auditor* The resolution is appropriations in nature and does not require a suspension of the Three Reading Rule.

President Koogler asked what will be done at the city park with the \$10,000 appropriated. Mr. Wilkin said the tennis court will be resurfaced and painted with a template for games and activities for children. Lights have already been added to the park and to the basketball court. Picnic tables, benches, steps and sidewalks will be added. There is a donor, who will remain anonymous until the plan is finalized, who has agreed to pay for the balance of the cost not covered by the \$10,000.

**MOTION** Ms. Klein moved, seconded by Mr. Alexander, to approve and adopt Resolution No. 15-29. There was no further discussion. Vote: all yeas. The resolution was approved and adopted.

- **Resolution No. 15-30** 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 *Introduced by the Auditor*

**MOTION** Ms. Aranyos moved, seconded by Mr. Donley, to read Resolution 15-30 in Title Only. Vote: all yeas. The resolution was read by title only.

President Koogler confirmed with Mr. Beery that the resolution by its nature does not require three readings.

**MOTION** Mr. Donley moved, seconded by Ms. Morris, to approve Resolution No. 15-30. There was no further discussion. Vote: all yeas. The Resolution was approved and adopted.

- **Resolution No. 15-31** A Resolution to Authorize and Direct the Safety and Service Director to Proceed with the Uptown Plaza Project *Introduced by the Property Maintenance and Restoration Committee*

President Koogler opened the floor for discussion, debate, or motion. Mr. Donley asked if the Three Reading Rule would need to be suspended. Mr. Beery said that action still needs to be taken by Council before a final plan can go into effect. If the resolution is passed without the suspension of the Three Reading Rule, subsequent plans would need three readings or suspend the Three Reading Rule at that time. Otherwise, if the Three Reading Rule is suspended for Resolution 15-31, later a final plan could be approved at the first meeting where it is presented.

Ms. Wilkin stated that the purchase of the Armintrout Building was not included in the plaza plan and asked what plan was in place for parking spaces displaced by the plaza. Ms. Morris said one plan involved razing the back of the Colony Theatre and making a parking lot as well as other places around town. She assured Ms. Wilkin there would be adequate parking. President Koogler said there would be parking on Governor Foraker Place and additional parking at the Armintrout Building as well as at the Colony Theatre. He stated that the problem uptown is a proximity issue and not a parking issue. People like to park directly in front of the building where they conduct business. President Koogler reiterated that there would still be adequate parking uptown. Mr. Donley said that several parking places reserved for court personnel and fire/rescue were discussed during the plaza planning sessions and the county was aware that those spaces would be lost. Mr. Donley did not feel they had concerns about the parking spaces. He estimated that eighty percent of the parking spaces on Governor Trimble are occupied by court personnel and fire/ems. Ms. Morris said there are a lot of empty parking spaces in the parking lot owned by the County which county personnel could use.

Mr. Alexander asked about the relationship between the Armintrout building and the Plaza. He asked if the City had made bids on the building and wanted to know the status of the property. He asked if the Plaza is dependent upon the purchase of the Armintrout building. President Koogler said that any business along the Plaza space that loses ingress and egress is an issue and therefore it is understandable why the city would look into acquiring the building. It also affects the Times Gazette building and the Paint Creek Fire District building. There was an understanding that the Armintrout building in particular would be a necessary cog in the wheel in order to redirect the flow of traffic. However, President Koogler said that the matter before Council is moving the project forward in concept. There is still much to discuss and decide.

Mayor Hastings said the Plaza plan and estimate were “stand alone” without the parking issue because it has been an ongoing debate for years. The parking issue should be addressed in a master parking plan. Spaces were lost at Main and High for turn lanes. Spaces will be lost on Governor Trimble but spaces were gained on Beech

Street by the Masonic building. The best way to address parking is a master plan. Parking has been an issue long before the Plaza was discussed.

Mr. Alexander asked if money is budgeted for the purchase of the Armintrout building or any other property. He could not remember it being in the budget and Mr. Lewis was not present to answer the question. President Koogler said the legislation authorizes the Safety and Service Director to proceed in obtaining necessary funding, plans and specifications. The resolution does not approve a comprehensive plan with all the funding sources in place. It is an authorization to proceed. Mr. Alexander asked if that included the Armintrout building and President Koogler answered in the affirmative. Ms. Morris said the issue of ingress/egress has been studied since the project began. In order to move forward, Council needs to decide to move forward with it. Mr. Alexander stated he hesitates to ask questions that are too specific while in open session.

