



# City of Carlisle

## Meeting Agenda City Council

City of Carlisle  
760 Central Avenue  
Carlisle, OH 45005  
[www.carlisleoh.org](http://www.carlisleoh.org)

**WORK SESSION: (6:00 P.M. - Prior to Regular Session)**

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Tuesday, November 14, 2023

7:00 PM

Council Chambers

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1. **Call to Order/Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Minutes**
  - A. Regular Meeting Minutes – October 24, 2023
4. **Public Forum**
5. **Council Report**
6. **Mayor's Report**
7. **City Manager's Report**
8. **Committee Report**
9. **Old Business**
10. **New Business**
11. **First Readings of Ordinances and Resolutions**
  - A. Ordinance 26-23 Adopting the 2024 Budget for the City of Carlisle
  - B. Ordinance 27-23 Adopting the Pay Plan for the City of Carlisle
12. **Second & Third Readings of Ordinances and Resolutions**
13. **Executive Session**
14. **Adjournment**

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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**OCTOBER 24, 2023 – 7:00 P.M.**  
**760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, October 24, 2023 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:00 p.m. with the Pledge of Allegiance.

**Roll Call:**

Mr. William Bicknell	present
Mr. Jason Faulkner	absent
Mr. Tim Humphries	present
Mrs. Debbie Kemper	present
Mr. Michael Kilpatrick	present
Mr. Chris Stivers	present
Mayor Randy Winkler	present

Staff members present:           City Manager, Chris Lohr  
  Finance Director, Kristina Cooper

Mayor Winkler asked for a motion to excuse Mr. Faulkner from the meeting, as he had a family death and would not be in attendance. Motion made by Mr. Humphries, seconded by Mrs. Kemper.

**Roll Call**

Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

The Work Session Minutes of October 10, 2023, were presented to Council for review. Mrs. Kemper made a motion to approve the minutes, seconded by Mr. Kilpatrick.

**Roll Call:**

Mrs. Kemper	yes
Mr. Kilpatrick	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

The Work Session Minutes of October 10, 2023, were approved as presented.

The regular Meeting Minutes of October 10, 2023, were presented to Council for review. Mr. Kilpatrick made a motion to approve the minutes, seconded by Mr. Bicknell.

**Roll Call:**

Mr. Kilpatrick	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mayor Winkler	yes

The regular meeting Minutes of October 10, 2023, were approved as presented.

**Public Forum:**

No audience guests wished to address the Council. Mayor Winkler closed the public forum and moved on to Council Reports.

**Council Reports:**

Mrs. Kemper

1. Wished to thank Energy Alliance who came out earlier in the evening to educate our community on the aggregation that will be on the November ballot. If residents did not attend the meeting, they can watch it on our Facebook page with all the questions and answers. There is a link on our Facebook page that goes to the Energy Alliance page. The representative gave a phone number to contact them with questions at 513-794-5555.
2. Wanted to remind the community that trick-or-treat is Tuesday October 31st from 6pm-8pm. Please slow down while driving, as kids will be out trick-or-treating. If residents could keep their porch light on to help give light while the kids are out.
3. Election day is November 7<sup>th</sup>, and early voting is happening now. Residents can check the Montgomery and Warren County websites to check the times for their early voting.

Mr. Bicknell:

1. Had the JEMS Board meeting this past week. Things are progressing very well, as can be seen while driving by. The board is down on the roof, the exterior walls on the dorm, kitchen and administration sides are up. Final prep has been done on the door bay area, and it is expected to be poured on Monday, October 30<sup>th</sup>. Expecting to be 'under roof' by Thanksgiving.
2. Runs are continuing to stay level from month to month. There have not been any spikes or big call outs.
3. New unit beds have been delivered. The new beds have tracks, instead of wheels. This helps better assist, when going up/downstairs. It allows operators at each end to be much safer and are equipped with lift assist.

