

---

**MUNICIPALITY OF CARLISLE COUNCIL MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**AUGUST 22, 2023 – 7:00 P.M.**  
**760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, August 22, 2023 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:18 p.m. with the Pledge of Allegiance.

**Roll Call:**

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

Staff members present: City Manager, Chris Lohr

The Work Session Minutes of August 8, 2023 were presented to Council for review. Mr. Faulkner pointed out an error on Page 5 where he was talking about attracting talent; it currently says “track” but should have said “attracting”. Mr. Faulkner made a motion to approve the minutes with the correction noted, seconded by Mr. Bicknell.

**Roll Call:**

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

The Work Session Minutes of August 8, 2023 were approved.

The regular meeting minutes of August 8, 2023 were presented to Council for review. Mrs. Kemper made a motion to approve the minutes, seconded by Mr. Faulkner.

**Roll Call:**

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

The regular meeting minutes of August 8, 2023 were approved.

**Public Forum:**

With no guests in the audience, Mayor Winkler closed the public forum and moved on to Council Reports.

**Council Reports:**

Mr. Bicknell:

1. JEMS construction is moving along quite well. Walls are up and they are working internally. He is working with the Project Manager in hopes of having a walk-through for Council prior to one of the September Council meetings. He will let Mr. Lohr know the date and time so a meeting invite can be sent out.
2. They are continuing to get everything moved out of the current fire station. The sale of the building is complete and was officially sold to the City of Franklin, but then the contract allows us to stay functional there as long as possible. Our goal is to be out of the building by the end of this year at the latest. We have storage facilities we are moving items into that are no longer being used such as records, and then we'll be moving over to the other station and operate out of there until the new facility is ready.
3. JEMS is still on pace to be done by March 7<sup>th</sup>. Mr. Lohr had sent the timeline out to Council. Please note some items that show up in red are listed first with many green items further down. The project managers, Megen Construction, have done a phenomenal job. Instead of holding on what has not been done, they continue to move down the list and move things up in the project so that things continue to move forward, although on paper it looks like we're behind. They are continually moving the timeline along which has been great.
4. We had a 5<sup>th</sup> apparatus that was no longer needed and posted it on the govdeals site. In the final 22 hours of being posted, it went from \$12,400 to finishing out at \$41,000. The ambulance was 12-14 years old but went for that amount because it had a special piece of equipment within it as well as the condition it was maintained. Kudos to the Chief and the Captains for keeping our equipment in top-notch condition. That money will go towards keeping equipment and things going. He wanted to add that the Chief, Scot Fromeyer (the Fiscal Officer) can't say enough on how much they've appreciated this Council as well as the Township Trustees. The relationship has continued to stay strong within those organizations, and he thanked Council for letting him continue to stay on this Board and help push us in the direction to have this beautiful building coming about and to be able to provide closer, faster EMS services to Carlisle citizens in the near future.

Mrs. Kemper:

1. She wanted to say how much she enjoyed working the concession stand at Carlisle's scrimmage game with the other Council members. She thanked the Booster club for asking them to come out and she enjoyed watching the game and visiting with the community.
2. Railroad Days this year was amazing, and she wanted to thank Brian Morris, Andrea Porter and Craig Hasty. They did an awesome job both days. Everything was so organized, and it was the largest parade she's ever seen since being involved. It was nice seeing the kids and she heard nothing but good things regarding the fireworks. She knows a lot of hard work went into it.
3. Chamber 45005 this past week had an after-hours meeting at Carlisle's Village Station. She wanted to thank the Chamber for coming out. The Mayor and she attended along with other chamber members. She also wanted to thank Holly Fedders for coming. The sponsor for that evening was Black Dog Bookkeeping and she thanked them as well.
4. There was another cruise-in scheduled at Village Station for Thursday this week, but they have cancelled due to the heat and the weather, but have rescheduled it for next Thursday, August 31<sup>st</sup> from 4:00-8:00 PM.
5. She has not heard one way or another about food truck night this week with the forecasted heat, so keep an eye out on the Carlisle Food Truck page.
6. Last week the Warren County Municipal League met at Golden Lamb. She attended, along with the Mayor, his wife and Mr. Humphries. It was a very good meeting. It is always great to get with leaders of other cities to share ideas of how they work in their community and things that we could do. She really appreciates Warren County getting so many people together, and having guests who talk about the Ohio Legislator.
7. With the hot weather forecasted for the next couple of days, keep an eye on your neighbors and older people. Just be cautious, especially with kids outside activities with the record heat.

