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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES  
REGULAR MEETING OF COUNCIL  
SEPTEMBER 26, 2023 – 7:00 P.M.  
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, September 26, 2023 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:03 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 September 12, 2023, were presented to Council for review. Mr. Kilpatrick made a motion to approve the minutes, seconded by Mrs. Kemper.

**Roll Call:**

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

The Work Session Minutes of September 12, 2023, were approved as presented.

The regular meeting Minutes of September 12, 2023, were presented to Council for review. Mr. Bicknell made a motion to approve the minutes, seconded by Mrs. Kemper.

**Roll Call:**

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

The regular meeting Minutes of September 12, 2023, were approved as presented.

**Public Forum:**

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

**Council Reports:**

Mr. Kilpatrick:

Nothing to report.

Mr. Bicknell:

1. He wanted to thank Megen Construction along with Chief Madden, Chief Lane and the other Council members along with our City Manager who were able to meet over at the new building for the JEMS and Fire Station. It was very eye opening to see it at the state it's at and get a lot of good information and a lot of things are happening. Steel beams went up today, exterior walls will start being put up next week, and as long as the timeline stays the way it should be fully under roof within the next 6-7 weeks before cold weather starts. Even at the state it is in now, to see the attention to detail they've taken with everything means we made the right decision when we chose the contractor. He thanked them again as well as Council.

Mr. Stivers:

He apologized for being late and had nothing to report.

Mrs. Kemper:

1. This Thursday is our last week for food trucks this year. If you'd like to see the list of trucks, just visit the Carlisle Food Truck page on Facebook.
2. At the last Council meeting she had announced Trick or Treat Beggar's Night is October 31<sup>st</sup> but she had the time incorrect. It is October 31<sup>st</sup> from 6:00 – 8:00 PM.
3. She wanted to thank Will Bicknell and all the folks that made the JEMS walk-through possible this evening. It's going to be great for our community and it's coming along quickly. Megen Construction is doing an awesome job.

Mr. Humphries:

1. He wanted to acknowledge the continual improvements that Gross Lumber is making to their facility. It's one of the largest buildings on our main corridor. He continues to make improvements to the roof and outside buildings and things of that nature, and it's becoming more attractive and to stand the test of time and weather.

Mr. Faulkner:

Nothing to report.

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

**Mayor's Report:**

1. He wanted to thank everyone involved with the Food Trucks, for the organization and getting them all there. He knows the community enjoys it, and he's glad we have someone who enjoys doing that for the community.

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

**Manager's Report:**

1. He's making great progress with updating the Personnel Manual. He had a meeting with Alex Ewing yesterday to discuss. They plan to spend October reviewing everything and making sure we have it where we want it, and then we plan on bringing it before Council in November. He will plan on just highlighting the changes that have been made rather than going through it line by line so Council can understand what is being asked to approve.
2. Chief Rogers said there will be a nationwide emergency alert test on October 4<sup>th</sup> at 2:20 PM. Everyone's cell phone will be receiving a test text message. Chief Rogers' concern is some people may be unprepared and be a little alarmed so he wanted to make sure that he said it tonight to the public at Council, and he will also post something on Facebook, so people are fully aware. He's assuming the text message will state it is a test, however, they think it's better to get some information out in advance to avoid any confusion.
3. The Authority Tax upgrade is going well. Dinee and Ms. Cooper have been working very hard on getting this upgrade completed. They are looking at doing testing next month. When they do a conversion like this, they'll run the old system and the new system in parallel for a while so they can become familiar with the new system and make sure everything that was working in the old system is working the same way in the new system. They're looking at doing that testing in October and potentially finishing the upgrade by end of October.
4. The Attorney General's Tax Collection Agreement has been finalized and we've got everything set up with the State so that we're able to refer accounts to them for collection. As he understands it, that's not something we've aggressively been able to do to get back due tax payments collected. The State apparently does a very good job with it so they're looking forward to getting that in place to collect income tax that is due. Mr. Kilpatrick asked, isn't that something we would typically run through our Mayor's Court? Mr. Lohr stated we have done that in the past, but he doesn't think we'll be able to do that if we're using the Attorney General's Office in the future. Mr. Kilpatrick said that would eliminate the need for us having to use that time in Mayor's Court but we would still use the Mayor's Court for traffic violations and other things? Mr. Lohr stated that is correct.
5. They are looking at having the Budget Committee Meeting on October 17<sup>th</sup> at 6:00 PM. He has all the Department Heads available to be there at that time. He conferred with Mr. Faulkner about that earlier and is hoping that the other members of the Committee can be available at that time. They were shooting for the same day of the week that we do Council meetings on a Tuesday, so hopefully that works out for the other members. They should have enough

information put together to have a discussion and hopefully have it together so we can start getting the budget for 2024 set for review by the full Council. From discussions he's had previously, they were planning not to do a full review of the full budget in front of Council, so if any Council would like to hear very detailed information about it, feel free to attend the Budget Committee Meeting. If you're comfortable with a more high-level view of the budget when it comes for a vote, then obviously you don't have to attend. Council can feel free to reach out to Mr. Lohr or Ms. Cooper directly if they have specific questions before getting through the Three Readings process.

