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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES  
REGULAR MEETING OF COUNCIL  
OCTOBER 10, 2023 – 7:00 P.M.  
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, October 10, 2023 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:01 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  
   Finance Director, Kristina Cooper

The regular meeting Minutes of September 26, 2023, were presented to Council for review. Mr. Faulkner 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	yes
Mayor Winkler	yes

The regular meeting Minutes of September 26, 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. Humphries:

1. He wanted to say there is a lot of road crew activity going on in Carlisle. There are a lot of utility poles being wired and multiple poles will be removed and new ones put in so there's a lot of

one-way traffic so if everyone could do our best to pay attention to the people that are directing traffic and let's let those people go home safely.

2. Mental wellness – Just to remind everybody with the holidays coming up, the days being shorter and darkness being longer, dial 988. We'd more than welcome to hear your complaints and issues in your life than to talk about what we could have done different so 988 for mental wellness if you have some challenges in your life.

Mr. Stivers:

1. Just wanted to let everyone know as it gets colder wild animals in our area and specifically he's seen a couple of coyotes on a couple different occasions and as food gets more scarce and it gets colder, if you have small animals when you let them out at night maybe stay with them and don't let them out for too long because especially with small pets as they could easily become a target.

Mr. Kilpatrick:

Nothing to report.

Mr. Bicknell:

1. They had the JEMS meeting last week. Things are moving along quite well. If you've noticed all the scaffolding and everything was removed today where you could see the front doors and everything so that's 90% done. Exterior walls were starting today so hopefully by the end of the week, barring any weather, you'll see the exterior structure of the framing starting to go up. Hopefully by next week we're hoping to have the concrete poured into the bay doors and that will have a good time to set, and then we'll start moving. With that inside they did build a wall above the tornado shelter to start putting some stuff around there to keep there for right now.
2. For the September runs, he doesn't know if Council received those but for the month of September there were 38 incidents in Carlisle; a total of 174 within the jurisdiction; we gave 41 mutual aids and only needed to receive 2 mutual aids. The two we received assistance on wasn't due to short staffing but rather due to all of our apparatuses being out servicing the citizens so we needed extra care to come in.
3. We are entering the cold months and it's darker, so pay attention with school drop offs. We do have a lot of kids walking on Fairview and we have no sidewalks there so please pay a lot of attention to your surrounding areas. He would encourage parents if your kids do walk have them wear something with high visibility in the morning whether it be a light on their backpack or a vest though he knows that's not fashionable but it's more safe. Then we need to pay attention even at night time for events because our community has a lot of kids that live close enough to do a lot of walking so we want to make sure we're always paying attention. Mr. Stivers added to tell your kids to walk against traffic also and Mr. Bicknell reiterated yes, walking against is better than with traffic.

Mrs. Kemper:

1. With the holidays coming up the next several months she wanted to share Save the Dates as there's a lot of things going on in Carlisle over the next few months.
  - a. Trunk or Treat is Sunday, October 29<sup>th</sup> from 4:00 – 6:00 PM over at the Carlisle School parking lot. That is sponsored by Valley Real Estate and The Church in the Village.
  - b. Beggar's Night is Tuesday, October 31<sup>st</sup> from 6:00 – 8:00 PM.
  - c. The Lions Club is going to be having a Holiday Bazaar on Sunday, November 5<sup>th</sup> from 1:00 – 5:00 PM.
  - d. Carlisle's Christmas Tree Lighting and Santa is on Monday, November 27<sup>th</sup> at 6:00 PM. It's a little earlier this year due to Santa being very busy.
  - e. We will also be doing the Holiday at Home decorating contest again this year and will have more details on that later.

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 was contacted by the Mayor of Springboro and also the Mayor of Franklin regarding November 11<sup>th</sup> is Veteran's Day, so we're going to do a 3-community Veteran's Day Recognition. The Mayor of Springboro approached me with this while we were in Washington DC. He has since spoken with the Village Station Bar & Grill. We're going to do a Pancake Breakfast for all Veteran's on Saturday, November 11<sup>th</sup>. It will be a free meal so we encourage all Veteran's to come to the Village Station Bar & Grill. We're still working out a few of the details but he's assuming it's going to be around 9:00 AM.
2. He would also like to encourage all of our residents that since cold weather is coming on and some folks are firing up their furnaces. If you haven' had an opportunity to get your furnace checked out you might want to do so to make sure we don't get any carbon monoxide calls for anyone and make sure your furnace filters have been changed and your furnace is in good working condition before you fire it up.

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

**Manager's Report:**

1. Mrs. Kemper had already mentioned the Trunk or Treat. He wanted to mention the Carlisle Police Department will be there handing out candy. The Chief wanted him to make sure and mention that.