Mr. Faulkner:

1. He apologizes to Council he will have to miss the September 12<sup>th</sup> meeting due to travel with his employer. He promised that in 2024 he will not be travelling like he did this year, but this should be the only meeting that he has to miss this year.
2. There is a ribbon cutting on Thursday for Goodwill. He does intend to attend.

Mr. Kilpatrick:

Nothing to report.

Mr. Stivers:

1. He wanted to congratulate the Carlisle football team on their big win and starting out the season 1-0 officially.
2. To piggyback off Mr. Kilpatrick's comment at the last meeting to be safe around school buses. The default speed limit in Carlisle is 25 MPH, so if you're going down a stretch of road and you don't see a speed limit sign, just assume the speed limit is 25 MPH.

Mr. Humphries:

1. He'd like to piggyback off Mrs. Kemper regarding the Warren County Municipal League meeting. A representative from the Ohio Municipal League spoke and the topic was House Bills, Budgets, Etc. He has requested the PowerPoint and when he receives it, he will forward to our Manager to disperse to Council. The sponsor that night was Advanced Online Insights, and he passed out their brochures.
2. He wanted to commend the people that came in and did the grind, the pave and the paint. They were in and out. He stopped in one night when they were doing the stripes on Park. It was about 3:00 AM. It was a neat process. He asked how long before the stripes cured and could be driven on. They said 4 seconds. There's something about the 2-part epoxy they use that dries almost immediately.
3. Regarding the Carlisle Fire Department, when it comes to regional cooperation and things of that nature, yesterday the Boys Peewee Football were doing practices and scrimmages and then the Fire Department showed up and started squirting water in the air and the kids were having a great time. That's what we're here for. We're here to foster relationships between ourselves, the schools, and non-profit organizations, and the better that gets, the stronger we are as a community. He believes there are greater things to come into the future.

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

**Mayor's Report:**

1. He also wanted to talk about the hot weather that's moving in. He encouraged everyone to check on any elderly neighbors and make sure everyone is safe and has plenty of water and cool air blowing on them.

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

**Manager's Report:**

1. In his weekly report to Council, Mr. Lohr mentioned some of the recent hiring that we've been doing. John Coffey has been promoted to Service Director, and this week he promoted Rick Dixon, who was a Service Worker, to Assistant Service Director. They've done a great job in keeping everything going over the last few months. It is well-deserved and he thinks they are going to do good work for us. They have a Finance Clerk plus another Service Worker starting the day after Labor Day, then we almost have a full staff. The biggest position to fill moving forward is Community Development Director. We are getting some applications though not a huge response, but hopefully can get that filled shortly. Mr. Faulkner said he noticed on the website for the postings on the main page that it actually says, "Service Worker" underneath where you click for "Opportunities". Mr. Lohr said he hasn't quite been able to figure out how to fix that yet, but he will look at it again.
  
2. The iPads are in and he's going to have someone here by the end of this week or next to get them set up, then he'll figure out a way to get them all to Council to hopefully use for the first meeting in September.
  
3. There are a couple of pieces of legislation Council will be seeing next month. We have an older pickup truck we will be disposing of, and we just purchased a replacement that was delivered recently. Additionally, the Solid Waste District would like to have the Council pass a resolution in support of a plan that they're putting together. They're going to have a representative from the District attend the first meeting in September to talk about that and ask for the Council's approval. Mr. Kilpatrick asked regarding the Solid Waste District, do we own part of that or just pay into that? Mr. Lohr stated that is actually the Sewer District that he's talking about. The Solid Waste District oversees the refuse and trash for the county, and it is a separate entity.
  
4. Duke Energy will be doing some significant work on Park Drive. They will be replacing the wooden electrical poles with metal, and unfortunately that means we will lose a handful of trees on our property. John Coffey and he will take a look at it and if they feel it is appropriate to put some back there, they would obviously set them further back from the electrical lines so we don't lose them again if they do work in the future. Mr. Kilpatrick said he is always a fan of trees. Mr. Lohr stated yes, they are nice to have there, and he and John were discussing the trees provide a little buffer from the railroad noise, so it's definitely good to have them there if we can.

Mayor Winkler closed the Manager's Report.

**Committee Report:**

None

**Old Business:**

None

**New Business:**

None

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

**First Reading of Ordinances and Resolutions:**

ORD. 21-23: AMENDING CHAPTER 9 OF THE PERSONNEL POLICIES AND REGULATIONS. (1<sup>st</sup> reading)

AN ORDINANCE AMENDING CHAPTER 9 OF THE PERSONNEL RULES AND REGULATIONS MANUAL.