Mr. Bicknell asked, if ideally, Mr. Lohr is planning to present that to Council at the November 14<sup>th</sup> meeting? Mr. Lohr said yes. Mr. Bicknell said we have our Work Session then, so would it be beneficial if they could have the budget sent to them with the Council packet and then at the Work Session prior be able to present any questions they have the budget prior to our 7:00 meeting, therefore, we could start the process of approving the budget and we would have answered all the questions and got everything done. Then that would leave Mr. Lohr to only need to highlight the bigger expenditures as a group in front of everybody and questions could be answered. Mr. Kilpatrick added it could be as simple as some slides and asking for thoughts on different items. Mr. Bicknell agreed and said this gives them the ability to ask those questions they want to know prior and then streamline the process. Mr. Faulkner stated as Chair of the Committee, it was his intention to not repeat what was done last year which was they talked about it for two nights and then relived it for three hours in this group. He wants to have a Finance Committee meeting, go over the budget and of course anyone is welcome to attend, and then what Mr. Bicknell had said, you would have opportunity to ask questions at the first session and by the time it hits the agenda, everyone has copies of it and everybody's had a chance to look at it and there are no surprises or need for a 3-hour meeting. He thanked Mr. Lohr for figuring that out.

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:****ORDINANCE 25:23 AMENDING THE 2023 BUDGET AND IS ON FOR AN EMERGENCY.**

Mayor asked for a motion to suspend the rule requiring three readings, have one reading by title only and declaring an emergency.

A motion was made by Mrs. Kemper and seconded by Mr. Kilpatrick.

**Roll Call:**

Mr. Kilpatrick	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mrs. Kemper	yes
Mr. Faulkner	no
Mr. Bicknell	yes
Mayor Winkler	yes

Mr. Faulkner stated he thinks we're still doing this out of order. The Manager needs to present it before Council can decide whether or not to suspend it. The Mayor asked Mr. Lohr to explain the emergency.

Mr. Lohr stated there are five items that they're asking to get added to the 2023 budget. There were two issues in a previous supplemental from May 23<sup>rd</sup> where the funds that were requested were not requested in the correct line item.

- That was \$41,000.00 for the additional Civica/CMI software and \$10,550.00 in the Road Fund for the plow truck was appropriated into Personnel, not into the correct line item for Capital purchases so we are correcting that issue.
- In addition, we have an increase of around \$80,000.00 for the distribution of real estate taxes for the TIF Districts to the School District. While \$80,000 is a large number, that is really just a pass-through to the School District so that is net neutral.
- We also have a request to increase appropriations for a required upgrade for our water meter reading software. We've been informed that this is required and they gave us short notice, but it's an upgrade we have to do in order to continue being able to read meters next year so it's not really optional.
- The next item is we spent approximately \$32,000 on consultant fees earlier in the year both for interim Finance Director and interim City Manager. If you look under Financial Budget Considerations everything from the 3<sup>rd</sup> line to the end is where we paid those funds from. The \$32,000 we're requesting is reimbursing those line items to get us back to even where we were on those line items and intended to be throughout the year.
  - o Mr. Kilpatrick said so you're saying that #2202 which is General Fund-Council will be getting \$4,368.54 as a part of the \$32,181.25. Mr. Kilpatrick said he assumes there is a formula we use for this type of thing. Mr. Lohr said yes. The City Manager and Finance Director are paid out of multiple funds because that reflects the work that they do for the Funds and for the Departments throughout the City. Mr. Stivers asked Mr. Lohr to say again which funds these are going to come out of.