2. Chief also wanted Mr. Lohr to mention that in Lebanon there's going to be a National School Bus Safety launch on October 13<sup>th</sup>. The Police Department will be in attendance. As most know, we had a tragic bus accident earlier in the year, so with next week being School Bus Safety Week there's obviously a lot of importance placed on that.
3. We are still working on the Authority Tax Upgrade. We're still on track to have that live sometime in November so that will be our last CMI Module that we're upgrading to the Authority version.
4. We're also upgrading the way we accept Credit Card payments. With the company we are changing to we will be able to take online payments for everything we do and not just utility payments so we'll be able to receive payments for Mayor's Court, park shelter rentals, and that sort of thing. With that he wanted to mention with this new company there is going to be a convenience fee. Previously the City has absorbed that cost but with the new service there'll be a 3.5% that will be paid directly by the resident. Mr. Kilpatrick asked if there's a way to accept ACH payments with that software. Mr. Lohr didn't know but can research further and get an answer.
5. They are still working on the generator for the Police Department and Service Building. That was budgeted at about \$50,000 for this year. We have one quote that came in at about \$53,000; we're getting a second quote and may pursue a third one to see if we can get to that \$50,000 mark, but that's something we are hoping we can still get rolling on this year.

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:**

None.

With no First Readings, Mayor Winkler moved on to Second and Third Readings.

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

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

Mayor Winkler asked Mr. Lohr to explain the Emergency. Mr. Lohr deferred to Ms. Cooper to provide the explanation.

Ms. Cooper stated the reason it is on tonight for an Emergency is because the temp agreement we signed with the schools only a 30-day turnaround between us receiving the funds and paying the schools so that's why it has to be passed as an Emergency. Mr. Faulkner asked would she be able to share two times of year the dates that it usually happens? Ms. Cooper stated sometime in April and sometime in September generally. Mr. Faulkner added he really appreciated the summary sheet she provided that showed the Property Tax disbursements between that and what the TIF Funds actually got. Mr. Kilpatrick asked is there a way for us to avoid an Emergency by having us pass some legislation at the beginning of the year for that kind of thing or do we have to wait until it comes in to pass the legislation? Ms. Cooper said they are looking at opening up blanket Purchase Orders, but the problem is we reimburse the schools based on how much we receive.

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

The motion for Emergency approval has been approved.

**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.**

The Mayor asked for a motion to adopt. Mr. Kilpatrick made a motion, seconded by Mrs. Kemper.

**Roll Call:**

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

Resolution 19-23 has now been adopted.

ORDINANCE 24-23: ORDINANCE AMENDING THE CITY CREDIT AND DEBIT CARD POLICY ON FOR A 3<sup>rd</sup> AND FINAL READING.

Mr. Lohr stated he knows we have talked about this previously but currently, our credit card policy states we are very limited in the way we can use them so right now the Finance Director stays in control of the cards, and we can distribute them to employees for use during the day, however, that has created some operational difficulties. We would like to transition to the proposed credit card policy that allows us to issue credit cards to Department Heads and specify which employees will have that. Then the check for that is we will have somebody responsible for keeping track of those credit cards as well as compiling quarterly reports to make sure that we're using them appropriately. Mr. Faulkner asked would that person be Ms. Cooper. Mr. Lohr stated the way that the law is written it cannot be a card holder so our plan is that he would designate the Finance Clerk so we would have that independent person reviewing all the records. Mr. Faulkner asked is it a problem if the Clerk works for the Finance Director? Mr. Lohr stated no.

ORDINANCE 24-23: AN ORDINANCE AMENDING SECTION 236.11 OF THE CARLISLE CODIFIED ORDINANCES REGARDING THE CITY CREDIT AND DEBIT CARD POLICY.

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

**Roll Call:**

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

Ordinance 24:23 has been adopted.

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.

RESOLUTION 17-23: APPROVING THE WARREN COUNTY SOLID WASTE PLAN – (3<sup>rd</sup> and Final Reading)

Mr. Lohr stated this has been a request from the Warren County Solid Waste District and they have requested that we approve this plan and that request is a requirement of the EPA.

**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. He asked for a motion to adopt. Mr. Bicknell made a motion, seconded by Mr. Kilpatrick.

**Roll Call:**

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

Resolution 17:23 has been adopted on this date.

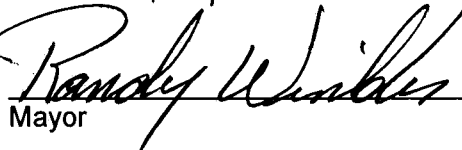
Mayor Winkler stated that is all they have on the agenda this evening and asked for a motion to adjourn. Mr. Kilpatrick made a motion to adjourn, seconded by Mr. Stivers.

**Roll Call:**

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

Meeting adjourned at 7:20 p.m.

Date: 10/24/2023

  
 Mayor

Attest:   
 Clerk of Council