Referencing Section 1.8.4 - Cashing of Sick Leave: Mr. Faulkner was curious on the rationale of dividing less than 60 days accrued divided by 3 and more than 60 days is divided by 2. It seems to him it might be better to be flipped. Mr. Lohr stated that is the existing language we have, and from working with other personnel manuals, it is typical to divide it that way. He can take a closer look at it and see if it makes sense to flip it around. Mr. Faulkner pointed out that longer-term employees would get more benefit than short-term employees; those with more time would get more money out of it versus someone with shorter service time. Mr. Lohr stated the way it appears to currently be set up, that more time of service, the more sick leave one has, then the more generous we want to be. Mr. Faulkner stated if we're going to go through the trouble of changing that Section, then is it worded the way they want to moving forward. Mr. Lohr didn't see a problem bringing that language over, but he will check with some other municipalities and see what they are doing in that regard. Then if it makes sense to change it then he will.

With no further discussion, this legislation will be on Council's agenda for a Second Reading at the next meeting on September 12, 2023.

ORDINANCE 22-23: AMENDING THE FISCAL YEAR 2023 BUDGET – (Emergency)

Mayor Winkler asked the City Manager to explain the Emergency before moving forward.

Mr. Lohr stated working with the new Finance Director, they would like to make it a practice that when we receive donations or grant funds that we go ahead and get those appropriated into the budget. That's not something that we've done with the two items here that we have, so we'd like to go ahead and do that. They'd like for it to be declared an Emergency so we could put those funds in the line item itself and go ahead and spend them. That allows them to move forward with the donations they have for the Police Department that were intended to be used for National Night Out, as they do have bills currently to pay with those funds.

In regards to the Fire Department grant, that is for the purchase of a washer and dryer for their turn-out gear and the appliances have already been purchased so they'd like to get those passed as an Emergency to get those invoices paid.

Mr. Faulkner remarked, just so he understands, while it is common for staff to ask for an Emergency because there is a due date to spend money, Mr. Lohr is asking for an Emergency so that they can accept the money and put it into the proper account. Mr. Lohr responded yes, and in this case they have already incurred charges that need to be paid, and a couple of the items later in the agenda are to take care of purchases that have already been made but funds were not encumbered for. He added, unfortunately, Council may see more of these come before them because of everything that's been up in the air the last six months, they are going to have some items to clean up. On the bright side, they are taking the steps the State deems necessary to correct those issues.

With no further discussion, Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only, and declaring an emergency.

Mr. Faulkner made a motion, seconded by Mr. Kilpatrick.

**Roll Call:**

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

**AN ORDINANCE TO MAKE REAPPROPRIATIONS / SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023, AMENDMENT NUMBER 2, AND DECLARING AN EMERGENCY.**

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

**Roll Call:**

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

Ordinance 22-23 has been adopted.

RESOLUTION 15-23: THEN AND NOW CERTIFICATE – AXON – (Emergency)

Mayor Winkler asked Mr. Lohr to explain the emergency. Mr. Lohr stated obviously when we purchase something we have to get a Purchase Order before doing that or it causes problems with the auditors. When that happens, they can correct that internally by doing what's called a "Then-and-Now Certificate" as long as it is \$3,000 or less for that purchase. When it goes over the \$3,000 mark, then we have to come to Council for their approval to do that. He stated there are two items on tonight, asking for the Axon cameras and the other one is for use of the LEADS system.

Mr. Faulkner asked the situation that came about in such that this happened is because of all the transition with staff? Mr. Lohr stated yes, and unfortunately there were purchases that needed to occur and there were some items missed and things that were not encumbered in a timely manner to get those purchased correctly. Someone asked was that before Mr. Lohr came here? He replied yes.

Mr. Kilpatrick stated on the Purchase Order the Quantity listed is (1) "Three in-car Cameras" but then it lists a Price Per Unit of \$4,600 but then the Amount extends to same. It just looks weird having the Unit price but the total Amount does not reflect a price of three units. Then on the Invoice, Line 8, it shows a Unit Price of \$18.60 but then the Amount shows \$7.44 and he feels that also does not make sense. Mr. Lohr stated he didn't know that he could explain all the particulars to that specific invoice but he did know the intent was to purchase three in-car cameras together as a package. Mr. Kilpatrick said then if it was a bundled price then it would make sense. Mr. Faulkner suggested in the future the PO match the Invoice. Mr. Lohr agreed.