Mr. Kilpatrick:

1. Trunk or treat is Sunday afternoon. There will be tractor drawn wagon rides.

Mr. Stivers:

1. Wanted to reminder drivers to slow down in the neighborhood as kids are out trick or treating.
2. In general, when driving, he wants to remind drivers to be courteous. There are intersections where there are turn lanes and here are straight lanes, and if a car comes up on the right lane you cannot see oncoming traffic from the right. Staggering cars could help with that line of sight.

Mr. Humphries:

1. Would like to offer condolences to the Faulkner family.
2. Warren County Municipal League's guest speaker at last week's meeting was Matt Nolan. He is an advocate for our region, even at the state level. He was commended last night at the Carlisle School Board Meeting. It is neat to have someone like Matt Nolan in our corner.

With that, Mayor Winkler closed the Council Report and moved on to the Mayor's Report.

**Mayor's Report:**

1. Trunk or treat will be in the High School parking lot, this Sunday, October 29<sup>th</sup>, 4pm-6pm. Any kids in the neighborhood who would like to trick-or-treat are welcome to come.
2. On Park Drive, near the railroad where the utility work is going on, there is still a small growth of trees on the corner. He was asked if those could be removed for better sight for vehicles coming up over the railroad. He would like to have it looked at.

Mayor Winkler closed the Mayor's Report and moved on to the City Manager's Report.

**Manager's Report:**

1. The Finance Committee had a two-hour meeting last week. There was a good conversation about what was ahead in 2024. Input was heard from the Committee and their input is being put into the next revision of the budget and is planned to bring that to the Council at the first meeting of November.
2. Was just notified this past week that OPERS is considering increasing the employer's contribution to both OPERS and Ohio Police and Fire. He will keep an eye on it, but wanted to give a heads up that those increases may need to be incorporated into the 2024 budget.
3. Repair is done on the Industry Drive Pump House. It had been backordered, but it is now back up and running. Mr. Bicknell asked if we purchased a second one when we bought the first one. Mr. Lohr was not sure, but thinks it is a great idea.
4. The website project has been on hold for a year, or so, but Mr. Lohr is meeting with Revize for a preliminary meeting this week. Will find out what they are providing for us, and if anything, else needs to be added. A kick-off meeting will happen after. The project is expected to take three to six months, but he is hoping we will be on the faster side of that. He has seen other projects they have done and has positive feedback about the work. Mr. Humphries wanted to know about quantifying traffic on the website. Mr. Lohr said he would ask them about that. He said if it

is not something Revize can provide, he believes there are other companies that can provide that information.

With that the Mayor closed the City Manager’s Report.

**Committee Report:**

None

**Old Business:**

None

**New Business:**

None

Mayor Winkler closed the Community Reports and moved on to First Readings of Ordinances and Resolutions.

**First Reading of Ordinances and Resolutions:**

**RESOLUTION 20-23 THEN AND NOW CERTIFICATE – PERRY AND ASSOCIATES CPAs (SINGLE READING)**

Mayor Winkler asked Mr. Lohr to explain the single reading.

Mr. Lohr stated that staff authorized the 2021-2022 audit to begin. There was not a purchase order in place earlier in the year. The reason it is a single reading is that per the ORC, we have thirty days until after we pay it to have that then and now certificate approved. If we do a single reading, we can pay it later this week and will go into effect thirty days later.

Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only. Mrs. Kemper made a motion, followed by Mr. Bicknell.

**Roll Call:**

Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

The motion for single reading has been approved.

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$20,600.00 TO PERRY & ASSOCIATES CPAS FOR THE 2021-2022 AUDIT

With no further discussion, Mayor Winkler asked for a motion to adopt. Mr. Stivers made a motion provided the word ‘associates’ is spelled correctly on the legislation, seconded by Mrs. Kemper.

**Roll Call:**

Mr. Stivers	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mayor Winkler	yes

Resolution 20-23 has been adopted.