**MOTION** Mr. Donley moved, seconded by Ms. Morris, to pass Resolution 15-31 without the suspension of the Three Reading Rule as written. Mr. Harsha asked Mr. Beery for clarification. When future legislation for the plaza is presented to Council, the Three Reading Rule must be suspended or give the legislation three readings. Mr. Alexander asked for clarification that Council was not authorizing the Plaza but authorizing the Safety and Service Director to continue the move towards the Plaza and President Koogler confirmed his statement. Mr. Beery added that if the City pursues grant funding there must be authority to proceed. Council would need to approve the acquisition of real estate. Mr. Donley said it was time for Council to move on the matter and give Administration permission to seek grant money and put a plan together. President Koogler stated that if funding does not come to fruition or other obstacles arise, the resolution does not guarantee that the project will go forward. It only guarantees that the Safety and Service Director is authorized to move forward to effectuate the project. Vote: all yeas. Resolution No. 15-31 was approved and adopted.

Mr. Alexander asked if the Three Reading Rule was suspended for Resolution No. 15-31. President Koogler explained that it was not necessary and cited Mr. Beery's earlier explanation. Upon presentation of a final plan to Council, the legislation will have three readings or the Three Reading Rule will be suspended.

- **Resolution No. 15-32** A Resolution Authorizing the Safety and Service Director of the City of Hillsboro to Prepare and Submit an Application to Participate in the Ohio Public Works Commission (OPWC) State Capital Improvement and/or Local Transportation Improvement Program(s) and to Execute Contracts as Required

To meet the deadline of the grant, President Koogler conferred with Mr. Wilkin and asked that the Three Reading Rule be suspended.

**MOTION** Mr. Donley moved, seconded by Ms. Morris, to suspend the Three Reading Rule. Vote: all yeas. The Three Reading Rule was suspended.

**MOTION** Mr. Donley moved, seconded by Ms. Klein, to approve and adopt Resolution No. 15-32. There was no further discussion. Vote: all yeas. The resolution was approved and adopted.

- **Resolution No. 15-33** A Resolution Naming the City of Hillsboro Appointment to the District 15 Public Works Integrating Committee. The resolution does not require three readings.

**MOTION** Ms. Klein moved, seconded by Ms. Aranyos, to approve and adopt Resolution No. 15-33. There was no further discussion. Vote: all yeas. The resolution was approved and adopted.

- **Resolution No. 15-34** A Resolution Adopting the City of Hillsboro Personnel Manual *Introduced by the Safety and Service Director*

Mr. Beery said it was not legally required to suspend the Three Reading Rule but he recommends it to Council. There was no discussion.

**MOTION** Ms. Aranyos moved, seconded by Ms. Klein, to suspend the Three Reading Rule. Vote: all yeas. The Three Reading Rule was suspended.

**MOTION** Ms. Morris moved, seconded by Ms. Klein, to approve and adopt Resolution No. 15-34. There was no further discussion. Vote: all yeas. The resolution was approved and adopted.

- **Ordinance No. 2015-07** An Ordinance to Amend the Hillsboro Code of Ordinances to Remove Unnecessary and Redundant Sections *Introduced by the Safety and Service Director*

**MOTION** Ms. Morris moved, seconded by Ms. Aranyos, to suspend the Three Reading Rule. Vote: all yeas. The Three Reading Rule was suspended.

**MOTION** Ms. Klein moved, seconded by Ms. Wilkin, to approve and adopt Ordinance No. 2015-07. There was no further discussion. Vote: all yeas. The Ordinance was approved and adopted.

## **NEW BUSINESS**

Due to time constraints, Mr. Harsha can no longer serve on the Highland County Local Corrections Planning Board and Reentry Coalition. President Koogler asked someone from Council to take the position as the city's member on the board and suggested that

someone with a law enforcement background would be very suitable to the position. Mr. Donley agreed to serve on the board. Vote: all yeas.

**ADJOURN**

At 8:12 p.m., Mr. Donley moved, seconded by Ms. Klein, to adjourn. Vote: all yeas.

The next scheduled meeting of the Hillsboro City Council is October 13, 2015 at 7:00 p.m. in the Municipal Court.

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Lee Koogler, President

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Debbie Sansone, Clerk