Mr. Bicknell asked do we know when the purchase was made? He stated the process has always been there and it's the same process, and he does not recall anything being brought to Council's attention of PO's not being presented so that if a PO was asked for by the acting City Manager that they had appointed did not get fulfilled, he does not recall hearing anything about it so he is curious when it was purchased and why we are just finding it now. If it happened in the last six months obviously it was before Mr. Lohr got here and again, he doesn't want it to sound negative towards Mr. Lohr because he is coming into this situation, but his question is that everyone else that was still here prior to that understood the process. The PO shows a date of 8/15/23 and he knows they would have been purchased prior to 8/15.

Mr. Stivers noted on the Invoice under Description it states "Tax Date 29-Jun-23." Mr. Kilpatrick said the other thing is this was obviously purchased through our Police Department.

Mrs. Kemper added Chief Rogers did mention he was purchasing cameras for the cars. Mr. Bicknell said he does remember him mentioning purchasing them but his point from it though is the chain of command is if you've asked for a PO and you're not getting a PO but he feels if a Department Head asks you for a PO and within a reasonable amount of time that Department Head hasn't had a PO, he feels it's perfectly reasonable for that Department Head to show up at a Council meeting and present that need. Moreso the reason he is speaking up is because Mr. Lohr said we are probably going to see more of these and he is not a fan of



emergency legislation. The optics of it do not look great and even though Council gets the info a few days before the meeting, he would like more time to discuss the reasons behind it so that if a question comes up from a constituent that says you guys just slid in \$4,700 here, and where is this and who's fund did it come from, that he would like to be better prepared to respond to that in the future, but he does like the fact we are cleaning them up.

Mr. Humphries said, in the future we won't be seeing stuff like this because hopefully Mr. Lohr will have his thumb on the heartbeat. Mr. Lohr stated that's right. From what he can see the staff that was here before he came were very good at what they did. but there was so much up in the air with so many people coming and going that there were things missed. He is hoping we can get those things cleaned up. Ms. Cooper, the new Finance Director, is really going through everything with a fine-toothed comb and is very good at what she does, so hopefully we can get this cleaned up, and like Mr. Humphries said we won't have to see these in the future. To add to that, anything he has that he doesn't need to put on the agenda as an emergency, he will certainly make an effort to do that. Mr. Faulkner stated on the LEADS Invoice, the Description says the period is from July 1, 2023 – June 30, 2024. Mr. Lohr said yes, unfortunately, these are both invoices that we need to pay immediately.

With no further discussion, Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only, and declaring an emergency.

Mrs. Kemper made a motion, seconded by Mr. Bicknell.

**Roll Call:**

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

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$4,655.77 TO AXON ENTERPRISE INC FOR THE PURCHASE OF THREE IN-CAR CAMERAS, AND DECLARING AN EMERGENCY.

**Roll Call:**

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

Resolution 15-23 has been adopted.

Resolution passed on this day will be entered into Resolution Record Book as Res. 15-23.

**RESOLUTION 16-23: AMENDING THE FY2023 BUDGET – (EMERGENCY)**

Mr. Stivers asked regarding the LEADS invoice, Mr. Lohr had stated we only use the Then-And-Now Certificate in excess of \$3,000, but this invoice is for \$3,000. Mr. Lohr said it's \$3,000 or over. Mr. Stivers said the language here says in excess of \$3,000. Mr. Lohr stated maybe that was just sloppy language and he apologized for that but his understanding is from Ms. Cooper is that we need to have a Then-and-Now Certificate for this one as well and approved by Council.

With no further discussion, Mayor Winkler asked for a motion to suspend the rule requiring three readings, have one reading by title only, and declaring an emergency.

Mrs. Kemper made a motion, seconded by Mr. Kilpatrick.

**A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$3,000.00 TO THE TREASURER, STATE OF OHIO FOR THE LEADS ANNUAL SERVICE.**

Mr. Kilpatrick asked what is the LEADS service. Mr. Faulkner stated that is what they are running your plate through as they are pulling you over. They know more about you before they get to your car door.

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

**Roll Call:**

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

Resolution 16-23 has been adopted.

Resolution passed on this day will be entered into Resolution Record Book as Res. 16-23.

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

None

Mayor Winkler stated that is all they have on the agenda this evening and asked if there was a motion to adjourn.

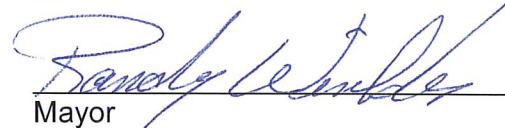
With no further discussion, Mr. Kilpatrick made a motion to adjourn, seconded by Mrs. Kemper.

**Roll Call:**

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

Meeting adjourned at 7:54 p.m.

Date: 9/12/23

  
\_\_\_\_\_  
Mayor

Attest:

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