**RESOLUTION 21-23 WARREN COUNTY 2024 TAX RATES AND AMOUNTS (EMERGENCY)**

Mr. Lohr explained this is something that the Council approves annually. Warren and Montgomery County give us their estimates for spending every September/October for the following year. This estimates our revenue and fund balances. This is on as an emergency because they need it back by the end of the month. Mayor Winkler asked if this is the same for Montgomery and Warren County. Mr. Lohr confirms this. Mr. Bicknell asked if this is something that can be done within a time frame or is it based off when Warren and Montgomery County provides the information to us. Mr. Lohr said it is based off when they give it to us, and based off what we have done in the past there seems to be potential to have more than one reading, depending on when we get it, but not time for three readings. Next year if there is time for more than one reading, we will do that. Mr. Bicknell asked to at least have a single reading. Mr. Lohr agreed.

Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only and declaring an emergency. Mr. Kilpatrick made a motion, followed by Mrs. Kemper.

**Roll Call:**

Mr. Kilpatrick	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

The motion for Emergency approval has been approved.

**A RESOLUTION ACCEPTING THE FISCAL YEAR 2024 AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND THE AUTHROZING OF THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE WARREN COUNTY AUDITOR, AND DECLARING AN EMERGENCY.**

With no further discussion, Mayor Winkler asked for a motion to adopt. Mr. Kilpatrick made a motion, followed by Mrs. Kemper.

***Roll Call:***

Mr. Kilpatrick	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

Resolution 21-23 has now been adopted.

**RESOLUTION 22-23 MONTGOMERY COUNTY 2024 TAX RATES AND AMOUNTS (EMERGENCY)**

Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only and declaring an emergency. Mr. Bicknell made a motion, followed by Mrs. Kemper.

***Roll Call:***

Mr. Bicknell	yes
Mrs. Kemper	yes
Mr. Humphries	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mayor Winkler	yes

A RESOLUTION ACCEPTING THE FISCAL YEAR 2024 AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND THE AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE MONTGOMERY COUNTY AUDITOR AND DECLARING AN EMERGENCY.

With no further discussion, Mayor Winkler asked for a motion to adopt. Mr. Kilpatrick made a motion, followed by Mr. Stivers.

***Roll Call:***

Mr. Kilpatrick	yes
Mr. Stivers	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Resolution 22-23 has now been adopted.

**Second and Third Readings of Ordinances and Resolutions:**

None

Mayor Winkler stated that is all they have on the agenda this evening and asked for a motion to adjourn. Mr. Kilpatrick made a motion to adjourn, seconded by Mr. Stivers.

***Roll Call:***

Mr. Kilpatrick	yes
Mr. Stivers	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Meeting adjourned at 7:22 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council





## Agenda Item Introduction

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**Council Meeting Date:** November 14, 2023

**Prepared By:** Kristina Cooper, Finance Director

**Agenda Item:** ORD NO 26-23: ADOPTING THE 2024 BUDGET FOR THE CITY OF CARLISLE

**Legislative Title:** AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF CARLISLE, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024.

**Summary:**

Staff has incorporated input from the Finance Committee review of the draft budget in October. In addition, the staff has made necessary adjustments based on new or updated information in order to finalize the 2024 budget.

**Financial or Budget Considerations:**

The legislation and attachment set the full budget for the City for the 2024 fiscal year.

**Recommended Action:**

Approval through three reading process.

**Supporting Documents:**

2024 Budget

**ORDINANCE NO. 26-23  
CITY OF CARLISLE, OHIO**

**AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF CARLISLE, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024.**

**WHEREAS** it is necessary to authorize the expenditure of funds by an appropriation authorization to ensure the proper operation of municipal government; and

**WHEREAS**, according to the Section 6.02 (c) of the Carlisle Charter, this Council is adopting a budget, appropriation measures, and any capital improvement programs as presented for the fiscal year ending December 31, 2024.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARLISLE, OHIO THAT:**

**Section 1:** To provide for the current expenses and other expenditures of the City of Carlisle during the fiscal year ending December 31, 2024, for the following sums as they are set aside and appropriate as shown as Exhibit A.