- Mr. Lohr stated under Financial or Budget Considerations as a whole:
  - o The first line is we're moving \$27,333.34 from General Fund-Income Tax to Police Services Fund which reflects that we collect Income Tax not only for the General Fund but also for the Police Fund.
  - o The \$10,550.00 from Personnel to Other Uses-Road Fund reflects that we cannot purchase the snowplow truck with Personnel Funds; it needs to be a Capital Purchases line item.
  - o All the other items listed below, and those amounts are where Charlotte's Consulting Fees were paid from. If you add those all up together you get the \$32,181.25.
  - o Mr. Kilpatrick said he assumes the TIF's are going to be for the appropriations for the \$80,218.74 going to the schools, namely Fund numbers 210, 212, and 213? Mr. Lohr stated that is correct. Mr. Stivers asked if the Sewer Fund, Water Fund and Refuse Fund, is that all included as well? Mr. Lohr said yes.
  - o Mr. Bicknell asked, when we spoke about bringing in a consultant, was there not a contract written up for the consultant with a certain dollar amount at that time? Mr. Faulkner said for the search we had a certain fee. Mr. Kilpatrick said if he remembers correctly, for the search fee it was kind of like a range. He's assuming we maxed that out because we had him do a lot for us. Mr. Bicknell said, but this is specific to Charlotte; this isn't searching for a new City Manager. Mr. Lohr said correct. Mr. Bicknell said he could be completely wrong, but he thought when Mr. Rushing signed the contract that everything was written in the contract and Council approved that, so he is asking are we just moving funds or did we have to pay an additional \$32,000 for? That's where he is confused. Mr. Lohr said this is the total amount that we paid Local Government Consultants for Charlotte Collins' services. In that contract, he does not recall there being a dollar maximum or a cap, but he does recall there being an hourly rate, so this is just how much was spent by the City to cover those consulting fees. Mr. Humphries said her layers were not only Interim Finance Director, Interim City Manager but then also assisting Mr. Lohr as the new City Manager.
  - o Mr. Faulkner said to Mr. Lohr as they discussed on the phone today, this is the kind of things he would also like to see come before the Finance Committee during a normal year so that these questions get rooted out and everybody is clear before it hits Council again. He added he understood Ms. Cooper wasn't able to come tonight but he certainly would like to see the Finance Director attend whenever she has agenda items.

ORDINANCE 25-23: 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 3, AND DECLARING AN EMERGENCY.

**Roll Call:**

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

Ordinance 25-23 has been adopted.

**RESOLUTION 19-23 THEN AND NOW CERTIFICATE – CARLISLE LOCAL SCHOOLS ON FOR AN EMERGENCY.**

Mr. Lohr stated this is related to the supplemental appropriation ordinance. We did not have enough money appropriated in the line item to pay the School District for what we've received in the TIF revenue so we're increasing that appropriation in the last item to get us where we need to and then this takes care of the Purchase Order and making it so that we can cut a check to the School District. Mr. Bicknell asked when the payment is actually due/ Mr. Lohr doesn't know that there is a due date on it, but we've received those funds and we need to give them to the School District in a timely manner. Mr. Bicknell said the only reason he is that an Emergency Reading on a financial move, if we're not up against a deadline and there's not a specific date it's due, he's just wondering if there's an absolute cause to have to do this under an Emergency Reading and not under Three Readings, if we have that rapport with the School to say we have it, we can get it to you and move that along. Mr. Faulkner said you could argue that if you didn't agree to an emergency that one didn't exist and they will get the check when they get it. Mr. Bicknell said with the relationship with the School, he tries to steer against an Emergency Reading to push through money on anything if it's not absolutely necessary. Unless the lights or power are being shut off, he would much rather go through normal processes. Mr. Faulkner agreed absolutely that's best to do. Mr. Humphries stated there are annual things that we should know on a calendar that we've discussed over and over again where we went to an Emergency situation even though it's an annual situation. Mrs. Kemper asked if this is the Second Half of the Taxes? Mr. Lohr said yes, for the 2022 Year.

Mr. Stivers asked if the last Ordinance just passed where part of it was for \$80,218.74, is that \$80K figure part of the \$540K figure that we're giving to the School? Mr. Lohr stated that is correct. We were underbudgeted in that line item. Mr. Faulkner said because it's Property Tax we took the money in they just didn't have the right number and it's probably because the collections came in. Mr. Kilpatrick asked is it legal for us to not approve it for an Emergency and for us to start the Three Readings process? Mr. Lohr said we could do that. He was trying to remember his conversation with Ms. Cooper. She did mention 30 days, so he doesn't know if it's a legal requirement for us to pay out those funds within 30 days. He can verify that with her. He said we could still meet that requirement if we were to do a First Reading tonight and not do it as an Emergency, then he could confirm with Ms. Cooper that it needed to be conveyed within 30 days and if so, then he would request that Council pass it as an Emergency at the Second Reading. Mr. Bicknell said he would much rather see it go that way because then we are presenting a reason for doing it rather than just trying to get it cleared off the books. That would present a valid reason to have an Emergency at that point.

Mr. Faulkner said this is the reason that he made a big deal about the last one is because we have to discuss this before we vote on the Emergency because if we had done it the way it was done on the last item we would have said okay, it's an Emergency and then we would have had this conversation

and we would have had remorse that we declared an Emergency when we decided we didn't have an actual Emergency. Mrs. Kemper said she feels like everyone has already received the emails and there are questions on it that they should confront the City Manager. Mayor Winkler said that's why we get this packet the week prior so we can have those conversations. Mr. Faulkner said that's true, but for public consumption though, they need to know the emergency exists before we're being asked to vote on it.