**Section 2:** That the 2024 Budget is hereby accepted and adopted and is incorporated herein by reference.

**Section 3:** The Director of Finance is authorized to draw warrants on the city treasury for payments of any of the foregoing appropriations upon receiving proper certificates and vouchers therefore, approved by the officers authorized by law to approve the same, or an action of Council to make the expenditures, and has the authority to enter into agreements and contracts on behalf of the City of Carlisle.

**Section 4:** The Director of Finance is hereby authorized to exercise full authority in executing said ordinance and determine the proper public use of city funds in accordance with federal, state, and local laws, ordinances, and polices.

**Section 5:** The Director of Finance is hereby authorized to transfer part or all of any unencumbered appropriation within a fund that is within the legal level of control set by the Annual Appropriations Schedule.

**Section 6:** This ordinance shall take affect at the earliest date allowed by law.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council

		Appropriation Request
<b>GENERAL FUND - 101</b>		
<b>PARKS &amp; RECREATION - 1505</b>		
	Total Personnel	\$ 1,351.00
	Total Other Uses	\$ 31,900.00
	Total Parks & Recreation	\$ 33,251.00
<b>PLANNING &amp; ZONING - 1606</b>		
	Total Personnel	\$ 185,832.00
	Total Other Uses	\$ 243,110.00
	Planning & Zoning	\$ 428,942.00
<b>LAND &amp; BUILDINGS - 1707</b>		
	Total Personnel	\$ -
	Total Other Uses	\$ 64,275.00
	Total Land & Buildings	\$ 64,275.00
<b>INFORMATION TECHNOLOGY - 1808</b>		
	Total Personnel	\$ -
	Total Other Uses	\$ 24,442.00
	Total Information Technology	\$ 24,442.00
<b>POLICE - 2000</b>		
	Total Personnel	\$ -
	Total Other Uses	\$ 432,600.00
	Total Police	\$ 432,600.00
<b>COUNCIL - 2202</b>		
	Total Personnel	\$ 144,470.00
	Total Other Uses	\$ 253,845.00
	Total Council	\$ 398,315.00
<b>COURT - 2303</b>		
	Total Personnel	\$ 61,484.00
	Total Other Uses	\$ 6,975.00
	Total Court	\$ 68,459.00
<b>FINANCE - 2404</b>		
	Total Personnel	\$ 68,753.00
	Total Other Uses	\$ 22,100.00
	Total Finance	\$ 90,853.00
<b>TAX - 2505</b>		
	Total Personnel	\$ 65,896.00
	Total Other Uses	\$ 63,995.00
	Total Tax	\$ 129,891.00
	<b>TOTAL GENERAL FUND</b>	<b>\$ 1,671,028.00</b>
<b>ROAD FUND - 201</b>		
	Total Personnel	\$ 125,345.00
	Total Other Uses	\$ 248,882.00
	Total Road Fund	\$ 374,227.00
<b>STATE ROAD FUND - 202</b>		
	Total Personnel	\$ -
	Total Other Uses	\$ 15,000.00
	Total State Road Fund	\$ 15,000.00
<b>CVT FUND - 203</b>		
	Total Other Uses	\$ 480,000.00
	Total CVT Fund	\$ 480,000.00
<b>CPT</b>		
	Total Other Uses	\$ 1,000.00
	Total CPT Fund	\$ 1,000.00

		Appropriation Request
<b>LAW ENFORCEMENT FUND - 208</b>		
	Total Other Uses	\$ 2,000.00
	Total Law Enforcement Fund	\$ 2,000.00
<b>FIRE FUND - 209</b>		
	Total Personnel	\$ 58,428.00
	Total Other Uses	\$ 89,392.00
	Total Fire Fund	\$ 147,820.00
<b>EAGLE RIDGE TIF - 210</b>		
	Total Other Uses	\$ 238,148.00
	Total Transfers Out	\$ 100,000.00
	Total Eagle Ridge TIF Fund	\$ 338,148.00
<b>INDIAN TRACE TIF - 211</b>		
	Total Other Uses	\$ 500.00
	Total Transfers Out	\$ 100,000.00
	Total Indian Trace TIF Fund	\$ 100,500.00
<b>TIMBER RIDGE TIF - 212</b>		
	Total Other Uses	\$ 879,525.00
	Total Timber Ridge TIF Fund	\$ 879,525.00
<b>Waterbury TIF - 213</b>		
	Total Other Uses	\$ 90,713.00
	Total Waterbury TIF Fund	\$ 90,713.00
<b>MAYOR'S COURT IMPROVEMENT FUND - 225</b>		
	Total Other Uses	\$ 2,090.00
	Total Mayors Court Improvement Fund	\$ 2,090.00
<b>FEMA FUND - 230</b>		
	Total Other Uses	\$ -
	Total FEMA Fund	\$ -
<b>COVID19 Relief Fund - 231</b>		
	Total Other Uses	\$ -
	Total COVID19 Relief Fund	\$ -
<b>AMERICAN RESCUE PLAN - 232</b>		
	Total Other Uses	\$ 572,752.00
	Total American Resucue Plan Fund	\$ 572,752.00
<b>POLICE SERVICES FUND - 245</b>		
	Total Personnel	\$ 952,096.00
	Total Other Uses	\$ 209,264.00
	Total Police Services Fund	\$ 1,161,360.00
<b>BUSINESS PARK FUND - 302</b>		
	Total Other Uses	\$ -
	Total Business Park Fund	\$ -
<b>CACIL FUND - 403</b>		
	Total Other Uses	\$ -
	Total CACIL Fund	\$ -

		Appropriation Request
<b>PARK CAPITAL IMPROVEMENT FUND - 404</b>		
	Total Other Uses	\$ 79,000.00
	Total Park Capital Improvement Fund	\$ 79,000.00
<b>ROSCOE ROOF BRICK FUND - 406</b>		
	Total Contract Services	\$ -
	Total Roscoe Roof Brick Fund	\$ -
<b>FIRE CAPITAL IMPROVEMENT FUND - 407</b>		
	Total Other Uses	\$ 27,000.00
	Total Fire Capital Improvement Fund	\$ 27,000.00
<b>SEWER CAPITAL IMPROVEMENT FUND - 410</b>		
	Total Other Uses	\$ 175,942.00
	Total Sewer Capital Improvement Fund	\$ 175,942.00
<b>SR 123 RECONSTRUCTION, PH IV FUND - 412</b>		
	Total Debt Service	\$ -
	Total SR 123 Reconstruction, Phase IV	\$ -
<b>SR 123 RECONSTRUCTION, PH V FUND - 413</b>		
	Total Debt Service	\$ -
	Total SR 123 Reconstruction, Phase V	\$ -
<b>SR 123 RECONSTRUCTION, PH VI FUND - 414</b>		
	Total Other Uses	\$ -
	Total SR 123 Reconstruction, Phase VI	\$ -
<b>SR 123 RECONSTRUCTION, PH VII FUND - 415</b>		
	Total Other Uses	\$ -
	Total SR 123 Reconstruction, Phase VII	\$ -
<b>SR 123 RECONSTRUCTION, PH X FUND - 416</b>		
	Total Other Uses	\$ -
	Total SR 123 Reconstruction, Phase VII	\$ -
<b>WATER CAPITAL IMPROVEMENT FUND - 425</b>		
	Total Other Uses	\$ 1,998,000.00
	Total Sewer Capital Improvement Fund	\$ 1,998,000.00
<b>SEWER FUND - 602</b>		
	Total Personnel	\$ 485,590.00
	Total Other Uses	\$ 615,798.00
	Total Sewer Fund	\$ 1,101,388.00
<b>WATER FUND - 603</b>		
	Total Personnel	\$ 156,401.00
	Total Other Uses	\$ 396,532.00
	Total Water Fund	\$ 552,933.00
<b>REFUSE FUND - 604</b>		
	Total Personnel	\$ 66,847.00
	Total Other Uses	\$ 456,347.00
	Total Refuse Fund	\$ 523,194.00