Mayor Winkler said then do we want to do this as a First Reading tonight instead of an Emergency? Mr. Lohr said that is agreeable.

Mayor Winkler then started over on this Resolution.

RESOLUTION 19-23 A THEN-AND-NOW CERTIFICATE FOR CARLISLE LOCAL SCHOOLS ON FOR A FIRST READING.

RESOLUTION 19-23: A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$ 540,620.42 TO CARLISLE LOCAL SCHOOL FOR THE DISTRIBUTION OF THE 2ND HALF TAX SETTLEMENT.

Mayor Winkler asked if there was any further discussion.

Mr. Faulkner said he was going to say we've seen a lot of these Then-And-Now Certificates, and he thinks we're all probably in agreement we don't really want to see any more of those. He's not really sure why some of these have happened this year but he knows there was a lot of turn over.

Mrs. Kemper said we've had a rough year and we've been through a lot, and we've been through a changeover with lots of stuff going on and it's just been a lot. Mr. Lohr said he agrees with Mrs. Kemper, and they will do their best not to create anymore situations where we need to do this. With that said there is still a lot of review that needs to be done in the First Half of the year and it's possible we will; have other invoices that do not have the appropriate Purchase Order. He will do his best to avoid this in the future but doesn't want to surprise them because there may be more.

Mr. Bicknell asked if most of these are coming from the Finance Director level and we're finding out they were turned in by our Department Heads? What he's wondering is if it would make sense for them to send you PO's that they have so that you know they've received those and then if there is anything that she sees different from that it might make it easier on her than trying to sift through the first six months' worth of everything.

Mr. Lohr stated we may be able to do that and that is worth doing. We also have a lot of instances where there were department-level invoices coming in that were being processed at the Finance Director level, so we have a new Finance Director and Department Heads that were here at the time but had never seen the invoices. There's also a learning curve for everyone on some of this and some items unfortunately things that were missed, but he will do the best that he can to get it right moving forward.

With no further discussion, this legislation will be on Council's agenda for a Second Reading at the next meeting on October 10, 2023.



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

**ORDINANCE 21-23: AMENDING CHAPTER 9 OF THE PERSONNEL POLICIES AND REGULATIONS IS ON FOR A 3<sup>RD</sup> AND FINAL READING.**

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

The Mayor asked if there was any discussion.

Mr. Stivers asked if Mr. Lohr could provide a brief synopsis as a reminder.

Mr. Lohr stated this is the chapter that deals with various kinds of leave for employees. Previously we had a Vacation Leave Accrual schedule that was different for Department Heads than it was for all the other non-union employees. He did not see any reason why we should have a more generous accrual schedule for Department Heads than for everybody else. He feels it's fairer to just have one, so it consolidates that Vacation Accrual Schedule. It also updates some language like "Municipality" and "Village"; that's now all "City" and "City Manager". It also clarified the definition of Sick Leave and cleaned up some language related to Military Leave. He was trying to catch everything that needed updated in that Chapter.

Mayor Winkler asked if there was any further discussion. Hearing none, he asked for a motion to adopt. Mr. Bicknell made a motion, seconded by Mrs. Kemper.

***Roll Call:***

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

Ordinance 21-23 has been adopted.

**ORDINANCE 24-23: ORDINANCE AMENDING THE CITY CREDIT AND DEBIT CARD POLICY ON FOR A 2<sup>ND</sup> READING.**

AN ORDINANCE AMENDING SECTION 236.11 OF THE CARLISLE CODIFIED ORDINANCES REGARDING THE CITY CREDIT AND DEBIT CARD POLICY.

Mayor Winkler asked if there was any discussion. There was none. This legislation will be on Council's agenda for a Third and Final Reading at the next meeting on October 10, 2023.

RESOLUTION 17-23: APPROVING THE WARREN COUNTY SOLID WASTE PLAN – (2<sup>nd</sup> Reading)

RESOLUTION 17-23: A RESOLUTION APPROVING THE SOLID WASTE MANAGEMENT PLAN OF THE WARREN COUNTY SOLID WASTE MANAGEMENT DISTRICT.

Mayor Winkler asked if there was any discussion. There was none. This legislation will be on Council's agenda for a Third and Final Reading at the next meeting on October 10, 2023.

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

With no further discussion, Mr. Faulkner made a motion to adjourn, 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

Meeting adjourned at 7:40 p.m.

Date: 10/10/23

Randy Winkler  
Mayor

Attest:   
Clerk of Council