		<b>Appropriation Request</b>
<b>UNION ROAD EXTENSION BOND - 701</b>		
	<b>Total Debt Service</b>	\$ -
	<b>Total Union Road Extension BondFund</b>	\$ -
<b>EAGLE COURT SPECIAL ASSESSMENT FUND - 702</b>		
	<b>Total Debt Service</b>	\$ -
	<b>Total Eagle Court Special Assess Fund</b>	\$ -
<b>JAMAICA ROAD SPECIAL ASSESSMENT FUND - 703</b>		
	<b>Total Debt Service</b>	\$ -
	<b>Total Jamaica Rd Assessment Fund</b>	\$ -
<b>GRAND TOTAL</b>		<b>\$ 10,293,620.00</b>



## Agenda Item Introduction

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**Council Meeting Date:** November 14, 2023

**Prepared By:** Chris Lohr, City Manager

**Agenda Item:** ORD NO 27-23: ADOPTING THE PAY PLAN FOR THE CITY OF CARLISLE

**Legislative Title:** AN ORDINANCE TO ADOPT THE PAY PLAN FOR THE CITY OF CARLISLE AND AUTHORIZE THE PLACEMENT OF EMPLOYEES.

**Summary:**

Annually, the City Manager recommends needed adjustments to the employee pay plan. In light of high inflation and in line with other area jurisdictions, this pay plan provides for a 3% increase to pay scales for all non-union employees.

**Financial or Budget Considerations:**

The adjusted pay scales create a 3% increase in personnel costs for all non-union employees.

**Recommended Action:**

Approval through three reading process.

**Supporting Documents:**

Pay Plan

**ORDINANCE NO. 27-23  
CITY OF CARLISLE, OHIO**

**AN ORDINANCE TO ADOPT THE PAY PLAN FOR THE CITY OF CARLISLE AND AUTHORIZE THE PLACEMENT OF EMPLOYEES.**

**WHEREAS**, pursuant to Section 5.4 of the Personnel Rules and Regulations, "The pay plan is intended to provide fair compensation for all classes in the classification plan, considering range of pay for other classes, rates of pay for comparable services in private and public employee in the area, cost of living data, other benefits received by employees and the city's financial conditions ... [The City] should annually examine a comparative study of factors affecting the level of salary ranges... "; and

**WHEREAS**, in consideration of area cost of living adjustments (COLA) and the consumer price index (CPI), the adopted pay plan needs to be amended from time to time to maintain the value of pay rates for city employees.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE MUNICIPALITY OF CARLISLE, OHIO THAT:**

**Section 1:** In accordance with the Personnel Rules and Regulations, the attached pay plan is hereby adopted as shown in the attached as Exhibit A. This ordinance repeals and replaces Ordinance 20-23.

**Section 2:** The City Manager retains the right to place all employees on the applicable pay scale and step in accordance with the employee's knowledge, skills, and abilities.

**Section 3:** The City Manager retains the right to set employee pay for contracted and part-time employees based on past practice and availability of funds.

**Section 4:** This ordinance shall be active at the earliest date in accordance with Sections 5.03 and 5.04 of the Carlisle Charter.

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council



PAY PLAN  
CITY OF CARLISLE, OHIO

**A - CLASSIFIED**

Positions in A - Classified perform routine tasks such as manual labor and/or data entry. Positions in this classification may perform their work as part of a team or independently. They receive direct instruction from their supervisor. Positions in this classification are considered entry level, hourly, non-exempt positions, and do not require applicants with prior experience in the field. Applicants in this classification shall at a minimum possess a high school education or the equivalent, and other essential certifications and/or licenses that are needed to perform their essential job duties i.e. CDL, be bondable, etc.

Current Positions within A - Classified: Code Enforcement Officer, Clerk of Court/Public Safety Clerk, Finance Clerk, Service Worker I, and Utility Clerk.

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>
Hourly	\$18.40	\$18.95	\$19.52	\$20.10	\$20.70	\$21.32	\$21.97	\$22.63	\$23.31	\$24.00	\$24.73	\$25.46	\$26.23	\$27.01	\$27.82

PAY PLAN  
CITY OF CARLISLE, OHIO

**B - CLASSIFIED**

Positions in B – Classified perform both routine tasks such as manual labor and/or data entry and work that requires some critical thinking. Positions in this classification may perform their work as part of a team or independently. They receive direct instruction from their supervisor. Positions in this classification are considered semi-skilled, hourly, non-exempt positions. Positions in this classification require applicants with prior experience in the field (1-3 years). Applicants in this classification shall at a minimum possess a high school education or the equivalent, and other essential certifications and/or licenses that are needed to perform their job duties i.e. CDL, be bondable, etc.

Current Positions within B - Classified: Service Worker II and Tax Administrator.

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>
Hourly	\$20.76	\$21.39	\$22.02	\$22.68	\$23.36	\$24.07	\$24.79	\$25.54	\$26.30	\$27.08	\$27.90	\$28.74	\$29.60	\$30.49	\$31.40

PAY PLAN  
CITY OF CARLISLE, OHIO

**C - CLASSIFIED**

Positions in C - Classified perform administrative and manual labor responsibilities that require critical thinking and perform routine duties. Positions in this classification perform their work mostly independently. They receive occasional instruction from their supervisor. Positions in this classification are considered moderately-skilled, hourly, non-exempt positions. Positions in this classification require applicants with prior experience in the field (1-3 years), or a combination of experience and education to be able to perform the essential job duties. Applicants in this classification shall at a minimum possess a high school education or the equivalent, and other essential certifications and/or licenses that are needed to perform their job duties i.e. CDL, be bondable, etc. Preferred applicants shall possess post-secondary education such as a bachelor's degree.

Current Positions within C - Classified: Assistant Service Director

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>
Hourly	\$22.88	\$23.57	\$24.28	\$25.01	\$25.76	\$26.53	\$27.32	\$28.14	\$28.99	\$29.86	\$30.75	\$31.68	\$32.63	\$33.61	\$34.61

PAY PLAN  
CITY OF CARLISLE, OHIO

**B - UNCLASSIFIED**

Positions in B – Classified perform both routine tasks such as manual labor and/or data entry and work that requires some critical thinking. Positions in this class may perform their work as part of a team or independently. They receive direct instruction from their supervisor. Positions in this classification are considered semi-skilled, salaried, exempt positions. Positions in this classification require applicants with prior experience in the field (1-3 years). Applicants in this classification shall at a minimum possess a high school education or the equivalent, and other essential certifications and/or licenses that are needed to perform their job duties i.e. CDL, be bondable.

Current Positions within B - Unclassified: Assistant to the City Manager/Clerk of Council

Range: \$1,660.95 biweekly - \$2,512.21 biweekly

PAY PLAN  
CITY OF CARLISLE, OHIO

**D - UNCLASSIFIED**

Positions in D - Unclassified perform administrative responsibilities that requires independent, critical thinking. Positions in this classification perform their work independently. They receive limited instruction from their supervisor. Positions in this classification are considered skilled, salaried, exempt positions. Positions in this classification require applicants with prior experience in the field (5 years), or a combination of experience and education to be able to perform the essential job duties. Applicants in this classification shall at a minimum possess a high school education or the equivalent, and other essential certifications and/or licenses that are needed to perform their job duties i.e. CDL, be bondable. Preferred applicants shall possess post-secondary education such as a bachelor's degree or master's degree.

Current Positions within D - Unclassified: Chief of Police, Finance Director, Service Director, and Community Development Director

Range: \$2,841.51 biweekly - \$3,707.18 biweekly.